



# Board Meeting

December 14, 2022 at 6:00 p.m.

Nielsen Conference Center

3110 W. Nielsen Avenue

Fresno, CA, 93706

Zoom Link: <https://fresnoeoc.zoom.us/meeting/register/tZwvc-2qpj4pG9PB0VBah9baPXhwZMLqdzop>



## BOARD MEETING AGENDA

DECEMBER 14, 2022 AT 6:00 PM

<b>1. CALL TO ORDER AND COMMUNITY ACTION PROMISE:</b> Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  We care about the entire community, and we are dedicated to helping people help themselves and each other.	Action	Presenter
<b>2. ROLL CALL</b>  A. Roll Call - 5		
<b>3. APPROVAL OF PREVIOUS MINUTES</b>  A. October 26, 2022 Board Meeting Minutes - 6  B. November 17, 2022 Special Board Meeting Minutes - 10	Approve	
<b>4. PUBLIC COMMENTS</b> (This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the Agenda.)		
<b>5. ADDITIONS TO THE AGENDA</b> (The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the Board after the posting of this agenda.)		
<b>6. POTENTIAL CONFLICT OF INTEREST</b> (Any Board Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.) (FPPC §87105)		
<b>7. PREVIOUS COMMISSIONERS APPRECIATION</b>  A. Previous Commissioners Appreciation - 11	Information	Hayes
<b>8. 2023 BOARD MEETING SCHEDULE</b>  A. 2023 Board Meeting Schedule - 12	Approve	Perez
<b>9. WORKERS' COMPENSATION INSURANCE RENEWAL</b>  A. Workers' Compensation Insurance Renewal - 14	Approve	Warner

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## 10. APPROVAL OF CONSENT AGENDA

Any Commissioner may pull any Consent Item for discussion or separate vote

### A. Items previously ratified at the August 24th Board Meeting

Lazzarini

1. Budget Revision for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act - 22

**Ratify**

2. Budget Revision for American Rescue Plan Act (ARPA)- 2021 - 28

**Approve**

### B. Financial Reports: September 2022

**Approve**

Warner

1. Financial Reports - 37

### C. Bylaws Committee Items – November 2, 2022

**Approve**

Rodgers

1. September 7, 2022 Bylaws Committee Meeting Minutes - 44

2. Target Area Candidates - 46

3. Community Sector Applications - 75

4. Commissioners Onboarding Process - 107

### D. Program Planning and Evaluation Committee Items – November 15, 2022

**Approve**

Arambula

1. October 17, 2022 Program Planning and Evaluation Committee Meeting Minutes - 109

2. Energy Services: 2023 Low-Income Home Energy Assistance Program Contract - 113

3. Transit Systems: Career Technical Education Transportation Agreement. - 116

4. Local Conservation Corps: 2021-22 YouthBuild AmeriCorps Grant - 117

5. Equity and Impact: Grant Tracker (Information) - 120

### E. Program Planning and Evaluation Committee Items – December 5, 2022

**Approve**

Arambula

1. November 15, 2022 Program Planning and Evaluation Committee Meeting Minutes - 124

2. Sanctuary And Support Services: Human Trafficking Victim Assistance Program - 126

3. Sanctuary And Support Services: Project HOPE Bridge Housing - 129

### F. Advisory Board Items and Minutes

**Approve**

1. Head Start County Wide Policy Council: Program Update Report (PUR) for September and October 2022 - 130

2. September 8, 2022 Sanctuary and Support Services Advisory Minutes - 136

3. October 4, 2022 Head Start County Wide Policy Council Minutes - 139

4. October 18, 2022 SOUL Governing Council Minutes - 145

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**11. CHIEF EXECUTIVE OFFICER’S REPORT**

**Information**

**Reyes**

A. CEO Report - 149

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**12. COMMISSIONERS’ COMMENT**

**Hayes**

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**13. CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code section 54957)  
Title: CEO

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**14. CEO COMPENSATION**

**Approve**

**Hayes**

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**15. NEXT MEETING:**

Wednesday, January 18, 2023 at 6:00p.m. in the Board Room.

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**16. ADJOURNMENT**





## BOARD OF COMMISSIONERS ROLL CALL 2022

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/26	3/23	5/25	7/6	8/24	10/26	12/14
ARAMBULA, AMY	Dec 2022	31st Assembly District	X	X	X	P	P	P	
AVILA, ED	Dec 2022	Juvenile Court	X	O	X	P	P	O	
BAINES, OLIVER	Dec 2022	16 <sup>th</sup> Congressional District	X	O	O	P	O	O	
BONNER, ALYSIA	Dec. 2022	Target Area F	X	X	X	P	P	P	
BROWN-JENKINS, ZINA	Dec 2022	Head Start CWPC	X	X	X	P	P	P	
GARABEDIAN, CHARLES	Dec 2023	Board of Supervisors	X	X	X	P	P	P	
HAYES, LINDA R.	Dec 2022	Target Area H	X	X	X	P	P	P	
HURTADO, JEWEL	Dec 2022	Target Area C	X	O	O	P	O	O	
JAIME-MILEHAM, LUPE	Dec 2022	FCSS	X	O	O	O	O	P	
KING BRIAN	Dec 2023	Mayor's Appointment	X	X	O	O	P	P	
LEON, REY	Dec 2022	Target Area B	O	X	O	O	P	P	
MARTINEZ, DANIEL	Dec 2023	Target Area D	X	X	O	P	P	P	
MARTINEZ, JAMES	Dec 2023	Fresno Reel Pride	X	O	X	P	O	O	
MCALISTER, BRUCE	Dec 2023	West Fresno Faith Based Organization	X	O	X	P	O	P	
MCCOY, BARIGYE	Dec 2022	Board of Supervisors	X	X	O	O	P	P	
MITCHELL, LISA	Dec 2023	Target Area E	X	X	O	O	P	P	
NEIL , SHERRY	Dec 2022	Economic Development Corporation	N/A	X	O	P	P	O	
PACHECO, ALENA	Dec 2023	Target Area A	N/A	X	X	P	O	P	
PIMENTEL, ROBERT	Dec 2023	SCCCD	X	X	X	P	P	O	
ROBLES, ITZI	Dec 2023	SEFCEDA	X	X	X	O	P	P	
RODGERS, JIMI	Dec 2023	Association of Black Social Workers	X	X	O	O	P	P	
TAYLOR, STEVEN	Dec 2022	NAACP	N/A	X	X	P	P	P	
ZARATE, RUBEN	Dec 2023	14 <sup>th</sup> Senatorial District	X	O	X	O	P	P	
VACANT		Target Area G							
Present = X      Phone = P									
Absent = O									
Vacant = V      Excluded = N/A									

It is the Commissioner's responsibility to check the matrix, verify accuracy and inform the Secretary or designee if any changes are needed.

**BOARD OF COMMISSIONERS MEETING  
October 26, 2022 at 6:00 PM****MINUTES****1. CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:06 P.M.

**2. ROLL CALL**

**Present:** Amy Arambula, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Lupe Jaime-Mileham, Brian King, Rey Leon, Daniel Martinez, Bruce McAlister, Barigye McCoy, Lisa Mitchell, Alena Pacheco, Itzi Robles, Jimi Rodgers, Steven Taylor and Ruben Zarate.

**Absent:** Ed Avila, Oliver Baines, Jewel Hurtado, James Martinez, Sherry Neil. and Robert Pimentel.

**3. APPROVAL OF AUGUST 24, 2022, MINUTES**

Gabriel Delgado, Legal Counsel representative recommended Meeting Minutes to Amend items 9B – Head Start Budget Revision for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and 9C – Head Start Budget Revision for American Rescue Plan Act (ARPA)- 2021. Due to the Board Members who approved, were made by participants who join via teleconference without notice location, items will be taken to the full December Board Meeting for ratification.

Public Comment: None heard.

**Motion by:** Rodgers **Second by:** Garabedian

**Ayes:** All in favor.

**Nays:** None heard

**4. PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

**5. ADDITIONS TO THE AGENDA**

Public Comment: None heard.

No action required.

**6. POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

**7. TRANSFORMING AND INSPIRING**

Amalia Martinez, Valley Apprenticeship Connections (VAC) Assistant Director, introduced Maria Hernandez and John Her who shared their experience with the VAC program and thanked the program for helping them achieved a successful jobs.

Emilia Reyes, Chief Executive Officer, announced and congratulated the VAC team for expanding and their partnership with the Fresno County Economic Development Corporation, who applied for the Good Jobs Challenge and were awarded 23 Million.

Public Comment: None heard.

No action required.

#### **8. STRATEGIC PLAN UPDATE**

Kevin Williams, Director of Equity and Impact, presented a detailed report on the Strategic Plan process with the outcomes received from the Ad Hoc Committee. Commissioners provided feedback, and upon review, Board Members approved the Strategic Plan with the following recommendations to be incorporated:

- Education Achievement
- Employment
- Housing Stability
- Updating the poverty map

Public Comment: None heard.

**Motion by:** Arambula **Second by:** Leon

**Ayes:** All in favor.

**Nayes:** None heard

#### **9. APPROVAL OF CONSENT AGENDA**

**Motion by:** Garabedian **Second by:** McAlister

**Ayes:** All in favor.

**Nayes:** None heard.

Public Comment: None heard

#### **APPROVAL OF PULLED CONSENT AGENDA ITEMS**

9B2 – 2023 Health Plan

Commissioner Amy Arambula inquired vitrification that the Health Plan premium cost rate will not increase for members and inquired about the wellness incentive changes. Jack Lazzarini, Chief Programs Officer provided an update of the changes to the Wellness.

9C3 – Gift Card Policy

Commissioners Charles Garabedian inquired about the Gift Card Policy to see if any Commissioners had any questions or concerns.

9G3 – Head Start County Wide Policy Council: Proposed Revisions to the Head Start 0 to 5 Selection Criteria

Commissioner Itzi Robles inquired clarification if both SNAP and recruitment criteria will determine eligibility.

9G8 –September 13, 2022 SOUL Governing Council Minutes

Commissioner Jimi Rodgers shared a statement on behalf of Jim Rodriguez, Chief Financial Officer and provided an update on SOUL's Salary table for teachers to transition from 10 to 12 months.

Reyes apologizes to the SOUL's teachers for their troubles and will address this matter.

Public Comment: None heard

**Motion by:** Bonner    **Second by:** D. Martinez

**Ayes:** All in favor.

**Nayes:** None heard.

#### **10. CHIEF EXECUTIVE OFFICER'S REPORT**

Emilia Reyes, Chief Executive Officer, provided an overview of the CEO Report.

Reyes invited all Commissioner to join the Fresno EOC All Staff Conference taking place on November 14, 2022 at the Convention Center.

Reyes announced she will be receiving the Ohtli Award on Friday, November 18<sup>th</sup> from The Consulate of Mexico. Details will be sent to Commissioner to attend.

Public Comment: None heard.

No action required.

#### **11. COMMISSIONERS COMMENT**

The following Commissioners provided the following statement and information to share with the Board and Public.

Board Chair Hayes, informed Commissioners a calendar invite has been sent out for the Fresno EOC All Staff Conference on November 14<sup>th</sup>.

Commissioner Rodgers shared she attended her first back to in person Head Start County Wide Policy Council (CWPC) Meeting and was impressed with the participation from parents and Fresno Unified School District and that childcare, interpreters and food was provided.

Commissioner Rogers, inquired about the following Head Start process:

- What is the recruiting process for the community to know the current openings for the Head Start sites.
- What is the current waiting list, and how do we notified parents their child has been selected.
- What's the plan on recruiting the African American community.

Rosa Pineda, Head Start Director, provided a brief responses to Commissioners Rodgers questions regarding the Head Start process.

Commissioner Zina Brown-Jenkins thanked Head Start Director, Rosa Pineda and staff for doing such a great job with the Head Start officers election.

Commissioner Brown-Jenkins inquired of the possibility for the Commissioners to attend CWPC Meetings to show their support to the parents.

Reyes thanked Commissioners and staff for being presented at tonight's meeting and showing their support.

Chair Hayes shared with Commissioners to take a few minutes to visit the Fresno EOC Website and learn more about Community Needs Assessment.

Shawn Riggins, Local Conservation Corps, shared with the Board, Staff and members of the public, the upcoming Halloween Safe Night Out event taking place on Monday, October 31, 2022 at the Fresno EOC Local Conservation Corps from 4:00 p.m. to 7:00 p.m. Reyes stated if any commissioners wish to donated candy to please contact Shawn Riggins.

No action required.

**12. CLOSED SESSION**

Gabriel Delgado, Legal Counsel, had no action to report out of closed session.

**13. NEXT MEETING:**

Wednesday, December 14, 2022, at 6:00 p.m.

**14. ADJOURNMENT**

Public Comment: None heard.

No action required.



**SPECIAL BOARD OF COMMISSIONERS MEETING  
November 17, 2022 at 5:00 PM**

**Main Location:**  
5260 North Palm Ave., Suite 201  
Fresno, CA 93704

**Alternate Location:**  
1) 1333 Bayshore Highway, Burlingame, CA 94010  
2) 533 W. Santa Ana Ave Clovis CA 93612  
3) 510 W. Main St. Merced, CA 95340

**MINUTE**

**1. CALL TO ORDER AND COMMUNITY ACTION PROMISE:**

Linda Hayes, Board Chair, called the meeting to order at 5:13 P.M

**2. ROLL CALL**

**Present:** Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Lupe Jaime-Mileham, James Martinez, Bruce McAlister, Barigye McCoy, Alena Pacheco, Robert Pimentel, Jimi Rodgers, Steven Taylor and Ruben Zarate.

**Absent:** Jewel Hurtado, Brian King, Rey Leon, Daniel Martinez, Lisa Mitchell, Sherry Neil, and Itzi Robles.

**3. PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

**4. POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

**5. CLOSURE OF SANCTUARY YOUTH SHELTER**

Emilia Reyes, Chief Executive Officer, provided and overview of the repurpose of the Sanctuary Youth Shelter. Commissioners inquired the possibility to hold a press conference to notify the community of the changes.

**6. CLOSED SESSION**

Ken Price, Legal Counsel, had no action to report out of closed session.

**7. NEXT MEETING:**

Wednesday, December 14, 2022 at 6:00p.m. at Nielson Conference Center.

**8. ADJOURNMENT**

Public Comment: None heard.

No action required.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> N/A
<b>Agenda Item #:</b> 7	<b>Director:</b> N/A
<b>Subject:</b> Previous Commissioners Appreciation	<b>Officer:</b> Emilia Reyes

### Background

Commissioners Jewel Hurtado who represented Target Area C will be presented with an appreciation plaque to thank her for 2 years of service as a Fresno EOC Board Commissioner.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Executive Office
<b>Agenda Item #:</b> 8	<b>Director:</b> N/A
<b>Subject:</b> 2023 Board Meeting Schedule	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends review and approval of the regular Board Meeting Schedule for calendar year 2023.

### Background

As stated in the agency's Bylaws, the regular meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year. Regular meetings of the Board shall not exceed six (6) times per year.

On November 2, 2022, the Bylaws Committee met and discussed the Board of Commission meeting schedule and recommended staff for this item to be presented for full Board consideration. Based on the discussion and the Board members participation, the Committee members determined to continue to meet on a bimonthly basis with summer months off as well as move the meeting schedule from the fourth (4<sup>th</sup>) Wednesday to the month to the third (3<sup>rd</sup>) Wednesday of the month.

All meetings will be held in person with the option for Commissioners to call in and be counted towards quorum and vote so long as they notify Commission staff more than 72 hours prior to meetings, they post the agenda at the location that they are participating and a quorum of Commissioners are present at the main meeting location. The remote location must be ADA compliant and the address be included on the cover of that meeting's agenda. Commissioners may call in without posting at their location but they will not be counted towards quorum or be able to vote. Moreover, the Brown Act states that those calling in without complying with posting requirements must not participate in closed session discussions.



Below is a proposed 2023 Board Meeting Schedule for review and approval.

Board of Commission	
Month	Meeting Date
January	Wednesday, January 18, 2023
February	No Meeting
March	Wednesday, March 15, 2023
April	No Meeting
May	Wednesday, May 17, 2023
June	No Meeting
July	No Meeting
August	Wednesday, August 16, 2023
September	No Meeting
October	Wednesday, October 18, 2023
November	No Meeting
December	Wednesday, December 13, 2023

The Committee members also recommended for the newly appointed Committee Chair to meet the first week of February to determine the frequency and timeframe of their assigned Committee with the consideration to not meet during holiday weeks.

Committee and Advisory Board												
Month	Audit	Bylaws	Exec	Finance	HR	P&E	HS	Foster Grandparent	LCC	Sanctuary	SOUL	APC
January							10					19
February	1	2	13	8	9	6	7		15		7	16
March							7			9	14	16
April							4	28			18	20
May							2		17		9	18
June							6			8	TBD	15
July							11				TBD	20
August							TBD		17		TBD	17
September							TBD	29		14	TBD	21
October							TBD				TBD	19
November							TBD		16		TBD	16
December							TBD			14	TBD	21

### Fiscal Impact

None.

### Conclusion

If approved by the Board, the Board Meeting schedule will be effective January 1, 2023.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 9	<b>Director:</b> Jay Zapata
<b>Subject:</b> Workers' Compensation Insurance Renewal	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Staff recommends Committee approval for full Board consideration to retain Church Mutual as our Workers' Compensation insurance carrier for 2023.

### Background

The Agency is required by state law and by our contracts to have workers' compensation coverage. Coverage is obtained annually for the period of January to December. Renewal quotes for policies effective January 1st are not issued by insurance carriers until after the Workers Compensation Insurance Rating Bureau (WCIRB) releases their industry wide ratings. The insurance carriers must then obtain approval from the State of California for their published rates and experience modifications. The policy premium is based on an estimate of payroll paid; the carrier performs an audit of the payroll to determine the final premium.

### Fiscal Impact

The Agency's risk management consultant, Heffernan Insurance Brokers, has solicited quotes for the 2023 workers' compensation renewal. Quotations were received from Church Mutual – the incumbent carrier – as well as past carriers Berkshire Hathaway and State Fund; another previous carrier Tangram declined to quote as they felt they would not be competitive. Based on our estimated payroll for 2023 the quotes we received are:

Church Mutual	\$1,038,905
Berkshire Hathaway	\$1,165,100
State Fund	\$1,400,000

### Conclusion

If the Workers' Compensation coverage is not approved, the agency will be out of compliance with California labor laws and thus exposing the agency to a significant risk.

# PROPOSAL OF INSURANCE

PREPARED FOR  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION

WORKERS COMPENSATION COVERAGE

RENEWAL DATE JANUARY 1, 2023



*Because You're Different*

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#### PRESENTED BY

Jordann Coleman  
Senior Vice President  
Commercial Lines Manager  
(925) 942-4635  
jordannc@heffins.com

#### ADDRESS

Heffernan Insurance Brokers  
1350 Carlback Avenue  
Walnut Creek, CA 94596

#### INFORMATION

WWW.HEFFINS.COM  
LICENSE # 0564249  
(925) 934-8500  
(925) 934-8278

#### DATE PREPARED

11/27/2022

Brian O'Callaghan  
Senior Vice Producer  
(925) 942-4606  
BrianOC@heffins.com

Stacey Okimoto  
Executive Account Manager  
(925) 295-2553  
StaceyO@heffins.com

## **Fresno Economic Opportunities Commission 2023 Workers Compensation Executive Narrative**

Over the past few months, Heffernan Insurance Brokers has conducted a thorough Workers Compensation market analysis for Fresno Economic Opportunities Commission (Fresno EOC). We negotiated renewal terms with your incumbent carrier, Church Mutual, but also approached other markets, obtaining quotes & indications from a total of three carriers. This narrative encompasses an analysis of your renewal options, claim performance, changes in the marketplace and our carrier recommendation for the 2023 policy year.

### **State of the Workers Compensation Industry:**

2022 saw more of a return to normal with many businesses reopening and staff returning to offices, even if in a hybrid capacity. The projection about the impact of COVID on the workers compensation industry has fortunately not come to fruition. COVID claims are still excluded from experience modifications, despite attempts to sunset this ruling. The industry as a whole has seen a reduction in premium payments, much of that due business closures from COVID. However, work comp claims across California have increased in severity yet have decreased in their frequency. As the rest of the property & casualty marketplace has seen reduced carrier capacities with increased pricing, it is expected the workers compensation marketplace will soon follow suit. Despite these projections, carriers continue to offer competitive pricing as we head into 2023.

One area to note is the potential impact of an economic recession and current staffing shortages. Traditionally, recessions have meant an increase in fraudulent claims being filed. Staffing challenges have impacted employers with high numbers of inexperienced staff in new industries. Staff being spread thin and with little opportunity to properly train new employees, may equate to an increased risk of injury. For those who are still searching for staff, there is stress on the existing workforce to perform at the fully-staffed capacity, which may lead to cutting corners on safety.

Nearly every year, the WCIRB tinkers with the experience modification calculation. This year, the Expected Loss Rates (ELR) decreased slightly, which means employers were “allowed” less claims dollars in their calculations. The WCIRB seems to annually make adjustments to the ELRs based on the prior year’s claims performance in the state. We expect this trend to continue in the future years.

### **Fresno EOC’s Performance:**

In 2022, Fresno EOC has had only 17 workers compensation claims. While there is still a month left in the policy term, this is the second consecutive year with a claims count under 20, which is fantastic for a large organization. As of September, the total incurred claims amount is \$27,242 (including expenses). Although these losses are considered “undeveloped” the incurred dollar amount is very small considering Fresno EOC’s size, resulting in a 2% loss ratio. Fresno EOC’s experience mod for 2023 has been published at 126%, which is about a 22% reduction from the 2022 ex-mod (162%). The following factors contributed to the decreased experience mod:

- Actual Losses dropped \$499,047 in this experience period
- Payroll grew by about \$1.2 Million

Although Expected Losses used in this calculation dropped, the large decrease in losses along with the payroll growth made a larger impact, resulting in the lower experience mod. We will continue to monitor the claims throughout the year and communicate with adjusters and Fresno EOC to make sure the claims are progressing as quickly and effectively as possible. We will continue our goal of closing these claims and keeping the incurred costs low. With continued work, we can look to extend Fresno EOC's downward experience mod trend.

#### **Workers Compensation Program Renewal:**

This year, we obtained two quote indications along with the renewal quote from your incumbent carrier, Church Mutual. The expiring premium with Church Mutual was \$1,095,865, inclusive of states taxes & fees. Church Mutual's renewal quote is \$1,038,903 with state taxes & fees or roughly 5% lower than expiring. Our two indications came from Berkshire Hathaway (BHHC) and State Compensation Insurance Fund (State Fund) who gave us indications at \$1,165,100 and \$1,400,000 respectively.

Fresno EOC's ex-mod dropped 22% this year, as previously discussed. Fresno EOC's 5% premium reduction is slightly misleading as the good claims history and significant ex-mod reduction would lead one to believe the overall premium reduction would be greater. While the total 2023 projected payroll grew by only 1%, there were some large shifts in payroll allocation. Payroll was reallocated from lower rated class codes like Clerical (class code 8810) to higher rated codes such as Daycare (9059), Other Municipal Employees (9420) and Res Care for Children (8823) resulting in a \$290,449 premium increase over those same codes in 2022. That said, the net rates for the 2023 renewal quote have fallen by double-digit percentages virtually across the board. Net rates take into account a carrier's base rates along with all debits and credits, including the ex-mod. Please refer to our proposal for a detailed net rate comparison.

In this current market, we have been seeing carriers provide modest increases in base rates while slightly reducing credits as carriers hope to bring in more premium to pay for increasing claims trends. Despite the marketplace's desire to shift upwards, we are pleased to present a reduction to Fresno EOC.

#### **Heffernan Insurance Brokers Commentary:**

After completing our marketing efforts and analysis, Heffernan Insurance Brokers recommends Fresno EOC bind coverage again with Church Mutual. Besides offering the best pricing, Church Mutual has shown to be a top provider for claims and loss control services. With the addition of Medcor through Church Mutual, Fresno EOC will be using a value-added service which would have typically cost the organization tens of thousands of dollars, for free. We will also continue to have Heffernan's Claims Consultant, Wanda Soon, monitor the claims activity to get the open claims closed and work towards further decreasing the experience modification. Church Mutual's ability to provide consistent rates, fair industry pricing and the necessary services needed for a successful workers compensation program, shows they are committed to working long term with Fresno EOC.

Sincerely,

Brian O'Callaghan  
Senior Vice President  
Heffernan Insurance Brokers

Jordann Coleman  
Senior Vice President  
Heffernan Insurance Brokers

Stacey Okimoto  
Executive Account Manager  
Heffernan Insurance Brokers

# PREMIUM SUMMARY

COVERAGE	CARRIER	POLICY TERM	2023 PREMIUM*	2022 PREMIUM	
Worker's Compensation	Church Mutual Insurance Co.	1/1/2023 to 1/1/2024	\$980,800 \$58,105	\$1,034,500 \$61,365	Premium Fees
Total Estimated Policy Premium			\$1,038,905	\$1,095,865	

\*The State has not yet released the 2023 State Taxes & Fees so this is subject to change

PAYMENT OPTIONS
Directly billed by Church Mutual, monthly installments

QUOTE CONDITIONS
Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.

# MARKETING RESULTS

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INSURANCE CARRIER	RESULT
Church Mutual	Quotation Presented
BHHC	\$1,165,100 Indication
State Fund	\$1,400,000 Indication
Tangram	Declined to quote, could not be competitive

# COMPARISONS

		2023	2022	Change	Net Rate
0042-1	Landscape Gardening	\$443,000	\$425,200	4%	9.691
7382-1	Bus or Limo Operations	\$1,443,900	\$1,407,700	3%	13.047
8017-1	Stores - Retail - N.O.C.	\$71,400	\$49,500	44%	3.909
8742-1	Salesperson - Outside	\$4,251,600	\$7,668,300	-45%	0.485
8810-1	Clerical Office Employees	\$15,806,000	\$18,598,000	-15%	0.427
8823	Residential Care for Children	\$700,300	\$0		4.782
8834-1	Physicians - All Employees	\$1,268,500	\$1,615,800	-21%	1.183
8847-1	Beverage Container Collect	\$115,900	\$58,900	97%	14.406
8875-1	Public Colleges/Schools	\$1,334,700	\$943,400	41%	1.358
9015-1	Building Operations - N.O.C.	\$78,800	\$595,900	-87%	4.482
9059-1	Day Care Centers - Child	\$15,411,200	\$9,503,400	62%	2.765
9079-1	Restaurants or Taverns	\$1,768,600	\$1,601,200	10%	3.958
9410-1	Municipal/State Employees	\$0	\$387,500	-100%	1.727
9420-1	Other Municipal Employees	\$827,700	\$248,400	233%	16.161
	Payroll	\$43,521,600	\$43,103,200	1%	
	Experience Modification Factor	126%	162%	-22%	
	Premium and Fees	\$1,038,905	\$1,095,865	-5%	



# LOSS SUMMARY

				Indemnity			Medical				Grand Totals		
	Carrier	Exp Mod	Total # of Claims	Paid	Outstanding	Total Incurred	Paid	Outstanding	Total Incurred	Expenses	Paid	Outstanding	Incurring Including Exps
2022-2023	Church Mutual	162%	17	\$0		\$0	\$8,512		\$10,159	\$863	\$8,512	\$17,867	\$27,242
2021-2022	Church Mutual	201%	19	\$22,264		\$22,264	\$81,774		\$81,774	\$39,659	\$104,038	\$57,803	\$201,500
2020-2021	BHHC	220%	46	\$59,112	\$14,460	\$73,572	\$77,027	\$72,704	\$149,731	\$61,279	\$136,139	\$87,164	\$284,582
2019-2020	BHHC	158%/159%	98	\$253,582	\$56,626	\$310,208	\$266,466	\$87,229	\$353,695	\$90,610	\$520,048	\$143,855	\$754,513
2018-2019	BHHC	108%	68	\$480,830	\$182,056	\$662,886	\$312,723	\$72,954	\$385,677	\$174,837	\$793,553	\$255,010	\$1,223,400



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 10A1	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Budget Revision for Coronavirus Response and Relief Supplemental Appropriations Act	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends ratification of the Budget Revision for Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act July 1, 2021 through June 30, 2023 in the amount of \$920,364 (Head Start: \$696,951.23/Early Head Start \$223,412.77).

### Background

This item was originally ratified by the full Board at the August Board Meeting. Per Legal Counsel's recommendation, this item is being brought for full Board ratification once again due to the Board members approval that were participating via teleconference without Commissioners notice location.

As a way of background, a budget revision was submitted to Office of Head Start (OHS) to report in detail how CRRSA funds received will be spent. The program has until June 30, 2023 to spend these funds.

The total amount of Coronavirus Response and Relief Supplemental Appropriations (CRRSA) funds received was \$920,364 on August 9, 2021 (CAN#G091100). These funds equal more than \$250,000, thus mandating a formal budget modification to move funds from the category of other to the expenditures in other areas such as personnel, fringe benefits, equipment, supplies, and contractual in the amount of \$920,364.

The CRRSA allows us to use the monies for the items listed below as indicated in the Administration for Children and Families (ACF) IM 2021-01 on April 14, 2021, recommending that grantees use these one-time funds to respond to the unprecedented challenges faced by children, families, and child care providers during the COVID-19 public health emergency. We intend to use these funds to strengthen our services for supplies, equipment and providing retention incentives to current and onboarding staff. The supplies and equipment will enhance services to children and families and purchase of new equipment is necessary to safely resume and maintain full in-person program

operations. The need to retain and hire employees is crucial to the day-to-day operations and services to children and families as we face a shortage of early childhood staff throughout Fresno County. Moreover, the CRRSA funds will allow us to offer competitive financial incentives to staff that include retention and hiring bonuses, to help stabilize and support our workforce.

<b><u>Budget Source</u></b>	<b><u>Budget Category</u></b>	<b><u>HS</u></b>	<b><u>EHS</u></b>	<b><u>Grand Total</u></b>
<b>CRRSA</b>	Personnel	291,842.40	30,126.00	321,968.40
	Fringe Benefits	62,145.60		62,145.60
	Equipment	151,906.00	112,632.00	264,538.00
	Supplies	91,057.23	80,654.77	171,712.00
	Contractual	100,000.00		100,000.00
<b>CRRSA Total</b>		<b>696,951.23</b>	<b>223,412.77</b>	<b>920,364.00</b>

### **Fiscal Impact**

With these budget revisions Head Start 0 to 5 will utilize CRRSA funds to support the needs of staff, children, families, and needed projects. Head Start seeks to reallocate \$696,951.23 and Early Head Start \$223,412.77 for a total of \$920,364.00.

### **Conclusion**

If ratified by the Board, Head Start 0 to 5 will be in compliance with the Budget Revisions process for Coronavirus Response and Relief Supplemental Appropriations (CRSSA) Act for Head Start and Early Head Start. If no approval is received, the unused funds will be returned to the federal government when our budgets are closed out.



Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

**BUDGET REVISION  
PROJECT NARRATIVE/JUSTIFICATION FOR  
CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS (CRRSA) ACT  
JULY 1, 2021 THROUGH, JUNE 30, 2023**

**Project Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Head Start 0 to 5 provides services to 2,590 children and families. Fresno EOC Early Head Start (EHS) provides services to 478 prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. Fresno EOC Head Start (HS) provides services to 2,112 three and four- year olds and their families throughout Fresno County, 120 in Home Base and 1992 in Center Base. The total amount of Coronavirus Response and Relief Supplemental Appropriations (CRRSA) funds received was \$920,364.00 on August 9, 2021 (CAN#G091100). These funds equal more than \$250,000, thus mandating a formal budget modification to move funds from the category of other to the expenditures in other areas such as personnel, fringe benefits, equipment, supplies, and contractual in the amount of \$920,364.00.

**Budget Narrative**

In accordance with Fresno EOC Head Start (HS)/Early Head Start (EHS) funding guidance letter in regards to grant #09CH012031 for year 01: 07/01/2021- 6/30/2023, this budget revision is submitted to support this application requesting a budget revision for Head Start 0 to 5 for a grand total of \$920,364.00 (Head Start: \$696,951.23 and Early Head Start \$223,412.77). Projected cost revisions are related to program goals as well as to program design and approach to service delivery and are based on the Grantee's year of HS/EHS program administration and operation in delivering required quality comprehensive services in the most cost-effective manner, knowledge of service availability, and understanding of current costs for personnel, purchase equipment, materials and services. A budget revision for the grant period has been entered into HSES. The Budget Justification narrative for the budget revision for both HS and EHS is included herein.

The CRRSA allows us to use the monies for the items listed below as indicated in the Administration for Children and Families (ACF) IM 2021-01 on April 14, 2021, recommending that grantees use these one-time funds to respond to the unprecedented challenges faced by children, families, and child care providers during the COVID-19 public health emergency. We intend to use these funds to strengthen our services for supplies, equipment and providing retention incentives to current and onboarding staff. The supplies and equipment will enhance services to children and families and purchase of new equipment is necessary to safely resume and maintain full in-person program operations. The need to retain and hire employees is crucial to the day to day operations and services to children and families as we face a shortage of early childhood staff throughout Fresno County.

**Personnel \$321,968.40; EHS \$30,126.00/HS \$291,842.40**

**• Employee Retention**

**Early Head Start** \$30,126.00

**Head Start** \$261,842.40

We currently have 140 staff vacancies that are crucial in the day to day operations of our centers and serving children and families. Out of the 450 position budgeted, 380 staff returned to work for the 22/23 program year on August 4, 2022. We are well aware other employers such as public schools are competing for qualified staff for early care and education and we want staff to know that they are appreciated and valued as Head Start 0 to 5 employees and minimize the overall staff turnover that has been consistent since Spring of 2020. These retention funds will allow us to recruit and retain qualified staff, which will then afford our children and families to receive quality service and staff feel appreciated and valued.

**Head Start**

**• Summer Program Staff** \$30,000.00

The Office of Head Start strongly encouraged grantees to prioritize additional weeks of Head Start through summer programs or as extensions of program years in order to serve more families or families who were not afforded an opportunity to engage in a full program year. On June 21, 2022 to July 19, 2022, Head Start offered children and families in Fresno County a four-week summer programs at the following sites: Roosevelt, Franklin, Jefferson, and Kings Canyon Head Start. In doing so, children and families were provided with additional classroom experience and services that may have been interrupted during the regular program year due to COVID-19.

**Fringe Benefits \$62,145.60; EHS \$0/HS \$62,145.60**

**Head Start**

**• Summer Program Staff** \$62,145.60

The Office of Head Start (OHS) strongly encouraged grantees to prioritize additional weeks of Head Start through summer programs or as extensions of program years in order to serve more families or families who were not afforded an opportunity to engage in a full program year. On June 21, 2022 to July 19, 2022, Head Start offered children and families in Fresno County a four-week summer programs at the following sites: Roosevelt, Franklin, Jefferson, and Kings Canyon Head Start. In doing so, children and families were provided with additional classroom experience and services that may have been interrupted during the regular program year due to COVID-19.

**Equipment \$264,538.00; EHS \$112,632.00/HS \$151,906.00**

### **Early Head Start**

- **Playground - Jane Addams** \$24,946.44

The playground at Jane Addams needs to be updated and permanent for this site.

- **Playground - Mt. Carmel** \$56,316.00

The playground for the Mt. Carmel Socialization site is in need of replacement. The soft surface for fall zones has cracks and the climber needs to be replaced. Also, shade needs to be added to the playground due to the excessive heat during the summer months in Fresno, CA.

- **Playground Equipment** \$31,369.56

New playground equipment is needed at CDC, Eric White and Jane Addams centers.

### **Head Start**

- **Playground Equipment (Sandbox/Umbrella Kit)**  
\$84,000.00

New sandboxes are needed for health and safety purposes to keep stray animals out of the sand while centers are not in operation.

- **Meal Delivery Vans (\$33,953 x 2)** \$67,906.00

Two vans are needed to replace two meal delivery vans that transport meals to Head Start locations. The vans current in use are near the end of the useful life and are frequently in need of repairs.

**Supplies \$171,712.00; EHS \$80,654.77/HS \$91,057.23**

### **Early Head Start**

- **Classroom Materials** \$9,000.00

Classroom supplies will be purchased for various classrooms that include manipulatives, parent lending library materials, and books.

- **Administrative Expense** \$71,654.00

The purchase of ink, licenses, promotions, copiers, printers, and paper for operational use.

## **Head Start**

- **30 Step Up Stools** \$5,000.00

Step Up Stools used by children in the classroom need to be replaced in 30 classes.

- **Office Supplies** \$4,857.23

The purchase of ink, promotions, desk organizers, copiers, printers, and paper for operational use.

- **PPE, Thermometers, cleaning supplies** \$50,000.00

The purchase of PPE, thermometers, and cleaning supplies are still in need as we continue to minimize the amount of positive exposures at our sites due COVID-19.

- **Samsung Galaxy Tablet A7** \$31,200.00

In moving forward with the goal of becoming a paperless program, tablets will be used to input attendance, meals, and assessments in the classes for data to be readily available to all staff. This also will minimize cross contamination as it pertains to paper by eliminating the use of paper and utilizing a tablet to document and track child's attendance and progress.

## **Contractual \$100,000.00; EHS \$0/ HS \$100,000.00**

### **Head Start**

- **Caruthers** \$34,750.00

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

- **Dakota Circle** \$65,250.00

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

### **Conclusion**

Davis Bacon Act regulations will be observed for all contractual renovation obligations of \$2,000 dollars or more, as required by federal law, and bids will be obtained for any individual cost over \$5,000.

These Budget Modifications require approval by the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see corresponding attached documentation.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 10A2	<b>Director:</b> Rosa Pineda
<b>Subject:</b> Budget Revision for American Rescue Plan Act - 2021	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends ratification of the Budget Revision for American Rescue Plan Act (ARPA) (2021) July 1, 2021 through June 30, 2023 in the amount of \$2,113,233.00 (HS; \$1,678,724.36/EHS; \$434,508.64).

### Background

This item was originally ratified by the full Board at the August Board Meeting. Per Legal Counsel's recommendation, this item is being brought for full Board ratification once again due to the Board members approval that were participating via teleconference without Commissioners notice location.

As a way of background, a budget revision was submitted in order to move forward with specific projects outlined in the budget justification such as the request to use these funds to cover the escalation cost needed for the modular buildings for Clinton/Blythe site as the original budget for ARPA funds did not include the escalation cost, staff retention, the purchase of Richard Keyes center and parcel at Brooks Head Start.

The total amount of American Rescue Plan Act (ARPA) funds received are in the amount of \$3,354,549, which were awarded on August 24, 2021 (CAN#G091200). These funds equal more than \$250,000, thus mandating a formal budget revision to move funds from the category of other to the expenditures in other areas such as: personnel, equipment, supplies, contractual, and construction in the amount of \$2,113,233.00. The remaining \$1,241,316.00 will remain in the category of other as those funds, if approved, will be utilized to purchase real estate properties as outlined below.

The ARPA allows us to use the monies for the items listed below as indicated in the Administration for Children and Families (ACF-PI-HS-21-03) IM on May 4, 2021, recommending that grantees use these one-time funds to best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. We intend to use these funds to strengthen our services by purchasing sites, supplies, equipment, and providing retention incentives to current and onboarding staff. The supplies and equipment will enhance services to children and families and purchase of new equipment



is necessary to safely resume and maintain full in-person program operations. Moreover, the ARP funds will allow us to offer competitive financial incentives to staff that include retention and hiring bonuses, to help stabilize and support our workforce.

<b><u>Budget Source</u></b>	<b><u>Budget Category</u></b>	<b><u>HS</u></b>	<b><u>EHS</u></b>	<b><u>Grand Total</u></b>
<b>ARPA</b>	Personnel	313,558.00	30,126.00	343,684.00
	Equipment	451,243.00	162,632.00	613,875.00
	Supplies	342,987.04	13,869.66	356,856.70
	Contractual	331,547.80	3,337.20	334,885.00
	Construction	239,388.52	224,543.78	463,932.30
	Other	1,241,316.00		1,241,316.00
<b>ARPA Total</b>		<b>2,920,040.36</b>	<b>434,508.64</b>	<b>3,354,549.00</b>

### **Fiscal Impact**

With these budget revisions Head Start 0 to 5 will utilize ARPA funds to support the needs of staff, children, families, and needed projects. Head Start seeks to reallocate \$1,678,724.36 and Early Head Start \$434,508.64 for a total of \$2,113,233.00.

### **Conclusion**

If ratified by the Board, Head Start 0 to 5 will be in compliance with the Budget Revisions process for American Rescue Plan Act (ARPA) 2021 for Head Start and Early Head Start. If no approval is received, the unused funds will be returned to the federal government when our budgets are closed out.



Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

**BUDGET REVISION**  
**PROJECT NARRATIVE/JUSTIFICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) (2021)**  
**JULY 1, 2021 THROUGH, JUNE 30, 2023**

**Project Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Head Start 0 to 5 provides services to 2,590 children and families. Fresno EOC Early Head Start (EHS) provides services to 478 prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. Fresno EOC Head Start (HS) provides services to 2,112 three and four- year olds and their families throughout Fresno County, 120 in Home Base and 1992 in Center Base. The total amount of ARPA funds received are in the amount of \$3,354,549, which were awarded on August 24, 2021 (CAN#G091200). These funds equal more than \$250,000, thus mandating a formal budget revision to move funds from the category of other to the expenditures in other areas such as: personnel, equipment, supplies, contractual, and construction in the amount of \$2,113,233.00. The remaining \$1,241,316.00 will remain in the category of other as those funds, if approved, will be utilized to purchase real estate properties as outlined below.

**Budget Justification**

In accordance with Fresno EOC Head Start (HS)/Early Head Start (EHS) funding guidance letter in regards to grant #09CH012031 for year 01: 07/01/2021- 6/30/2023, this budget narrative is submitted to support this application requesting a budget revision for Head Start 0 to 5 for a grand total of \$2,113,233.00 (Head Start: \$1,678,724.36 and Early Head Start \$434,508.64). Projected cost revisions are related to program goals as well as to program design and approach to service delivery and are based on the Grantee's year of HS/EHS program administration and operation in delivering required quality comprehensive services in the most cost-effective manner, knowledge of service availability, and understanding of current costs for purchasing equipment, construction, materials and services. A budget revision for the grant period has been entered into HSES. The Budget Justification narrative for the budget revision for both HS and EHS is included herein.

The ARPA allows us to use the monies for the items listed below as indicated in the Administration for Children and Families (ACF) IM on May 4, 2021, recommending that grantees use these one-time funds to best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. We intend to use these funds to strengthen our services by purchasing sites, supplies, equipment, and providing retention incentives to current and onboarding staff. The supplies and equipment will enhance services to children and families and purchase of new equipment is necessary to safely resume and maintain full in-person program operations.

**Personnel \$343,684.00; EHS \$30,126.00/HS \$313,558.00**

**• Employee Retention**

Early Head Start \$30,126.00

Head Start \$103,558.00

We currently have 140 staff vacancies that are crucial in the day to day operations of our centers and serving children and families. Out of the 450 position budgeted, 380 staff returned to work for the 22/23 program year on August 4, 2022. We are well aware other employers such as public schools are competing for qualified staff for early care and education and we want staff to know that they are appreciated and valued as Head Start 0 to 5 employees and minimize the overall staff turnover that has been consistent since Spring of 2020. These retention funds will allow us to recruit and retain qualified staff, which will then afford our children and families to receive quality service and staff feel appreciated and valued.

**• Summer Program Staff (HS) \$210,000.00**

The Office of Head Start (OHS) strongly encouraged grantees to prioritize additional weeks of Head Start through summer programs or as extensions of program years in order to serve more families or families who were not afforded an opportunity to engage in a full program year. On June 21, 2022 to July 19, 2022, Head Start offered children and families in Fresno County a four-week summer programs at the following sites: Roosevelt, Franklin, Jefferson, and Kings Canyon Head Start. In doing so, children and families were provided with additional classroom experience and services that may have been interrupted during the regular program year due to COVID-19.

**Equipment \$613,875.00; EHS \$162,632.00/HS \$451,243.00**

**Early Head Start**

Playground equipment is necessary for two new sites and replacement of playground turf at CDC is essential to outdoor learning and play.

**• Playground-Eric White \$56,316.00**

**• Playground-AMOR Center \$56,316.00**

**• Playground Turf-CDC \$50,000.00**

## Head Start

### • **Ignite Tablets** \$138,000.00

Hatch Ignite Tablets facilitate continuous learning with research and evidenced based Creative Curriculum by enabling a child to play from any location while the teacher tracks progress using reports and analysis. Tablets will be borrowed to children receiving distance learning during the pandemic or any future needs that will require us to offer remote services. Device includes tablet, stand, Gorilla Glass multi-touch screen, zero gap aluminum body, and a protective bumper made of durable food grade silicone. It is our intent to have 2,112 tablets, so that if/when we shelter in place in the future all three to five-year-old children will have the opportunity to participate in distance learning.

### • **Ignite Software Subscription** \$16,000.00

Ignite provides teachers with real-time child assessments data and documentation. The adaptive platform enables teachers to collect multiple data points on any given skills, ensuring valid and objective rating for all children. The instant data helps teachers easily differentiate instruction and accelerate kindergarten readiness for all the children in the program.

### • **HVAC Unit Replacement** \$110,000.00

Air conditioning units for the following sites are: Ramacher (1), Roosevelt (2), Sanger (3), Madison (1), Caruthers (1), and Wilson (2). These units are outdated, inefficient and frequently in need of repairs.

### • **2022 F-250 Truck (\$57,034.00 x 2)** \$114,068.00

Two trucks are needed to replace two maintenance service trucks that are used by Maintenance personnel to travel to centers to do repairs to Head Start centers. The trucks are old and frequently need repairs.

### • **Forklift** \$39,950.00

Staff frequently rent a forklift to organize the warehouse and sometimes deliveries cannot be accepted because there is no equipment available to unload pallets of heavy materials from the delivery vehicles. Additionally, the forklift (1) is needed for stacking documents stored in the warehouse until the contents can be destroyed.

### • **Electric High Order Picker** \$33,225.00

We are in need of an electric high order picker to assist staff in comfortably reaching the tallest racks/shelves in the warehouse that are more than 20 feet high.

**Supplies \$356,856.70; EHS \$13,869.66/HS \$342,987.04**

## **Early Head Start**

- **Classroom Materials** \$13,869.66

Classroom supplies will be purchased for the two new sites at AMOR Center and Mendota. Supplies include manipulatives, outdoor toys, and books.

## **Head Start**

- **Administrative Expense** \$75,000.00

The purchase of ink, licenses, promotions, copiers, printers, and paper for operational use.

- **Security Cameras** \$39,232.00

Camera upgrades are needed in the numbers indicated, on the exteriors of the buildings at the following sites: Caruthers (3), Cedarwood (4), Citrus (4), Dakota Circle (5), Firebaugh (2), Huron (2), Jefferson (5), Kings Canyon (6), Madison (2), Mosqueda (2), Pinedale (3), Roosevelt (3), San Joaquin (2), Washington (2), and Wilson (2), to maintain safety and prevent break-ins at these locations.

- **Classroom Materials** \$30,844.45

Classroom supplies will be purchased for various classrooms that include manipulatives, outdoor toys, and books.

- **Laptops** \$189,510.59

Laptops to be purchased in order to continue with the three year technology plan of upgrading technology equipment for staff.

- **Laptop Bags 15.6"** \$4,600.00

To be purchased for laptops in order to protect the laptop from scratches or any other damage that may take place while in use.

- **Samsung Galaxy Tab Case** \$3,800.00

To be purchased for tablets in order to protect the tablet from scratches or any other damage that may take place while in use.

**Contractual \$334,885.00; EHS \$3,337.20/ HS \$331,547.80**

### **Early Head Start**

- **Training/Speaking Engagement by Culture Cre8tion** **\$3,337.20**

Culture Cre8tion offers a workshop that is designed to empower each team member to take 100% responsibility for their thoughts actions and results. She utilizes her book, *Beauty Underneath the Struggle* to facilitate change in one's own thought process by being the author of their own story and choosing to be happy.

### **Head Start**

- **Training/Speaking Engagement by Culture Cre8tion** **\$15,202.80**

Culture Cre8tion offers a workshop that is designed to empower each team member to take 100% responsibility for their thoughts actions and results. She utilizes her book, *Beauty Underneath the Struggle* to facilitate change in one's own thought process by being the author of their own story and choosing to be happy.

- **Warehouse- 2-10ft refurbished noncont roll up doors** **\$11,500.00**

Reconfiguration of the double door entrance to the warehouse for better access by vehicles for pick-up of or delivery of materials from/to the warehouse.

- **Repair and Paint 258 interior doors at various centers** **\$18,100.00**

Interior doors at several sites are in need of repairs and painting due to wear and tear over the years (Health and Safety).

- **Cement Replacement at 7 Sites** **\$133,000.00**

Cement replacement at seven (7) Head Start sites. There is chipped and cracked cement that is creating tripping hazards and will need to be removed and replaced with new cement (Health and Safety).

- **San Joaquin Center** **\$8,250.00**

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

- **Caruthers Center** **\$10,625.00**

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

- **Selma Satellite Office** **\$11,550.00**

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

• **Area II Kitchen Countertops** \$12,000.00

Kitchen Countertop repairs at Area II are needed due to wear and tear over the years (Health and Safety).

• **Romain Kitchen Countertops** \$12,000.00

Kitchen Countertop repairs at Romain are needed due to wear and tear over the years (Health and Safety).

• **Brooks Center** \$24,320.00

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

• **Romain Center** \$30,000.00

Replace flooring and baseboards that need to be replaced due to wear and tear over the years (Health and Safety).

• **Exterior Painting at various sites** \$45,000.00

Several of our sites are in need of exterior painting due external conditions that have caused chipping and fading of color.

**Construction \$463,932.30; EHS \$224,543.78/ HS \$239,388.52**

**Early Head Start**

• Increased amount for modular at Clinton/Blythe \$224,543.78

Due to the Pandemic, the modular company is unable to hold pricing on critical items due to market fluctuation. They do not have the warehouse capacity to receive material months in advance of scheduled production and their suppliers will not warehouse material at current pricing – even if they have product. The continuing labor shortage has also made an impact on the services. The increased wages, paid bonuses for attendance and overtime, plus recruitment fees have caused the company to increase the original pricing of modular by \$224,543.78 for Early Head Start. Modular building to be installed at Clinton & Blythe 4351 W. Clinton Ave, Fresno, CA.

**Head Start**

• Increased amount for modular at Clinton/Blythe \$239,388.52

Due to the Pandemic, the modular company is unable to hold pricing on critical items due to market fluctuation. They do not have the warehouse capacity to receive material months in advance of scheduled production and their suppliers will not warehouse material at current pricing – even if they have product. The continuing labor shortage has also made an impact

on the services. The increased wages, paid bonuses for attendance and overtime, plus recruitment fees have caused the company to increase the original pricing of modular by \$239,388.52 for Head Start. Modular building to be installed at Clinton & Blythe 4351 W. Clinton Ave, Fresno CA.

**Other \$1,241,316.00; EHS \$0/HS \$1,241,316.00**

### **Head Start**

• **Purchase of Richard Keyes center** \$1,156,316.00

Richard Keyes Head Start was renovated 2018/2019 and leased to serve 80 children. The owner is interested in selling the property. The program would like to purchase the property since its already in use and licensed to serve children and families. In addition, infrastructure in Fresno County is scarce for early care and education facilities.

• **Purchase of parcel at Brooks location** \$85,000.00

The Brooks Head Start center based modular building (Federal Interest) was purchased with Head Start funds, but is situated on two parcels of land. One parcel was willed to Fresno EOC Head Start in 2010, by the former owners. The owner of the second parcel has offered Head Start the opportunity to purchase the second parcel. Based on fair market value of the property, we are prepared to offer no more than \$85,000 for this purchase. Negotiations with the landlord will begin only, if permission to purchase the property has been received via this proposal.

### **Conclusion**

Davis Bacon regulations will be observed for all contractual renovation obligations of \$2,000 dollars or more, as required by federal law, and bids will be obtained for any individual cost over \$5,000. These budget revisions require approval by the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see corresponding attached documentation.





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 10B1	<b>Director:</b> Jay Zapata
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Staff recommends Committee approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date September 2022 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date September 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 September 30, 2022, the Agency had preliminary revenue of \$77,010,497 million, including \$30 million of in-kind contributions, and net operating loss of \$489,840. This deficit includes a minor recovery of \$34,000 from the prior month. In comparison, the Agency had revenue of \$77,112,143 million including in-kind of \$26 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date September 30, 2022. This also represented in the following percentages.

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Head Start – Basic	65%	Personnel is underspent due to unfilled positions
Head Start – Training & Technical Assistance (T&TA)	26%	Training planned for later this year

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Duration	1%	\$11,215 spent year-to-date activity recorded.
Early Head Start – Basic	37%	Personnel is underspent due to unfilled positions.
Early Head Start – T&TA	7%	Training planned for later this year

### **Conclusion**

Acceptance of these financials by the Board documents the Board's oversight over the financial operations of Fresno EOC. This is part of the Board's fiduciary duty.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
For The Eighth Month Period Ended September, 2022 and 2021

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>
	<b>BUDGET JAN - DEC -33346</b>	<b>ACTUAL September 2022</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2021</b>	<b>ACTUAL September 2021</b>	<b>ACTUAL 2022 vs 2021 Differences</b>
<b>REVENUES AND SUPPORT</b>						
GRANT REVENUE	\$ 89,274,925	\$ 56,258,761 63%	\$ 33,016,164	75,775,853	\$ 56,486,399	(227,638)
GRANT REVENUE - LENDING CAPITAL	-	-	-	0	-	-
CHARGES FOR SERVICES	19,602,250	16,470,153 84%	3,132,097	19,289,932	16,722,534	(252,381)
OTHER PROGRAM REVENUE	2,854,250	2,836,534 99%	17,716	2,646,283	2,242,117	594,417
CONTRIBUTIONS	371,450	147,536 40%	223,914	473,779	280,923	(133,387)
MISCELLANEOUS INCOME	414,350	227,185 55%	187,165	467,114	252,906	(25,721)
INTEREST & INVESTMENT INCOME	82,650	30,741 37%	51,909	91,840	78,374	(47,633)
AFFILIATE INTEREST INCOME	1,400,100	729,548 52%	670,552	1,114,397	800,565	(71,017)
RENTAL INCOME	330,650	310,038 94%	20,612	392,181	248,324	61,714
<b>TOTAL CASH REVENUE</b>	<b>\$ 114,330,625</b>	<b>\$ 77,010,497 67%</b>	<b>\$ 37,320,128</b>	<b>\$ 100,251,379</b>	<b>\$ 77,112,143</b>	<b>(101,646)</b>
IN KIND REVENUE	\$ 39,041,040	\$ 29,618,071 76%	\$ 9,422,969	30,398,113	\$ 25,873,401	3,744,670
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>153,371,665</b>	<b>106,628,568 70%</b>	<b>46,743,097</b>	<b>130,649,492</b>	<b>102,985,544</b>	<b>3,643,024</b>
<b>EXPENDITURES</b>						
PERSONNEL COSTS	\$ 69,972,550	\$ 47,162,050 67%	\$22,810,500	61,148,294	\$ 45,262,707	1,899,343
ADMIN SERVICES	7,040,225	5,077,949 72%	1,962,276	5,456,405	4,432,922	645,027
PROFESSIONAL SERVICES - AUDIT	0	0 0%	0	45,995	36,242	(36,242)
CONTRACT SERVICES	11,240,600	7,199,018 64%	4,041,582	7,769,507	6,549,900	649,118
FACILITY COSTS	6,093,175	4,350,162 71%	1,743,013	5,214,789	4,153,547	196,615
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	2,278,339 129%	(505,994)	2,037,010	1,426,030	852,309
EQUIPMENT COSTS	946,775	1,111,540 117%	(164,765)	3,296,566	1,084,903	26,637
DEPRECIATION - AGENCY FUNDED	250,000	165,166 66%	84,834	249,442	201,527	(36,361)
OFFICE EXPENSE	3,129,400	2,156,339 69%	973,061	2,777,036	2,155,270	1,069
INSURANCE	755,250	565,926 75%	189,324	766,989	572,094	(6,168)
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	6,621,761 61%	4,283,989	8,566,603	6,776,199	(154,438)
INTEREST EXPENSE	267,900	286,503 107%	(18,603)	309,116	207,564	78,939
OTHER COSTS	994,600	525,585 53%	469,015	349,447	173,406	352,179
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 113,368,570</b>	<b>\$ 77,500,337 68%</b>	<b>\$ 35,868,233</b>	<b>97,987,199</b>	<b>\$ 73,032,311</b>	<b>4,468,026</b>
IN KIND EXPENSES	\$ 39,041,040	\$ 29,618,071 76%	\$ 9,422,969	\$ 30,398,113	\$ 25,873,401	3,744,670
<b>TOTAL EXPENDITURES</b>	<b>152,409,610</b>	<b>107,118,408 70%</b>	<b>45,291,202</b>	<b>128,385,312</b>	<b>98,905,712</b>	<b>8,212,696</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>\$ (489,840)</b>	<b>\$ 1,451,895</b>	<b>\$ 2,264,180</b>	<b>\$ 4,079,832</b>	<b>(4,569,672)</b>
<b>OTHER INCOME / EXPENSE</b>						
TRANSIT GRANT ASSET DEPRECIATION		158,987	(158,987)	251,972	205,126	(46,139)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>(\$648,827)</b>	<b>1,610,882</b>	<b>\$ 2,012,208</b>	<b>\$ 3,874,706</b>	<b>(4,523,534)</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of September, 2022**

	<b>2022</b>	<b>2021</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 22,155,731	\$ 20,186,275	\$ 1,969,456
ACCOUNTS RECEIVABLE	13,993,924	13,675,587	318,337
PREPAIDS/DEPOSITS	275,964	355,918	(79,954)
INVENTORIES	327,909	150,182	177,728
PROPERTY, PLANT & EQUIPMENT	12,604,534	13,266,887	(662,353)
NOTES RECEIVABLE (net)	17,097,803	16,158,145	939,658
<b>TOTAL ASSETS</b>	<b>\$ 66,455,865</b>	<b>\$ 63,792,993</b>	<b>\$ 2,662,872</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 3,587,221	\$ 2,728,239	\$ 858,982
ACCRUED PAYROLL LIABILITIES	5,456,571	2,529,819	2,926,752
DEFERRED REVENUE	3,095,348	1,892,735	1,202,613
NOTES PAYABLE	15,773,519	15,600,421	173,098
HEALTH INSURANCE RESERVE	4,906,945	4,916,906	(9,961)
OTHER LIABILITIES	3,735,805	3,735,805	0
<b>TOTAL LIABILITIES</b>	<b>\$ 36,555,408</b>	<b>\$ 31,403,925</b>	<b>\$ 5,151,483</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ (489,840)	\$ 4,079,832	\$ (4,569,672)
UNRESTRICTED NET ASSETS	20,964,317	18,068,584	2,895,733
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	8,869,711	9,684,384	(814,672)
<b>TOTAL FUND BALANCE</b>	<b>\$ 29,900,457</b>	<b>\$ 32,389,068</b>	<b>\$ (2,488,612)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 66,455,865</b>	<b>\$ 63,792,993</b>	<b>\$ 2,662,873</b>

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
September 30, 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
<b>Personnel</b>	\$17,319,131	\$1,452,111	\$11,342,844	\$5,976,287				
<b>Fringe Benefits</b>	7,609,718	522,963	4,551,587	3,058,131				
<b>Total Personnel</b>	<b>24,928,849</b>	<b>\$1,975,074</b>	<b>15,894,430</b>	<b>9,034,419</b>				
<b>Travel</b>	-	-	-	-	12,928	-	-	12,928
<b>Equipment</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	493,392	33,422	572,620	(79,228)	25,000	-	-	25,000
<b>Contractual</b>	2,572,586	109,845	860,844	1,711,742	15,948	-	-	15,948
<b>Facilities /Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	776,852	\$1,142	\$721,441	55,411				
<b>Transportation</b>	514,239	28,082	419,112	95,127				
<b>Staff Mileage</b>	100,000	8,174	68,966	31,034				
<b>Field Trips, including Transportation</b>	3,201	-	-	3,201				
<b>Space</b>	690,855	45,150	426,288	264,567				
<b>Utilities / Telephone / Internet</b>	519,515	87,167	601,511	(81,996)				
<b>Publication/Advertising/Printing</b>	54,991	-	1,731	53,260				
<b>Repair/Maintenance Building</b>	89,246	11,894	192,510	(103,264)				
<b>Repair/Maintenance Equipment</b>	9,600	55,811	65,724	(56,124)				
<b>Property &amp; Liability Insurance</b>	108,016	2,170	114,903	(6,887)				
<b>Parent Involvement / CWPC</b>	48,195	95	5,418	42,777				
<b>Other Costs</b>	573,667	48,679	457,409	116,258				
<b>Staff &amp; Parent Training</b>	3,091	-	2,590	501	243,213	2,003	77,212	166,001
<b>Total Direct Charges</b>	<b>31,486,295</b>	<b>\$2,406,705</b>	<b>20,405,497</b>	<b>11,080,798</b>	<b>\$297,089</b>	<b>2,003</b>	<b>77,212</b>	<b>\$219,877</b>
<b>Total Indirect Charges</b>	<b>\$2,683,810</b>	<b>\$216,604</b>	<b>\$1,836,495</b>	<b>\$847,315</b>	<b>\$26,738</b>	<b>\$180</b>	<b>\$6,949</b>	<b>\$19,789</b>
<b>Total Federal Expenditures</b>	<b>34,170,105</b>	<b>\$2,623,309</b>	<b>22,241,992</b>	<b>\$11,928,113</b>	<b>\$323,827</b>	<b>2,183</b>	<b>84,161</b>	<b>\$239,666</b>
% of Annual Budget Expended to Date			65%				26%	
<b>Non-Federal Share</b>	<b>\$6,834,021</b>	<b>\$635,389</b>	<b>\$2,909,464</b>	<b>\$3,924,557</b>	<b>\$64,765</b>	<b>\$546</b>	<b>\$21,040</b>	<b>\$43,725</b>

**Credit Card Expenses: Credit card statement dated 9/1/22-9/30/22**  
**Sept 2022 expenses**

Printing	\$	40	Mountain Press
Training - Other	\$	60	CPAs HR Consulting
Program Supplies - Arts & Crafts	\$	81	Walmart - program supplies arts & crafts
Program Supplies - Classroom	\$	865	Target, Jim Murray - books, program supplies
Software Licenses	\$	193	Adobe Acrobat - software subscription
CPR Training	\$	1,155	American Red Cross - CPR first aid certification
	\$	2,394	

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
September 30, 2022

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment	280,467	-	2,500	277,967
Supplies	447,000	-	4,715	442,285
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	-	4,000	415,300
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>\$1,146,767</b>	<b>\$0</b>	<b>\$11,215</b>	<b>\$1,135,552</b>
<b>Total Indirect Charges</b>	<b>\$86,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,008</b>
<b>Total Federal Expenditures</b>	<b>\$1,232,775</b>	<b>\$0</b>	<b>\$11,215</b>	<b>\$1,221,560</b>
% of Annual Budget Expended to Date			1%	
<b>Non-Federal Share</b>	-	-	-	-

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
September 30, 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	\$190,926	\$1,611,309	\$2,062,941	\$0	\$0	\$0	\$0
Fringe Benefits	1,134,842	57,033	525,888	608,954	-	-	-	-
<b>Total Personnel</b>	<b>4,809,092</b>	<b>247,959</b>	<b>2,137,197</b>	<b>2,671,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Travel	-	-	-	-	16,898	-	-	16,898
Equipment	-	-	-	-	-	-	-	-
Supplies	285,800	1,883	66,534	219,266	19,173	-	-	19,173
Contractual	1,016,132	30,014	116,231	899,901	26,526	-	-	26,526
Facilities /Construction	-	-	-	-				
Other:								
Food Cost	70,350	(2,613)	32,310	38,040				
Transportation	9,536	1,141	7,698	1,838				
Staff Mileage	70,000	2,649	19,635	50,365				
Field Trips, including Transportation	1,730	-	-	1,730				
Space	194,615	4,379	39,382	155,233				
Utilities / Telephone / Internet	130,004	8,815	66,503	63,501				
Publication/Advertising/Printing	27,500	-	1,316	26,184				
Repair/Maintenance Building	42,919	3,238	16,621	26,298				
Repair/Maintenance Equipment	48,845	-	1	48,844				
Property & Liability Insurance	38,202	541	17,964	20,238				
Parent Involvement / CWPC	7,747	-	493	7,254				
Other Costs	158,887	3,219	18,097	140,790				
Staff & Parent Training	2,277	-	2,502	(225)	96,459	-	10,924	85,535
<b>Total Direct Charges</b>	<b>6,913,636</b>	<b>301,225</b>	<b>2,542,483</b>	<b>\$4,371,153</b>	<b>159,056</b>	<b>-</b>	<b>10,924</b>	<b>\$148,132</b>
<b>Total Indirect Charges</b>	<b>\$621,944</b>	<b>\$27,245</b>	<b>\$228,824</b>	<b>\$393,120</b>	<b>\$14,315</b>	<b>\$0</b>	<b>\$983</b>	<b>\$13,332</b>
<b>Total Federal Expenditures</b>	<b>\$7,535,580</b>	<b>328,470</b>	<b>\$2,771,307</b>	<b>\$4,764,273</b>	<b>\$173,371</b>	<b>-</b>	<b>\$11,907</b>	<b>\$161,464</b>
% of Annual Budget Expended to Date			37%				7%	
<b>Non-Federal Share</b>	<b>\$1,507,116</b>	<b>\$102,929</b>	<b>\$1,104,856</b>	<b>\$402,260</b>	<b>\$34,674</b>	<b>\$0</b>	<b>\$2,977</b>	<b>\$40,366</b>

Credit Card Expenses: Credit card statement dated 9/1/22-9/30/22  
Sept 2022 expenses

\*No Credit Card Expenses for EHS for Sept. 2022

\$ -

**BYLAWS COMMITTEE**  
**Wednesday, September 7, 2022 at 5:00 PM**

**MINUTES**

**1. CALL TO ORDER**

Jimi Rodgers, Chair, called the meeting to order at 5:07 PM.

**2. ROLL CALL**

**Present:** Linda Hayes, Jimi Rodgers, Bruce McAlister, and Lisa Mitchell and Oliver Baines.

**Absent:** Lupe Jaime-Mileham.

**3. APPROVAL OF MAY 4, 2022 MEETING MINUTES**

May 4, 2022 By-Laws Committee Meeting Minutes

Public Comment: None heard.

**Motion by:** Mitchell **Second by:** McAlister

**4. BOARD SELF-ASSESSMENT**

Karina Perez, Chief of Staff, provided an overview of the Board Self-Assessment questionnaire results. Upon review, the Committee decided to make the following recommendations based on the results;

- Provide program overview, goals, and updates for all EOC Programs to be presented at Board Meetings during the Transforming and Inspiring standing item.
- Committee Members are to review and update Committee Charters at the beginning of each year.
- Provide a 2022 and 2023 comparison graph next year of the Board Self-Assessment results.
- Remove Questions 36 from the Board Self-Assessment Questionnaire: *"We annually assess the knowledge and skills needs of Commissioners and address any identified gaps in an annual board development plan."*
- Provide the Bylaws Committee a draft timeline with an onboarding training and orientation for new commissioners.
- Create a fundraising strategy for the agency; to be furthered discussed at the next Board Retreat.

Public Comment: None heard.


No action required.

**5. EXPIRING TERMS UPDATE**

Perez provided a reminder update on the Commissioners 2022 expiring terms.

Public Comment: None heard.





No action required

6. **OTHER BUSINESS**

None Heard.

No action required.

7. **PUBLIC COMMENTS**

None Heard.

No action required.

8. **ADJOURNMENT**



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Executive Office
<b>Agenda Item #:</b> 10C2	<b>Director:</b> N/A
<b>Subject:</b> Target Area Candidates	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends review and acceptance of the following candidate's applications running for their target areas.

- Target Area C – Daniel Parra
- Target Area H – Linda Hayes
- Target Area F – Alysia Bonner
- Target Area B – Rey Leon
- Target Area G – Earl Brown

### Background

On an annual basis, the Commission holds a Board Election for the expiring terms.

Per the agency Bylaws: *"Target Area Commissioners shall be elected by members of the respective areas hereinafter "Target Area" in accordance with Policies and Procedures established by the Commission, under elections that are run by the Internal Audit department and supervised by the Selection Committee appointed by the Board Chair. Emphasis should be given to providing maximum participation of low income persons in the selection process of Target Area Commissioners, who shall be duly elected from areas within Fresno County that insure equal target area rural and urban representation and adopted by the Commission."*

Per the agency's Policies and Procedures for Election of Target Area Commissioners: *"If there is only one qualified candidate in a Target Area, that candidate is considered the elected representative for that Target Area and is forwarded to the Board for approval. An election will not take place."*

Board election ballots were opened on Monday, December 5<sup>th</sup> at 4:00p.m. This took place in person in the Board Room and a zoom link was provided and posted on the agency website for public attendance.

### Fiscal Impact

None.

### Conclusion

If approved by the full board, the candidates will serve a two-year term effective January 1, 2023.

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Target Area Rep nomination from website  
**Date:** Wednesday, October 5, 2022 1:18:21 PM

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

**Name**

Daniel Thomas Parra

**Address**



[Map It](#)

**Target Area**

C

**Email Address:**



**Cellular Phone**



**Date of Birth**



**Age:**



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

Councilman, City of Fowler

**Resume Upload:**

- [Daniel-Parras-Resume.pdf](#)

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

I grow up poor in the city of Fowler. I have been fortunate enough to have been able to break that cycle and would like to give back to my community and help those folks who are hurting and need the help.

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

Past EOC board member  
Councilman, City of Fowler  
Fowler Lions Club  
St. Lucys Guadalupano  
LAFCo  
Fresno COG

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

As for former board member and Chairman of EOC, I know what EOC is about and who they help. In my

capacity as a council member I see those same folks that need help but are not getting it. I want to be a conduit to help others.

#### Statement Upload:

- [CA-License.pdf](#)

#### Reference 1:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### Reference 2:

[REDACTED]  
[REDACTED]  
[REDACTED]

#### Certification



I agree to the following statement.

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

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

#### Signature



**Date of Signature**

10/05/2022

**You must upload documentation of age and residency:**

- [CA-License.docx](#)

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# DANIEL T. PARRA

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## PROFESSIONAL STRENGTHS

- Excellent supervisory and staff development skills:
- Outstanding leadership and public speaking skills:
- Facilitator - public hearing(s):
- Bilingual/bi-literate -English/Spanish:

## EXPERIENCE

### COUNCIL MEMBER

2008 - Present

As a Fowler City Councilmember, I serve on a five-member board of a public entity. My responsibilities are to establish policies, enforce ordinances, manage the City's financial affairs and provide leadership for the community. I am instrumental in the implementation of city policies, creation of ordinances, and decisions pertaining to financial affairs. This is achieved through land use development, comprehensive planning, capital improvement projects, capital financing, and strategic planning. In addition, I serve as a representative in the following organizations:

- Fresno County LAFCO - Chairman
- CALAFCO – Board Member
- League of California Cities – Board Member
- SSJVD Executive Board of the League of California Cities – State Director
- Transportation, Communications & Public Works Policy Committee of the League of California Cities – Member
- Latino Caucus of the League of California Cities – Board Member

### GOVERNMENT RELATIONS CONSULTANT

2016 – Present

As a government relations consultant, I focus on building bridges between clients and local governments in the state of California. I am responsible for providing clients with valuable insight into cities targeted for prospective projects, to facilitate meetings with local elected officials and/or city personnel and working to secure contracts that meet both the needs of the client and city.

### SITE LEAD/COMPUTER SYSTEMS ANALYST

April 1992 - 2016

NORTHROP GRUMMAN/LOCKHEED MARTIN, NAS LEMOORE, CA

I supervised five employees and oversaw operations at two facilities on base. Primary duties included analyzing and researching flight data, making recommendations on mission objectives, and maintaining jet pods. I trained military staff on how to evaluate flight patterns, equipment knowledge, and policy implementation. Other duties involved supervising daily operations of the Link-16 TADIL J network, Pod Shop, and TACTS facilities, which are utilized by the US Navy to track movements of jet fighter aircraft on the TACTS range. Additional responsibilities include:

- Operation and maintenance of JDS consoles, external/internal TACTS pods, and associated peripherals
- Maintain and monitor facilities security
- Submit quarterly reports
- Consulted with military personnel and Department of Defense contractor

## EDUCATION/TRAINING

### National University

Public Administration – MPA Degree

Fresno, CA

April 2007

### National University

Business Administration – BA Degree  
Information Technology – Minor

Fresno, CA

January 2005

### Harvard Kennedy School of Business

Senior Executive in State and Local Government Program – Certificate

Cambridge, MA

July 2011

### University of Southern California Executive Education Forum

Building Capacity for Leaders Program – Certificate

Los Angeles, CA

October 2016

### United States Air Force

1985 -1987

## COMPUTER PROFICIENCY

- Workplace software: Microsoft Word, Power Point, Excel, Access, Outlook
- Operating systems: Windows NT, 98, 2000, XP, Vista, UNIX, LINUX

References available upon request.

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Target Area Rep nomination from website  
**Date:** Thursday, October 6, 2022 1:28:24 PM

---

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

**Name**

Alysia L Bonner

**Address**

[REDACTED]

[Map It](#)

**Target Area**

F

**Email Address:**

[REDACTED]

**Cellular Phone**

[REDACTED]

**Date of Birth**

[REDACTED]

**Age:**

[REDACTED]

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

Supervising Office Assistant  
County of Fresno  
Department of Public Health  
Public Health Nursing Division

**Resume Upload:**

- [Alysia-L-Bonner-Resume.pdf](#)

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

Incumbent Board of Commissioner representing Target Area F. As a current board member, I take my role very serious. I make sure I show up and do the necessary research needed to make informed decisions to help meet the needs of the community throughout the County of Fresno. Just like I showed up and was an active participant in our working development of the EOC 2023-2026 Strategic Plan. This plan needed input from our Commissioners, Community, Staff, and our participants. It takes "US ALL" to make "CHANGE" for the County of Fresno and the surrounding areas of our community. I am a self-proclaimed "CHANGE WARRIOR" ready and willing to put in the work for a better Fresno County. My goal as commissioner is to eradicate poverty in our community and to make sure the most vulnerable and underserved communities have the resources needed to promote positive outcomes within their lives and their families. I love to volunteer and be an active member in my county. I have a "Community First" and a "Pay It Forward" attitude that brightens my every day.

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

Service Employees International Union (SEIU)  
Local 521, Representing 55,000 members  
President Emeritus

SEIU California State Council  
Representing 700,000+ members & 58 Counties  
Board Member

Central Labor Council  
Fresno-Madera-Tulare-King  
Vice President

Fresno Regional Workforce Development Board  
City of Fresno & County of Fresno-Appointment  
Director

Fresno County Employees Retirement Association  
Trustee

Fresno Economic Opportunities Commission  
Commissioner

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

I would like the opportunity to continue to serve as your Commissioner representing Target Area F. I will make sure I show up to be the voice of our community and to ensure resources and opportunities are distributed among our underserved members. I am an active board member and I have an established track record of participation with the Fresno Economic Opportunities Commission. My goal as commissioner is to eradicate poverty in our community and to make sure the most vulnerable and underserved communities have the resources needed to promote positive outcomes within their lives and their families. I love to volunteer and be an active member in our County of Fresno. I have a "Community First" and a "Pay It Forward" attitude that brightens my every day and keep me on track to be a "HELP" to others. Let's continue to work together for our community.

**Reference 1:**

[REDACTED]

**Reference 2:**

[REDACTED]

**Certification**



I agree to the following statement.

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



area (as entered above) and that:

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

#### Signature



#### Date of Signature

10/06/2022

#### You must upload documentation of age and residency:

- [Alysia-Bonner-CA-ID.pdf](#)

## Alysia L Bonner

Extremely effective professional and dedicated supervisor. Experience in implementation of new and existing programs. Excellent interpersonal communication skills.

### CONTACT:

Address:

[REDACTED]  
[REDACTED]

Email:

[REDACTED]

Phone:

[REDACTED]

### SKILLS:

- ❖ Strong decision maker
- ❖ Flexible, reliable, and dependable
- ❖ Utilize emotional intelligence & critical thinking skills
- ❖ Complex problem solver
- ❖ Innovative
- ❖ Creative team leader
- ❖ Strong organization skills
- ❖ Builds positive professional relationships
- ❖ Strategic vision
- ❖ Community Action Advocate
- ❖ Fiscally Competent

### EXPERIENCE

#### **Supervising Office Assistant**

**Aug 1999 - Present**

County of Fresno  
Department of Public Health  
Public Health Nursing Division

- ❖ Developed and created communication materials, marketing materials, forms, and program materials
- ❖ Developed and implemented policies and procedures for new State of California regulated program
- ❖ Trained participants throughout California on state regulatory policies, procedures, Health & Safety codes, and state law.

### BOARDS/COMMUNITY APPOINTMENTS

#### **Service Employees International Union (SEIU)**

Local 521, Representing 55,000 members  
**President Emeritus**

#### **SEIU California State Council**

Representing 700,000+ members & 58 Counties  
**Board Member**

#### **Central Labor Council**

Fresno-Madera-Tulare-King  
**Vice President**

#### **Fresno Regional Workforce Development Board**

City of Fresno & County of Fresno-Appointment  
**Director**

#### **Fresno County Employees Retirement Association**

**Trustee**

#### **Fresno Economic Opportunities Commission** **Commissioner**

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Target Area Rep nomination from website  
**Date:** Tuesday, May 17, 2022 3:50:57 PM

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

**Name**

Linda Rochell Hayes

**Address**



[Map It](#)

**Target Area**

H

**Email Address:**



**Cellular Phone**



**Date of Birth**



**Age:**



**Resume Upload:**

- [Resume-for-Administrative-Officer.pdf](#)

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

I have been a board member of Fresno EOC for the last 11 years. I feel that my lived experience allows me to bring value to the board. I feel I have been called to help people who have been identified as marginalized. As a women of color, I know how that feels. I will continue to be a voice for the voiceless if re-elected to Fresno COC Board of Commissioners

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

Currently service as a Commissioner on Fresno EOC Board.

Currently serve as a board member on Access Plus Capital , and chair of Governance Committee.

Mentor for Veterans Student Leadership Council

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

I have lived in Southeast Fresno for over 56 years. Which has afforded me a wealth of lived experience in an area that has a high population of low-income residents. I believe in the 4 Principles of Servant Leadership: (1) Encourage diversity of thought, (2) Create a culture of trust. (3) Have an unselfish

mindset. (4) Foster leadership in others, as a Fresno EOC Board Member for the past 11 years I have been able to utilize these principles while serving and giving back to my community

I work as a Supervisory Program Analyst in Mental Health at the VA Central Health Care System. I have worked in Mental Health for 20 years and a total of 37 years with the Government. My day-to-day interactions with Veterans, staff, and employees allows me to share my experience with Fresno EOC and advocate for the programs that Fresno EOC provide.

It will be an honor to be re-elected to Target Area H.

#### Reference 1:

[REDACTED]

#### Reference 2:

[REDACTED]

#### Certification



I agree to the following statement.

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

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

#### Signature

[REDACTED]

**Date of Signature**

05/17/2022

**You must upload documentation of age and residency:**

- [California.pdf](#)

# Linda R. Hayes

[REDACTED] 7

Cell: [REDACTED]

Email: [REDACTED]

## PROFESSIONAL SUMMARY

Self-Driven

Self-Directed

Highly Motivative

Dependable

## CURRENT PRACTICE AND LEADERSHIP

Supervisory Program Analyst

January 2021 – Present

Full Time 40/Hours

VACCHCS

### Duties:

- Responsible for the day-to-day administrative issue for (MH) service, which include but not limited to completing suspense's in writing to Executive Leadership Team (ELT) in a timely manner, writing issue briefs regarding any attempts or succeeded suicide attempts, attending daily Chief of Staff (COS) huddles and (ELT) daily call for Chief of (MH) service to provide daily updates on MH access, suicide attempts, staffing, and any other barriers that may prohibit staff from completing their work, lead weekly MH HR meetings to review vacancies and submit all required documents for announcement of vacancies, represent MH at facility monthly space committee meetings, represent MH at Community Care oversight Council Committee monthly meeting, member of VISN 21 MH Operations Community of Practice monthly meeting, represent Chief of MH at of Medial Center Director's Monthly Leadership Meeting. Key personnel during VORP, JACHO, and OIG inspections
- I supervise 4 admin staff, 2 GS-9 Medical Admin Specialist, 1 GS-9 Program Specialist (ADPAC), and 1 GS-7 Administrative Support Assistant. I manage staff daily work assignments to ensure all administrative duties are carried out, which include but not limited to:
  - Staff timecards (150+)
  - Resident timecards (9)
  - Management of staff 6-part folders for all MH staff
  - Minutes for High-Risk Committee, Monthly Mental Health (MH) Staff Meeting, and (MH) Executive Board
- Responsible for management of all HR hiring for all Mental Health Staff. Mental Health currently has 153.14 permanent FTEE with 39.36 vacant FTEE. I'm responsible for writing Functional Statements, and Position Descriptions for a variety of disciplines within mental health. I'm responsible for uploading all required documents for recruitment of vacant positions. Meet with HR Specialist weekly to review status of vacant position. Provide mentorship, guidance and assistance to new Administrative Officers as the hiring managers for their services.

- Responsible for providing direction, technical guidance, and assistance to (MH) Chief, Leadership, and staff when it comes to human resources management, contract budgets, staff travel, purchase of supplies and equipment, management of (MH) space, and the day-to-day operations of (MH) services.
- Responsible for management of travel arrangements for virtual Psychiatrist who are scheduled to take call. Initiate travel request via LEAF for all other (MH) staff who are approved to travel.
- Manage all (MH) contracts to include completions of all required documents to submit a contract request. Ensure funding is available for contract and 2237 is submit to support contract funding. Receive and pay monthly invoices to vendors within the required timeframe. Working on having my COR certification re-instated due to my job change.
- Currently working with Business Administrative Service (BAS) and Group Practice Manager (GPM) on VISN 21 Improving Capacity, Efficiency and Productivity (ICEP) project to review 600 + MH clinics for accuracy of primary and secondary stop codes, default provider names, associated provider names, clinic name, patient friendly name, and if clinic is mirrored. This work involves meeting with each Psychologist Program Manager in MH to review their clinics and work collaborate to make clinic changes were needed.

Health System Specialist to the Chief of Staff GS-13  
Full Time 40 hours  
VACCHCS

July 2019 – January 2021

Duties:

- Supervises all administrative staff under the Chief of Staff office
- Developed process to improve communication between Chief of Staff and Clinical Service Chiefs, by coordinating clinical scheduled to meet the needs of each provider. This process reduced frustration from providers who needed to speak with Chief of Staff, by knowing when Chief of Staff what available.
- Responsible for AMION on call contract. I insured involves were paid timely to prevent any delay in patient care
- Provided recommendations, advice, and guidance to the Chief of Staff on a wide spectrum of administrative duties
- Work with Chief of Staff Clinical team in planning, evaluation, and assessment of programs to develop recommendations and improvements for their services
- Created an Administrative Officer Academy
- Develop and finalizes memorandums, congressional responses, patient compliant responses, and reports for the Chief of Staff's approval
- In the absence of leadership staff, conduct daily huddles with Chief of Staff Clinical team

Chief, Voluntary Service - GS12  
Full Time 40 hours  
VACCHCS

May 2018 – July 2019

Duties:

- Served as Voluntary Service Officer with full delegated authority and responsibility for designing and implementing a complex voluntary service program that meets the needs of the VA's medical center
- Responsible for the planning, developing, implementation, and evaluation of new programs requiring community resources.
- Responsible for Identify appropriate funding stream support for Veterans, in many cases creating new opportunities for funding, to establish and maintain programs
- Responsible for creating opportunities for community involvement in meeting key outcomes for Veterans, including improved patient experience and increased access to care
- Responsible for communicating to a broad range of individuals, organizations; including congressional officials, non-profit managers, corporate executives. These interactions are critical to the organization's ability to sustain community engagement and reach its goals in expanding programs and services in key target areas, such as homeless Veterans, Women Veterans, and those most at risk for suicide
- Responsible for the development and execution of a dynamic staffing plan, requiring targeted recruitment and screening for more than 150 uncompensated personnel
- Responsible for executive reports for medical center leadership and other internal offices for the purpose of reflecting progress towards targeted goals, gathering input and feedback from utilizing services, and identifying where adjustments are necessary to meet organizational performance objectives
- Manage potential sensitive situations in dealing with human resources, which may require disciplinary actions, suspensions, termination, or reassignment of VA staff and uncompensated healthcare personnel
- Actively seeks necessary project resources through careful planning and articulate, compelling justification to potential partners and key external stakeholders
- Responsible for establishing and maintaining a culture of trust, respect, and communications to foster optimal performance for volunteers and work studies

Supervisory Program Analyst GS-12  
Full Time 40 hours  
VACCHCS

November 2001 – May 2018

Duties:

- Served as Supervisory, Program Analyst for Mental Health Service. Responsible for the development, management, implementation, analysis, and review of Mental Health (MH) administrative and clinical activities



- Developed clinical reports utilizing Consult Management, Access Database, VistA, SAIL Database, and PCMM. Utilizing data from reports allowed me to see gaps in access to mental health appointments, management of outstanding consults, see where Mental Health placed on SAIL Quintile, and to see provider utilization
- Prepared data validation reports for provider to allow them to adjust their clinical schedules to meet MH access requirements
- Collaborated with Mental Health Nurse Manager to look at no-show rates by creating VistA reports to find Veterans who were an outlier for no-shows. These findings were shared with Executive Leadership Team, with recommendations that were implemented throughout the medical center
- Provided administrative documentation for Joint Commission Reviews and was the subject matter expert to address Mental Health administrative concerns i.e., access, consults, providers schedules
- Participated in both long and short-range MH planning by reviewing clinical needs within MH to achieve program compliance.
- Provided administrative consultative service to program MH Chiefs to keep them abreast of the admin changes within MH
- Utilizing my clinical administrative expert knowledge, I was able to identify when providers workload decreased allowing them to add additional patients to their clinical panels. Also, I was able to identify when provider panels were over panel size and made recommendations to clinical chiefs on requesting additional resources, moving patients to other providers panels or requesting building additional clinics to include appropriate stop codes and encounter forms to maximize VERA reimbursement.
- Extensive knowledge in writing proficiency and performance appraisals
- Extensive knowledge of managing administrative matters and activities, and the flow of information from clinical and admin staff
- Performed cost analyses for Chief Mental Health to manage staffing resources to meet clinical care needs to include developing work improvement plans and personnel actions as necessary
- Performed operation analysis to maximize clinic slots for Veteran access within Mental Health that may result in significant program changes
- Point of contact for Chief Mental Health correspondence and responded/or made recommendation depending on the level of urgency of the correspondence
- Responsible for managing MH fund control points to ensure funding is available to pay vendors in a timely manner and that all costs are associated with the correct account. Ensured that all purchases are validated according to Fiscal guidelines
- Managed and tracked revenue and expenses for Clean and Sober, Residential, and Hearing Officer contracts. Evaluated critical indicators of these contracts to ensures that all expenditures were within cost ceilings of allocated funds and prepare documentation to de-obligate funds not utilized

- Utilized Veterans Equitable Resources Allocation (VERA) database to extract Veteran information to see if Veteran's classification were accurate based on clinical documentation. This analysis allows for review of MH providers coding to allow for additional education or editing encounter forms with appropriate procedure and diagnosis codes to retain reimbursement rates at the highest level
- Responsible for interpreting and analyzing MH Sail and Access Data for trends to forecast changes that may have a negative impact on performance and SAIL measures.
- Served as an integral member of VA Medical Center Consult and Access Team. This required collaborating and negotiating difficult and/or critical clinical matters, through interaction with Service Chiefs to establish policies and procedures that may not be the most beneficial for MH service, but provides the best outcome for the medical centers mission
- Responsible for coordination of interviews for newly funded mental health positions and working collaboratively with VISN 21 staff
- Supervised 10 administrative staff 6 GS-6 Advanced Medical Support Assistants, 1 GS-6 Administrative Support Assistant, 3 GS-9 Program Support Assistants in Mental Health Service ranging from GS- 6 to GS-9. I manage staff daily work assignments to ensure all administrative duties are carried out, which include but not limited to:
  - Staff timecards
  - Resident timecards (9)
  - Management of staff 6-part folders for all MH staff
  - Minutes for High-Risk Committee, Monthly Mental Health (MH) Staff Meeting, and (MH) Executive Board
  - Scheduling and or canceling new/return to clinic orders
  - Recall Management
  - Consult Management
- Responsible for developing staff performance standards to meet job duties. Annually evaluate staff on meeting required performance standards
- Review, approve or deny leave request on a weekly basis to ensure staffing coverage
- Using Lean Principles, I have daily admin huddles, this allows admin staff to be informed of what's going on within Mental Health Service and provides a platform for admin staff to bring up concerns or issues in a Psychological Safe Environment
- Prepared issue briefs that may require working with internal and external customers to consolidate findings and recommendations for Chief, Mental Health and Suicide Prevention Coordinator to present to Medical Center Executive Leadership Team
- Responsible for suspense management for Mental Health thereby ensuring that suspense's are completed accurately and timely
- Represented Chief, Mental Health in administrative and clinical committee meetings
- Past Member of space committee

- Past Member of education committee
- Worked with Veteran Service Organizations (VSO's) to get support for mental health events
- Planned a retreat for the Mental Health Service to strategize and go over goals for the new year and to provide a forum for staff to address their challenges, pose questions and work with others on staff to gain a better understanding of all the services that Mental Health supports

#### Volunteer Work:

Fresno Economic Opportunities Commission

2011 - Present

Fresno Economic Opportunities Commission (EOC) was established in 1965 as a non-profit Community Action Agency that provides opportunities, strengthens self-sufficiency, and offers support for all people. Fresno EOC continues the war on poverty with over 35 programs dedicated to getting people the help they need to achieve their goals.

As Board Chair, I work with board members to carry out policies and procedures to manage an operating budget of over 150,000 million dollars by providing input to staff who work in over 35 programs within the agency. Fresno EOC is the number 2 largest community action agency in the United States.

Certifications - Yellow Belt Certified

Reference – Available upon request

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Target Area Rep nomination from website  
**Date:** Tuesday, October 11, 2022 9:29:41 PM

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

**Name**

REY LEON

**Address**

[REDACTED]

[Map It](#)

**Target Area**

B

**Email Address:**

[REDACTED]

**Mailing Address (if different from above)**

[REDACTED]

[Map It](#)

**Cellular Phone**

[REDACTED]

**Date of Birth**

[REDACTED]

**Age:**

[REDACTED]

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

MAYOR, CITY OF HURON  
EXECUTIVE DIRECTOR, THE LEAP INSTITUTE

**Resume Upload:**

- [RL.bio\\_Resume.pdf](#)

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

MY AREA IS ONE OF THE MOST NEGATIVELY IMPACTED FROM THE CLIMATE CRISIS, DROUGHT BEING THE SECONDARY REASON OF OUR WOES AND PRIMARY IS THE HISTORICAL AND PRESENT INSTITUTIONAL RACISM UNDERMINING THE DEVELOPMENT OF OUR STUDENTS YOUTH AND ADULTS. THE PARADIGM OF NEED AND THOSE IN NEED MUST CHANGE TO REFOCUS ON HOW WE CAN MAKE THE WHOLE REGION PROSPER. FOCUS OF RESOURCES NEED TO CHANGE WITH ACTION OF TANGIBLE PROGRAMS AND SUPPORT TO UPLIF THE

WEST SIDE OF FRESNO COUNTY.

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

MAPA, CA ASSOCIATE PRESIDENT  
CHICANO LATINO DEMOCRATIC CAUCUS, SJV REGION VICE PRESIDENT  
FOUNDER AND CO-CHAIR, CENTRAL VALLEY AIR QUALITY COALITION  
FOUNDER, SJV REGIONAL GREEN JOBS COALITION  
BOARD MEMBER, CENTER FOR ENERGY EFFICIENCY AND RENEWABLE TECHNOLOGY  
BOARD MEMBER, FRESNO COUNTY COUNCIL OF GOVERNMENTS  
BOARD MEMBER, FRESNO COUNTY RURAL TRANSPORTATION AGENCY  
ALTERNATE MEMBER, SAN JOAQUIN JOINT POWERS AGREEMENT  
ALTERNATE MEMBER, CITIZENS ADVISORY COMMITTEE, SJVAPCD

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

LEADERSHIP AND EXPERTISE IN EQUITY AND INNOVATION. NEVER ENDING ADVOCACY FOR RURAL AND FARMWORKER COMMUNITY.

**If you wish to translate your statement into Spanish and/or Hmong, please provide it here:**

LIDERAZGO Y EXPERIENCIA EN AVANSANDO LA EQUIDAD CON PROYECTOS INNOVATIVOS.  
DEFENSA SIN FIN DE LA COMUNIDADES RURALES Y DE TRABAJADORES AGRÍCOLAS.

**Reference 1:**

JOAQUIN ARAMBULA, ASSEMBLYMEMBER

**Reference 2:**

ESMERALDA SORIA, FRESNO CITY COUNCILMEMBER

**Certification**



I agree to the following statement.

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

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

**Signature**



**Date of Signature**

10/07/2022

**You must upload documentation of age and residency:**

- [310768573\\_642794530843005\\_7299959311875569733\\_n.jpg](#)



## **Rey León**

Executive Director

The LEAP Institute

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### **Bio**

Mr. León has been leading, advocating, building coalitions, advancing public policy, and empowering communities in the Valley for over twenty years. He advanced legislation to fund & install the first PM 2.5 air quality monitor on the West Side of the Valley, and in developing the first ever environmental justice strategy and committees for both the San Joaquin Valley Air Pollution Control District and the Fresno County Council of Governments. The LEAP Institute (LEAP) has been successful working with agencies. In 2014, LEAP completed an Environmental Justice Planning Project and a Report for the farmworker community of Huron where over 30 projects to improve mobility, access and safety were identified. Recently, these projects have been funded and will be in construction beginning in 2022! The accomplishment and hallmark program of The LEAP is the Green Raiteros – an electric vehicle rural ridesharing. LEAP is the pioneer of this type of service customized for farmworker families. Mr. Leon has secured 26 Level 2 chargers in his community of Huron completing 30 chargers total for the 7600-population city. Effectively, the city of Huron has the most EV chargers per-capita in the country. The greenest farmworker city in the country!

### **Education**

University of California at Berkeley,

Chicano Studies, emphasis: Public Health, Bachelor of Arts, 1997

### **Affiliations / Boards**

California Energy Commission, Investment Plan Advisory Committee

Environmental Justice Advisory Committee for AB 32 Scoping Plan Update, California Air Resources Board, 3<sup>rd</sup> term

San Joaquin Joint Powers Authority, Alt-Board-member to Supervisor Quintero

Fresno County Council of Governments, Board member

YARTS (Yosemite Area Rural Transit Service) Joint Powers Authority, Member

Center for Energy Efficiency & Renewable Technologies, Board member

### **Languages**

English – Fluent, Spanish – Fluent

### **Professional Experience**

## **Mayor, City of Huron**

### **Huron, CA (2016-Current)**

2017-Spring Changed out all the street lighting in the city to be LED. Over \$5000 monthly energy savings as a result.

2017-Fall Co-founded the first ever Huron Youth Soccer League, engaging over 100 families to involve their children

2018-Fall Advocated and achieved the acquisition of remaining \$18 million dollars to build the sorely needed \$31 million bridge on SR 269, "Heart of the Valley Bridge".

2019-Spring Initiated and participated in the "Little Literacy Revolution-Monthly Mayors Read", reading bilingual books to elementary school aged children to encourage reading and self-confidence.

2021-Winter After months of pushing and negotiating, succeeded in approval of main street mobility, safety and access support for Active Transportation grant awarded. First state route to have a Class 4 bike lane.

2021-Fall The Multi-Modal Culturally Relevant Pedestrian Refuge (aka. Plaza) was the most important project to create change and beautify community and provide purpose for families. Worked with planners, engineers, state agencies, policymakers and community residents to provide input. Proposal was submitted twice, successfully the second time. \$4.6 million awarded!

### **Achieved the development of 30 EV Chargers in the city making Huron the Greenest City in the Country for having most EV chargers per-capita**

During Covid, 2020, under the Mayor's leadership, prevention measures and services were implemented immediately. Huron made masks mandatory before California and the Mayor distributed thousands of masks in a matter of weeks to farmworkers, families and businesses. Still distributing to this day. Also, Huron Mayor moved fast to be first city to have mobile handwashing stations on main street for the people.

Achieved the advancement of proposal for the city's first city owned park, a multi-modal culturally relevant pedestrian refuge, aka, a Plaza! The heart of the community will bring all families together to enjoy a culturally rich life

Succeeded in the development of a bike lane infrastructure, despite challenges, that will include Class-4 bike lanes on a state route. Making Huron the first city in state, if not region, to do so.

### **Founder & Executive Director (2008-Present)**

### **The LEAP Institute (formally Valley LEAP), Fresno, CA**

The Latino Equity Advocacy & Policy Institute (LEAP) is a Latino-based economic, environmental & climate justice non-profit organization that focuses on clean energy, green jobs, community & human development.



Green Raiteros is an electric vehicle rideshare program to offer clean, affordable transportation to rural farmworker communities, partnered with and receiving financial support from NRG/EVgo "EV Opportunity Program", with the award amount over \$500K, Improve upon existing network of volunteer drivers, Collaborate with medical facilities and other rural communities in the region, Leverage this effort to support future EV infrastructure investments that benefit priority populations, Advised other state agencies on implementation of similar programs.

## **Co-Founder (2009)**

### **San Joaquin Valley Regional Jobs Coalition (2009-2012)**

Mission: Enhance human development in low-income & farmworker communities through the creation of green jobs in the San Joaquin Valley. S Support the empowerment of local communities to achieve economic, educational and environmental equity through the attainment, development and regeneration of resources. More than 300 members.

Co-lead in organizing '*Unlocking Renewables: A Valley Summit on the grid, clean energy deployment, solar in the San Joaquin Valley and Green Jobs*' (2015).

Over 200 attendees. Keynote speaker: Ken Alex, Director of the San Joaquin Valley Solar Energy Project and special assistant to Gov. Jerry Brown.

Discussion with policy makers, industry, government, labor, business and community.

## **Co-Founder & Co-Chair**

### **Central Valley Air Quality Coalition (2004-2011)**

Achieved removing the exemption for the agriculture industry in the Clean Air Act,

Achieved the appointment of two members of the public to the region's air pollution control district,

Spearheaded creation of the Environmental Justice Strategy and Environmental Justice Advisory Committee. A model that would be adopted by South Coast AQMD and others.

Co-founded Environmental Justice Task Force at the Fresno Council of Governments to support community input for the Regional Transportation Plan Updates

Advocacy to create EJ seat on the Measure C Citizens Oversight Committee. Measure C was a half cent tax for transportation, roads and transit.

## **Advocacy**

Huron Mobility, Access and Safety Project (2012-2014)

Secured Caltrans grant to conduct Environmental Justice planning.

### **San Joaquin Valley Organizer/Coordinator National Environmental Justice for All Tour (2006)**

Organized a community forum with a panel of environmental justice experts.

Outreach included radio, e-mail blasts, social media and phone calls. Conducted outreach to policymakers and other leaders from the area to join the tour throughout the San Joaquin Valley.



# Fresno Economic Opportunities Commission

## TARGET AREA REPRESENTATIVE NOMINATION FORM

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

### Applicant Information

Full Name: BROWN EMIL W. Sr.  
Last First M.I.

Home Address: [REDACTED]  
Street Address Apartment/Unit #

[REDACTED]  
City State Postal Code

Primary Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED] Date of Birth: [REDACTED]

Target Area: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☒ G ☐ H  
See Target Area Map, if you aren't certain which Target Area you live in.

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

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

### Employment

Employer: Self Job Title: Consultant

Address: [REDACTED]  
Street Address City State Postal Code

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

### Qualifications

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

To participate in EOC's outstanding accomplishments  
in fighting poverty and to represent my community.

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

Fresno Career Development Institute, Youth Opportunities  
Unlimited, Private Industry Council, African American  
Chamber, NAACP

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

*See Attachment*

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

### References

Reference 1:

Name:

Position:

Organization:

Phone Number:

Reference 2:

Name:

Position:

Organization:

Phone Number:

### Disclaimer and Signature

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

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

Signature:



Date:

*10/4/22*

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



## STATEMENT OF QUALIFICATIONS

I believe that my background and commitment to community fit well with the mission and vision of FCEOC. I would like for my knowledge and understanding to be available to participate in the deliberations of the board, and to share my perspectives about our community. I have experience working with programs that assist the community through workforce development, business development and education. My experience is as an employee, board member, board chairman and consultant. I have worked in farm labor, construction, government, private sector, and community based organizations and as a self-employed businessman.

## PROFESSIONAL EXPERIENCE

### **Brown and Associates Consulting Firm**

#### **Fresno Career Development Institute, Inc. (FCDI)**

Chairman of the Board of Directors and Chief Executive Officer for the Non-Profit Community Based Organization that has operated federal and state grant-funded programs since 1995. FCDI operated in-school, out-of-school and charter school programs for youth. Health technical career, in-prison technical, and prisoner re-entry programs for adults and other employment and training programs.

Labor Consultant to the Independent County Employee Association, organize and represent employees and employee organizations providing all aspects of labor representation for bargaining units and members including their job related issues affecting wages, hours and other terms and conditions of employment including grievance resolution, appeals, counseling and organizing. Provide labor and human resource consultation to governments, non-profit organizations, public and private employers, and individuals.

#### **Brown Marketing**

Operated a marketing company providing administration and management for a law firm that dealt in high volume, low cost legal representation for traffic and criminal offense. Business made possible by aggressive marketing campaigns. Hired and supervised staff of attorneys, paralegal and clerical employees.

#### **Brown Development and Construction**

Operate a family-owned property management service involved in purchase, rehabilitation, rental and sales of residential and commercial property.

#### **Yosemite Capital Investment Company**

Consultant and Chairman of the Board of Directors of a Minority Enterprise Small Business investment Company, (MESBIC 301d). Assisted minority small business loan applicants by offering loans and/or equity investments as an alternative to conventional financing.

#### **County of Fresno**

Performed general personnel and payroll duties at the County Hospital, Valley Medical Center. As Senior Personnel Analyst, negotiated and administered union contracts for the County Employee Relations Department.

#### **State of California Employment Development Department**

Assigned to the Concentrated Employment Program (CEP), the original employment and training program. Worked at Job Coach, Job Developer, Orientation Instructor and Employment Counselor in effort to assist the unemployed and underemployed obtain education, training and employment.

**EARL W. BROWN**  
**1608 S. HELM AVE**  
**FRESNO, CALIFORNIA 93727**  
**559-307-1014 ebrown218@aol.com**

#### **WORK EXPERIENCE**

1995-2020	Fresno Career Development Institute, Inc.
1980-Present	Brown and Associates Consulting Firm
1983-Present	Brown Development and Construction
1984-1990	Yosemite Capital Investment Company
1984-1987	Brown Marketing
1980-2005	Independent County Employee Association
1979-1980	Fresno County Employee Relations
1974-1979	Fresno County Valley Medical Center Personnel
1969-1974	State of California Employment Development Department

#### **EDUCATION**

B.A. Social Science, California State University, Fresno  
A.A. Fresno City College

#### **BOARDS AND ORGANIZATIONS**

Fresno Career Development Institute, Chairman  
Youth Opportunities Unlimited, National Board Chairman  
Fresno Workforce Development Board (formerly PIC), Past Chairman  
African-American Chamber of Commerce  
City of Fresno Community Reinvestment Act (CRA)  
Fresno Area Crime Stoppers Board of Directors  
NAACP Life Member, Past Vice President and former State Director, Labor & Industry.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Executive Office
<b>Agenda Item #:</b> 10C3	<b>Director:</b> N/A
<b>Subject:</b> Community Sector Applications	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends review and approval of the following Community Sector applicants.

- A. Sherry Neil – Fresno Economic Development Corporation
- B. Steven Taylor – National Association for the Advancement of Colored People
- C. Zina Brown-Jenkins – Head Start County-Wide Policy Council
- D. Lupe Jaime-Mileham – Fresno County Superintendent of Schools

### Background

On an annual basis, the Commission holds a Board Election for the expiring terms.

Per the agency Bylaws: *“Community Sector Commissioners may consist of representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the agency.”*

### Fiscal Impact

None.

### Conclusion

If approved by the full board, the candidates will serve a two-year term effective January 1, 2023



**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Community Sector Rep nomination from website  
**Date:** Tuesday, August 16, 2022 1:51:49 PM

---

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

**Name**

Sherry Lavonne Neil

**Address**



[Map It](#)

**Email Address:**



County resident:

9

**Organization representing:**

Fresno County Economic Development Corporation

**Organization address:**



[Map It](#)

**Your Cellular Phone:**



**Date of Birth**



**Age:**



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

Chief Operating Officer

**Resume Upload:**

- [Sherry-Resume.pdf](#)

**Relevant experience including current / past board service:**

I worked for Community Action for more than 20 years, including 6 with Fresno EOC. I have been a board member with Fresno EOC for almost 1 year.



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

My continuing my tenure with the board, I can continue to share my community action knowledge and other expertise (economic and workforce development) with staff and other board members.

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

I believe in the mission of Fresno EOC and love sharing my knowledge with others but also enjoy hearing how the staff are changing lives of the Fresno County residents through their innovative programs.

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

We feel that economic, community and workforce development aligns with the mission of Fresno EOC who is working tirelessly to move residents from poverty to self-sufficiency.

**Any close relative employed by Fresno EOC?**

No

**I have an economic interest in Fresno EOC.**

No

**Certification**



I agree to the following statement.

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

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

**Signature**



**Date of Signature**

08/16/2022

**You must upload a resolution of support from the agency / organization / group you propose to represent.**

- [RESOLUTION-Sherry-Neil.pdf](#)

RESOLUTION NO. 7.27.2022

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE FRESNO COUNTY ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING SUBMISSION OF NOMINATION TO THE BOARD OF COMMISSIONERS OF

THE FRESNO ECONOMIC OPPORTUNITES COMMISSION

BE IT RESOLVED, by the Executive Committee of the Fresno County Economic Development Corporation as follows:

Authorization is hereby given for the submission of the nomination of Sherry Neil, Chief Operating Officer of the Fresno County Economic Development Corporation, to the Board of Commissioners of the Fresno Economic Opportunities Commission (EOC). A copy of the Resolution may be filed with the Board Secretary of the EOC in satisfaction of the nomination condition demonstrating authorization of the affected entity.

**CERTIFICATION**

The foregoing Resolution was passed and adopted by the Executive Committee of the Fresno County Economic Development Corporation on the 27<sup>th</sup> day of July 2022.



---

Nick Audino

Fresno County Economic Development  
Corporation, Board Chairman

# Sherry L. Neil, Ed.S

*Non-Profit Program Director and Educator with more than 20 Years of Experience Leading Poverty Reduction, Workforce & Economic Development and Community Resource Programs to Support Community Homeless and Low-Income Populations and Business Organizations.*

## EXECUTIVE SUMMARY

- Non-profit program director with more than 20 years of experience. Ed.S in educational leadership, MBA in management and BS in psychology. National Certifications as a Family Development Specialist Trainer, R.O.M.A Trainer (NCRT), Community Action Professional (CCAP) and Human Service Practitioner (BC-HSP).
- Stellar business management acumen involved in strategy planning and implementation through development of impact evaluation policies, guidelines, tools, and training initiatives.
- Broad experience in non-profit funding, grant writing, and fundraising activities while building collaborative, mutually-beneficial community relationships.

## MAJOR STRENGTHS AND ABILITIES

Project Management  
Grant writing  
Supervisory skills: hiring, training, scheduling  
Team Oriented  
Reliable  
Outcome Oriented

People Development (mentoring)  
Analytical  
Compassionate  
Classroom instruction for adults  
Deadline Driven  
Organized

## PROFESSIONAL EXPERIENCE

### FRESNO COUNTY ECONOMIC DEVELOPMENT CORPORATION CHIEF OPERATING OFFICER

Fresno, California  
July 2019 – Present

- Oversee the day-to-day operations of the business of the corporation;
- Develop, in collaboration with the Chief Executive Officer (CEO) and Controller, an annual operating budget that supports the EDC program objectives;
- Identify additional funding sources for the organization and, in collaboration with the CEO, establish and maintain a long-term plan for funding;
- Lead the process of negotiating and renewing contracts with the County, Cities and partners;
- Work closely with the Executive Team to identify and implement short- and long-term goals;
- Oversee service quality, management, development and expansion of services;
- Assist the CEO in establishing an appropriate organizational structure;
- When needed, serve as spokesperson for the organization and promote the organization in the community;
- In collaboration with the CEO, ensure that all internal and external goals and objectives are met;
- Ensure all internal and external reporting requirements are met; and
- Oversee and manage all human resources for the organization including;
  - Staffing, evaluations, trainings, employee relations;
  - Update Employee Handbook as needed;
  - Ensure compliance of all labor laws; and
  - Promote team and leadership development.

### FRESNO ECONOMIC OPPORTUNITIES COMMISSION TRAINING AND DEVELOPMENT MANAGER

Fresno, California  
July 2013 – July 2019

- Develops and facilitate various workshops, retreats, classes, group trainings, and presentations to agency staff, community members, government officials and industry professionals.
- Develops and manages training and development programs for the organization that are timely and address organizational and professional development needs.



- Creates a learning environment that fosters the professional growth and development of employees, advances a diverse, inclusive, and equitable culture for all employees; contributes to leadership development; and supports long-term, strategic goals and objectives.
- Evaluates and champions the most effective and cost-efficient delivery methods.
- Develops curriculum and learning formats to achieve business results.
- Measures effectiveness of training and evaluates whether learning retention and learning transfer has occurred.
- Serves as the lead training facilitator and works with other EOC subject-matter experts to develop and present specialized curriculums such as the Family Development Credentialing Program and ROMA.

**WASHINGTON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**DEPUTY DIRECTOR**

**Hagerstown, Maryland**  
**April 2007 – June 2013**

- Managed, mentored, and motivated agency staff utilizing proactive and supportive leadership by example to empower team to take job ownership and develop leaders. Provide human resources management to staff by conducting performance evaluations, managed disciplinary actions, and termination.
- Co-directed administration, transportation, case management, housing, financial aid, community resources, and job training programs for \$7 million non-profit agency with staff of 40 operating 50 programs assisting 8,000 clients annually to achieve self-sufficiency and rise out of poverty

**DIRECTOR, CASE MANAGEMENT SERVICES**

**October 2002 – April 2007**

- Conducted educational and training field programs for students completing human service and/or social work degrees.
- Administered and expanded a summer feeding program by over 30% to provide nutritious breakfasts and lunches to children in various locations in Washington County.
- Married 10% unemployment rate to large hospitality industry to create 13-week culinary job training program for unemployed and underemployed workers to gain training, materials, and certifications resulting in 32% rise in employment rate among participants in 1<sup>st</sup> year.
- Serve as coordinator for Washington County homeless grant funds. Managed grant writing, grant administration and monitoring, and reporting to successfully achieve more than \$725,000 in grant awards.

**PROGRAM ASSISTANT**

**September 1999 – October 2002**

- Provide administrative support to the Director of Services.
- Communicate pertinent information to the Senior Staff.
- Performs administrative tasks as related to multiple grants and funding resources.
- Compile and analyze fiscal and statistical information.
- Provide case management services to customers and training to case management staff.
- Review timesheets and leave requests prior to submission to the Finance office.
- Represents the agency in the absence of the Director of Services.

**FAMILY SELF-SUFFICIENCY (FSS) CASE MANAGER**

**June 1999 – September 1999**

- Provide holistic case management services to families and individuals living in public housing or receiving section 8. Provide intake and intervention services and intensive case management to help ensure continued stability of program participants.
- Attend monthly meeting with the FSS team to discuss customer's progress or regress.
- Marketing and outreach of the program in hopes of recruiting additional FSS participants.

**HAGERSTOWN COMMUNITY COLLEGE**  
**ADJUNCT PROFESSOR**

**Hagerstown, Maryland**  
**September 2008 – December 2008**

- Under the direction of the Academic Department Chair
- Develop and manage syllabus materials.
- Selected and compiled tests and assignments to measure performance relative to standardized learning objectives.
- Coordinate curriculum with academic department chair.
- Reviewed textbook and other course ware changes with the academic department chair and other full-time faculty teaching the course.
- Facilitate Class Instruction in accordance with learning objectives and session plan outlines specified by the College.
- Evaluate Student Performance based on course deliverables and course rubrics.

## EDUCATIONAL EXPERIENCE

**EDUCATION SPECIALIST – EDUCATIONAL LEADERSHIP**  
LIBERTY UNIVERSITY

Lynchburg, Virginia

**MASTER OF BUSINESS ADMINISTRATION – MANAGEMENT**  
FROSTBURG STATE UNIVERSITY

Frostburg, Maryland

**BACHELOR OF SCIENCE – PSYCHOLOGY**  
STATE UNIVERSITY OF NEW YORK @ BROCKPORT

Brockport, New York

## PROFESSIONAL TRAINING, DEVELOPMENT & ASSOCIATION

- Certified Community Action Professional, Community Action Partnership
- National Certified R.O.M.A Trainer, National R.O.M.A Peer to Peer Training
- Certified Family Development Specialist/Trainer, California Head Start Association
- Human Services - Board Certified Practitioner, Center for Credentialing and Education

# Fresno EOC Nomination Opportunities Commission

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

## Applicant Information

Full Name: Taylor Steven   
Last First M.I.

Home Address: [REDACTED]  
Street Address Apartment/Unit #

[REDACTED]  
City State Postal Code

Primary Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED] Date of Birth: [REDACTED]

## Organization Representing

Organization Name NAAEP # Years as a Fresno 26  
County Resident

Organization Address: 1306 Mariposa Mall Ste 100 Fresno CA 93777  
Street Address City State Postal Code

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

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

## Employment

Employer: California Health Benefit Exchange Job Title: Staff Services Mgr I

Address: 247 E New Ave Fresno CA 93720  
Street Address City State Postal Code

\*Please attach resume to this application\*

## Qualifications

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

Service to the community, valuable input of policies  
and procedures, advocate for rights.

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

Current President of NAAEP, Commander of  
American Legion Post 511, Diversity, Equity and  
Inclusion Expert, Disabled American Veteran

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

Like minded Commissioners coming together  
for the good of the community

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

Bring expertise in Economic, Criminal Justice,  
Advocate for reform, and social issues.

### References

Reference 1:

Name:

Position:

Organization:

Phone Number:

Reference 2:

Name:

Position:

Organization:

Phone Number:

### Disclaimer and Signature

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

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

Signature:

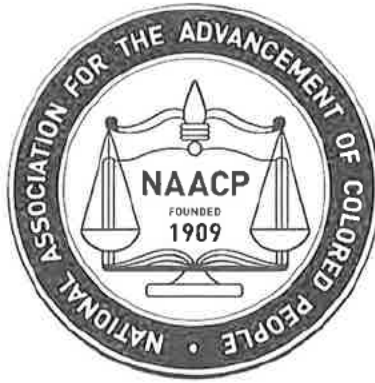
Steven R. [Signature]

Date:

10/6/2022

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





**NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLLORED PEOPLE**

**Fresno Branch -1038-B 1900 Mariposa Ste #100 C \* Fresno, CA 93721**

**Mailing Address P.O. Box 12301, Fresno, CA 9377-2301**

**Office- 559-263-1373**

September 15, 2022

Re: Resolution Fresno Branch NAACP EOC Commissioner Appointment

Attn: Fresno EOC Board Chair – Linda Hayes

WHEREAS, the Fresno Branch 1038-B desires to authorize current Branch President Steven Taylor to serve on the EOC Board of Commissioners for the upcoming year 2023 or until new incoming President deem it necessary for a replacement. Voted and agreed upon this Thursday September 15, 2022.

Sincerely,

Branch Secretary

Viva Straughter

President Fresno NAACP

DocuSigned by:

*Steven Taylor*

C56319BAAEF1411...

### **Summary of Qualifications:**

Over 30 years of successful management primarily as a Civil Servant working in the customer service industry. Acquired competent knowledge in consumer/employee relations and business processes.

- Recognized for efficient and accurate management techniques
- Established strategies for Organizational Change Management
- Champion Change through innovative ideas, solutions to problems and opportunities

### **Experience:**

#### **Staff Services Manager I**

Covered California, Fresno California 2013-Present  
Instrumental in the development of 6 or more Supervisors for the role of leadership. Key advisor in the use of the State's role in facility management, business processes, personnel, and technology. Attain strong system knowledge and expanded consumer and employee friendly improvements. Increase organizational vision and mission in the Health Care Industry.

#### **Manager I**

Employment Development Department  
State Disability Insurance, Fresno California 2002-2013  
Champion new initiatives in the development, management and implementation of new projects. Established performance goals and business measures. Drove execution through strategy in the establishment of a new Call Center Model. Used available resources to foster loyalty, trust and commitment from employees. Known as a certified Change Agent.

#### **Motor Vehicle Operator**

United States Postal Service, Fresno, California 1997- 2002  
Contributed to the customer happy, and loyal customer experience. Used a dynamic, responsive customer-oriented culture during difficult business periods. Obtain strong sustainable customer relationships through feedback and metrics. Provide management input during periods of temporary duty assignments.

**Juvenile Correctional Officer Extra-Help**

Fresno County Probation Department, Fresno California

2000 - 2008

Member of a team of officers whom contributed to health, safety and welfare of Juveniles in the Juvenile Justice System. Used leadership principals with co-members to establish a safe working environment. Provide insight in the development and building of the Fresno County new Juvenile Justice Center.

**Correctional Officer**

Texas Department of Corrections, Huntsville, Texas

1995 - 1996

Afforded the opportunity to open two new 1000 man minimum prison complexes. Gave directions for outside projects for inmates serving the community. Established an inmate work certification program for skilled laborers.

**Platoon Sergeant**

United States Army, Fort Hood Texas

1977 – 1995

Commitment and dedication to the United States of America. Organized soldiers to show strong drive, initiative, and abilities while defending the United States during peace time and war. Set the standard in every area worked by providing leadership and direction while keeping projects on task and making sure soldiers had the resources to meet those objectives. Known as a visionary in project management for the Nation's new Air Defense Systems, Finance and Accounting Systems and Air, Land Warfare strategies.

**Education:** M.S. Rehabilitation Counselor 2006  
California State University, Fresno

B.S. Pre-Law/Criminal Justice 2002  
California State University, Fresno

**Associations:**

American Legion

Disabled American Veterans

National Association for the Advancement of Colored People

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Community Sector Rep nomination from website  
**Date:** Monday, September 26, 2022 1:36:55 PM

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

**Name**

Zina Lynn Brown-Jenkins

**Address**



[Map It](#)

**Email Address:**



**Number of years as a Fresno County resident:**

50

**Organization representing:**

County-wide Policy Council

**Organization address:**

1920 Mariposa Street , Suite#300  
Fresno, Ca 93721

[Map It](#)

**Your Cellular Phone:**



**Date of Birth**



**Age:**



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

E.O.C. County-wide Policy Council

**Resume Upload:**

- [ZBJ.docx](#)

**Relevant experience including current / past board service:**

2018-Present EOC Commissioner  
2016-2018 EOC College Community Delegate  
EOC Personnel Community Chairperson  
EOC Parent Planning Review/Chairperson

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

Transparency is a must. I will continue to use my voice to get Our families the resources necessary, to eventually see an end to poverty. I will Always keep our kids and family the number one priority.

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

I'm a strong Advocate.

My family has benefited greatly, through the E.O.C. programs.

I believe in paying my knowledge forward and teaching Our parents, that poverty doesn't define you. I will continue to spread that message in Our community.

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

I have been a County-wide Policy Council EOC Commissioner for about 4 years. I still have so much more to do.

I want to be the change in EOC, making it easy for families to get all the resources that are available to their families.

**Any close relative employed by Fresno EOC?**

No

**I have an economic interest in Fresno EOC.**

No

**Certification**

I agree to the following statement.

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

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

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

09/09/2022

**You must upload a resolution of support from the agency / organization / group you propose to represent.**

- [EOC-Res-doc.pdf](#)



**A RESOLUTION OF THE COUNTY-WIDE POLICY COUNCIL (CWPC) OF THE  
FRESNO EOC HEAD START 0 TO 5 AUTHORIZING SUBMISSION OF  
NOMINATION TO THE BOARD OF COMMISSIONERS OF THE  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

UNA RESOLUCIÓN DEL CONSEJO DE POLÍTICAS DE TODO EL CONDADO (CWPC) DE FRESNO EOC HEAD START  
0 TO 5 AUTORIZANDO LA PRESENTACIÓN DE LA NOMINACIÓN AL CONSEJO DE COMISARIOS DE LA COMISIÓN  
DE OPORTUNIDADES ECONÓMICAS DE FRESNO

**BE IT RESOLVED**, by the County-Wide Policy Council (CWPC) of the Fresno EOC Head Start 0 to 5,  
County of Fresno, California, as follows:

SEA RESUELTO, por el Consejo de Políticas de Todo el Condado (CWPC) de Fresno EOC Head Start 0 a 5,  
Condado de Fresno, California, del modo siguiente:

Authorization is hereby given for the submission of the nomination of Zina Brown-Jenkins, member  
of the CWPC, to the Board of Commissioners of the Fresno Economic Opportunities Commission ("Fresno  
EOC"). A copy of the Resolution may be filed with the Board Secretary of the Fresno EOC in satisfaction of  
the nomination condition demonstrating authorization of the affected entity.

Se otorga la autorización para la presentación de la nominación de Zina Brown-Jenkins, miembro del  
CWPC, al Consejo de Comisarios de la Comisión de Oportunidades Económicas de Fresno ("Fresno EOC"). Una  
copia de la Resolución podrá presentarse ante el Secretario del Consejo de Fresno EOC en satisfacción de la  
condición de nominación demostrando la autorización de la entidad afectada.

**Motion to nominate and recommend Zina Brown-Jenkins as the CWPC Representative Board of  
Commissioners was made by Ashleigh Rocker Greene and seconded by Christina Marquez. Motion carried.**

Una moción para nominar y recomendar a Zina Brown-Jenkins como Representante del CWPC en el Consejo de  
Comisarios fue hecha por Ashleigh Rocker Greene y apoyada por Christina Marquez. Moción aprobada.

**CERTIFICATION/CERTIFICACIÓN**

**The foregoing Resolution was passed and adopted by the CWPC of the Fresno EOC at a meeting  
thereof held on the 6<sup>th</sup> day September 2022.**

La Resolución anterior fue aprobada y adoptada por el CWPC de Fresno EOC en la junta realizada en  
el seis (6) día de septiembre del 2022.

Ashleigh Rocker Greene

Fresno EOC Head Start 0 to 5  
Ashleigh Rocker Greene, CWPC Chairperson/Presidenta CWPC

**September 6, 2022**  
Date/Fecha

# ZINA BROWN- JENKINS

## PROFESSIONAL SUMMARY

To secure a position where the Education and work experience I have acquired, over the years. Ensuring and using the skills of sound Leadership and strong Administrative planning.



## SKILLS

- Active Listening Skills.
- Building Customer Loyalty.
- Community Partnerships.
- Critical Thinking Skills.
- Improving Customer Experience.
- Flexibility
- Communication Skills.
- Teamwork
- Organization Skills.
- Time Management.
- Multi-tasking.
- Positive Attitude.
- Patience

## WORK HISTORY

### **Economic Opportunities Commission - EOC Community Sector Commissioner**

*Fresno, CA • 12/2019 - Current*

- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Commissioners represent the Community and provide mission based leadership and strategic governance.
- Organizations planning as a steward of the agency.
- Financial oversight in order to remain accountable to its funders, and the public. Review and approve financial policies and procedures, ensuring that proper financial controls are in place.
- Programs and services determine which programs are consistent with the agency' vision, and to monitor and strengthen their effectiveness.
- Public trust us an integral link to the community. Responsible for ensuring the organization maintains public trust by clearly articulating the organization's vision, accomplishments, goals and financial integrity to the public.

## EDUCATION

**California State University - Fresno**

Fresno, CA

***Bachelor of Arts:*** Criminology

**Fresno City College**

Fresno, CA



**No Degree:** Administration of  
Justice/Criminology

## CERTIFICATIONS

- Cultural Advocate Family Program
- Valley Program Broadcasting System
- E.O.C. Personnel Chairperson
- E.O.C. County-Wide Policy Council
- E.O.C. Wellness Team
- Head Start Mental Health(Positive Solution Parenting Program)
- E.O.C. Parenting Planning & Review Committee Chairperson
- Internal Revenue Service Powered Industrial Training
- Internal Revenue Service Performance Award
- California State University, Fresno African American Studies Program
- Fresno City College, Administration of Justice/Victimology

## Internal Revenue Service, IRS - Sort & Sequence Manager(Cadre)

*Fresno, CA • 07/2012 - 07/2015*

- **Data Conversion Manager(Management Cadre)**
- **Data Transcriber Manager(Management Cadre)**
- Managed Perms, Seasonal and CCJ Employees
- **Initial Sort:** Clerks receives boxes, carts, re-files from various areas and Service Centers.
- **Sequencing:** Document Retention.
- **FRC Re-files:** Sorting out the Retired Records Center.
- **Presorting Mail:** Sorting all mail correspondence of the Service Center that needs to be shelved, and then sent to the courts if needed.
- Communicate the importance of Customer focus. Monitor and act upon Customer feedback to continuously improve products and services.
- Responsible for assigning, directing and reviewing the work of the unit.
- Utilizing my leadership and management skills for planning , how to get the work done effectively and timely.
- Coordinating the work operations.
- Ensuring timesheet are put into SETR , accurately and in a timely manner.
- Inputting the Daily Staffing and Availability Report.
- Monitoring the WP&C and Daily Production Report, on a weekly basis, ensuring that we are meeting our Business Measures.
- Ensuring employees are achieving their goal, by weekly counseling.
- Maintaining supplies and reorders as necessary.
- Stage work in priority order

## Code & Edit Clerk 11/2007-2018

### Correspondence Clerk

#### Workflow:

- Ensuring work flow was maintained and organized in the unit.
- Checking in and releasing trucks.
- Organizing trucks in holding area.
- Checking in and releasing Transmittal.

- Submitting records for Submission Processing Management at the end of day.
- Research missing information on W-2's
- **Research:** TC 150's(IMFOLT), W2's(IMFOLT IRPTL), Miscellaneous Research(INOLES, NAMES, DOD, DOB, ADDRESS, POA'S).
- **Tub Work:** Form 3210's-Shipping, W-7 Foreign(Austin) ad Convert to 1041, Mail outs, Acknowledgements, 81208(misc),Payment Plan, Form 4227 Miscellaneous, State Forms, POA, Forms C3009.

## ADDITIONAL INFORMATION

- 11/2007-11/2018 Sort & Sequence Manager Internal Revenue Service
- Correspondence Clerk Internal Revenue Service
- Data Conversion Manager Internal Revenue Service
- Data Transcriber Manager Internal Revenue Service
- Code & Edit Clerk Internal Revenue Service



# Fresno Economic Opportunities Commission

## COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

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

### Applicant Information

Full Name: Jaime-Mileham Maria Guadalupe (Lupe)  
*Last First M.I.*

Home Address: [REDACTED]  
*Street Address Apartment/Unit #*

[REDACTED] [REDACTED] [REDACTED]  
*City State Postal Code*

Primary Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED] Date of Birth: [REDACTED]

### Organization Representing

Organization Name Fresno County Superintendent of Schools 28 years  
*# Years as a Fresno County Resident*

Organization Address: (FCSS) 1111 Van Ness Ave, Fresno CA 93721  
*Street Address City State Postal Code*

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

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

### Employment

Employer: CA Department of Social Services Job Title Deputy Director, Child Care and Education

Address: 744 P Street Sacramento CA 95814  
*Street Address City State Postal Code*

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

### Qualifications

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

See Attachment



**Briefly explain why you are interested in serving on the EOC Board of Commission.**

I believe in the mission and vision of Fresno EOC. I solicit EOC's services when I was a young mother living in poverty, about 25 years old. I accessed WIC and monetary support to pay my past-due PGE bill for several years. EOC was a trusted agency that linked me with other referrals. I understand firsthand the changemaker EOC created in my life.

Another reason I would like to serve is the Headstart program. More than 50% of the EOC funding is derived from Early and Headstart. I feel I can be a resource to these programs and provide a unique early childhood perspective to the Board. I also see myself as a system thinker, I can contribute to the conversations regarding target universalism where EOC serves our most marginalized residents, especially families of color.

Finally, I am interested in serving on the EOC Board of Commission because of the Board. I appreciate the wealth of experience within the Board, where we land on courageous decisions for the betterment of Fresno families furthest from opportunities. I have never served on a board that truly represents Fresno residents and is in touch firsthand with the families' needs.

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

- *CALIFORNIA EARLY CHILDHOOD POLICY COUNCIL Commissioner Appointment by Governor Newsom, 2020-present* Recommend of policies and oversight of the new Early Childhood Master Plan for Early Learning. *FRESNO ECONOMIC OPPORTUNITIES COMMISSION (EOC) Commissioner Appointment by Superintendent of Schools Jim Yovino, 2017-present* Provide policy, mission-based leadership and strategic governance to support the work of EOC.
- *CALIFORNIA FIRST 5 COMMISSION Vice-Chair Commissioner Appointment by Governor Brown, 2017-2020* Provides policy and oversight of the Prop 10 dollars on tobacco products emphasis on children prenatal to age 5
- SOUL CHARTER HIGH SCHOOL -School Board Member, Fresno, CA, 2020-present
- See resume for complete list

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

The Office of Fresno County Superintendent of Schools supports partners who serve Fresno county families. As a board member, I continue to bring to the conversation the latest information from FCSS to advance the Fresno EOC's Strategic Plan. Also, as the Cradle to Career Initiative's fiscal agency, FCSS values and supports the partnership with EOC. The initiative work under the leadership of Superintendent of School Jim Yovino and incoming Superintendent Michele Cantrell-Copher embraces Fresno's EOC's mission and vision. FCSS collaboratives with EOC include FCSS Special Education, Help Me Grow, All For Youth, Lighthouse for Children, etc. Many families who access FCSS services may also access Fresno EOC; therefore, coordination is vital to ensure there is no wrong door for families' services.

Finally, our office is partnering with Fresno EOC on a data integration system. This system will help families access all the services available. These efforts could not be successful without a strong partnership.

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

- FCSS has a strong desire for EOC to continue to thrive as Fresno's Community Action organization;
- FCSS understands the importance of the first five years of a child's life which is reflected in Superintendent Yovino's and incoming Superintendent Cantrell-Copher's platform;
- FCSS would like to appoint Dr. Lupe Jaime-Mileham due to her early childhood experience and system knowledge as a resource to support the advancement of EOC's mission, vision, and policies.



# fresno county superintendent of schools

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September 29, 2022

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

Dear EOC Elections Office:

I am writing to express my continued support of Dr. Lupe Jaime-Mileham, former Senior Director of the Early Care and Education Department for the Office of Fresno County Superintendent of Schools (FCSS) as a candidate for your Board of Directors.

Dr. Lupe Jaime-Mileham is the Deputy Director of the Child Care and Development Division for CA Department of Social Services. She is more than qualified to provide expertise in Early Childhood and Care. Her extensive qualification includes former FCSS Senior Director where she oversaw the Fresno County Child Care and Development Local Planning Council, Early Stars Quality Rating and Improvements Block Grant, Workforce Pathways Stipend Program, and the Early Math Initiative. She provided oversight of the Lighthouse for Children Child Development Center, a partnership between FCSS and First 5 Fresno County. Prior to this role, Lupe was the Deputy Director of Central Valley Children's Services Network, the childcare resource and referral agency. In addition, she has served as an Infant and Toddler Trainer for West Ed and Lecture/Adjunct for the community colleges Madera Center and Willow International and Fresno State University. We are certain she will prove to be an asset to your organization. Lupe is well connected at the State and Federal level by previously serving as CA First 5 Commissioner, recently appointed on CA Early Childhood Policy Council and now in her new role as the Deputy Director of Child Care and Development.

I am very supportive of the work of EOC, and in fact EOC's mission is consistent with our efforts to engage the community in the betterment of the lives of children and families in Fresno County. I enthusiastically support Mrs. Jaime-Mileham to continue as my appointee to EOC Commission.

Sincerely,

Jim A. Yovino  
Fresno County Superintendent of Schools

Cc: Senate Education Committee  
Assembly Member O'Donnell  
Debbie Look, Assembly Education Committee



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## **Maria Guadalupe Jaime-Mileham, Ed.D (Lupe)**

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### **EDUCATION**

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*California State University-Fresno*

Doctorate in Educational Leadership, Ed.D, 5/2020

*National University, Fresno*

Professional Clear Multiple Subject Teaching Credential, May 2006

Masters Cross Cultural Education, May 2006

*California State University, Fresno, 2003*

BA Liberal Studies, Emphasis in Bilingual Education

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### **CREDENTIALS/CERTIFICATIONS**

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*University of Massachusetts, Boston*

Infant-Parent Mental Health Post Graduate Certificate

CA Endorsed Infant-Family & Early Childhood Reflective Facilitator/Mentor

*CA Commission on Teaching Credentialing*

Professional Clear Multiple Subject Teaching Credential

*CA Commission on Teaching Credentialing*

Child Development Director's Permit

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### **EXPERIENCE**

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#### ***CA DEPARTMENT OF SOCIAL SERVICES***

Deputy Director, Child Care and Development, *February 2021-current*

Administrator of CA Child and Development federal and state funding. Supervise staff, monitor contracts, review budgets, and evaluate program goals, objectives and outcomes. Complete reports as needed. Prepare proposals for maintenance and/or expansion of project funding.

#### ***FRESNO COUNTY SUPERINTENDENT OF SCHOOLS***

Senior Director of Early Care and Education, November 2014-*February 2021*

Administrator 20 million in Federal and State Early Care and Education contracts (CSPP, LPC, Quality Counts QRIS, AB212, First 5 Fresno, CCTR, IMPACT, etc.).

Supervise staff, monitor contracts, review budgets, and evaluate program goals, objectives and outcomes. Complete reports as needed. Prepare proposals for maintenance and/or expansion of project funding. Plan, develop, direct, and collaborate with various local, regional and State early childhood educational tables in promoting quality child care, preschool and professional development.

#### ***CENTRAL VALLEY CHILDREN SERVICES NETWORK***

**Deputy Director**, *February 2009- November 2014*

Support managers CSPP, CCTR, Alternative Payment, Calworks, CCR&R, CCIP, First 5 Fresno, Home visitation, Food program, etc. with the direct development,



accomplishment and evaluation of program goals, objectives and outcomes. Develop an agency annual budget within perimeters of funding. Prepare proposals for maintenance and/or expansion of funding.

**Subsidized Manager, April 2001-February 2009**

Administrate 14 million in Federal and State Subsidized childcare contracts includes Alternative Payment, Family Childcare Homes Network, Calworks, etc. Supervise staff, monitor contracts, review budgets, and evaluate program goals, objectives and outcome

## **TEACHING EXPERIENCE**

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*CALIFORNIA STATE UNIVERSITY Fresno*

**Lecture Instructor, Jan 2017 -present**

Lecture and develop curriculum, complete and submit required reports/grades, link students with services. Master degree early care and education courses, LEE 233: Curriculum and Assessment in ECE, LEE 271: Diversity and Inclusion (ECE- 3 units)

*WEST ED/PARTNERS FOR QUALITY INFANT & TODDLER CAREGIVING*

**Adjunct Infant Toddler Instructor, June 2009-December 2016**

Lecture and provide coaching to direct teaching staff working with infant & toddler care; provide reflective practice to administrators as well as staff through California State University Fresno extension- CFS 90T- Infant/Toddler (1-3units)

*STATE CENTER COMMUNITY COLLEGE*

**Adjunct Child Development Instructor, Jan 2008-2014**

Lecture child development courses Willow International College. Develop curriculum, complete and submit required reports, link students with services. Supervise and support students in CHDEV 7, Infant and Toddler development Birth to Age 3- (3 units) practicum observation and feedback. Also taught: CHDEV 15 Diversity and Culture in ECE (3 units), and CDHEV 30 Child, Family and Community (3 units)

## **APPOINTMENTS/SCHOOL BOARD**

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[CALIFORNIA EARLY CHILDHOOD POLICY COUNCIL](#)

**Commissioner Appointment by Governor Newsom, 2020-present**

Recommend of policies and oversight of the new Early Childhood Master Plan for Early Learning.

[FRESNO ECONOMIC OPPORTUNITIES COMMISSION \(EOC\)](#)

**Commissioner Appointment by Superintendent of Schools Jim Yovino, 2017-**

**present** Provide policy, mission-based leadership and strategic governance to support the work of EOC.

[CALIFORNIA FIRST 5 COMMISSION](#)

**Vice-Chair Commissioner Appointment by Governor Brown, 2017-2020**

Provides policy and oversight of the Prop 10 dollars on tobacco products emphasis on children prenatal to age 5

SOUL CHARTER HIGH SCHOOL  
**School Board Member**, Fresno, CA, 2020-present

### **TRAININGS/CERTIFICATIONS**

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Pre-IPT Oral/Receptive Assessment- Dual Language Learners  
(age 3-5) 8/2018

Preschool Classroom Assessment Scoring System (CLASS)  
Child Teacher Interactions  
Teachstone, 2016

Beginning Together Institute- Children with Special Needs 0-5  
West Ed, 2015

Family Strengthening, Certified Facilitator  
National Alliance of Child Abuse & Prevention, 2014

Newborn Behavior Observation, Certificated  
Boston Children's Hospital/Harvard Medical School, 2012

Nursing Child Assessment Satellite Training (NCAST)-Feeding Scale Certification  
NCAST Program, 2/2012

Program Infant Toddler Care (PITC) Modules I, II, III, IV, V, Certified  
West Ed PITC, 6/2006

### **RECONGITIONS**

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[37<sup>th</sup> Marjaree Mason Center Annual Top Ten Professional  
Women of the Year](#), 2020

First 5 California, Statewide Child Advocate of 2019

[Fresno County District 1 Women of Year in Education](#), 2019

[Fresno County Comprehensive Youth Child Advocate of 2016](#)

### **COMMITTEES**

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- Every Child CA, Public Policy Committee, 2020-present
- County Offices of Education Program Administrators of Child Development (COEPAD), member, 2017-present
- Fresno County Area Childcare Consortium, Chair, 2011-current
- Exploratorium Advisory member, 2019-current
- Fresno County Help Me Grow Leadership Table, Member, April 2015- present
- Packard Foundation, Starting Smart and Strong Advisory Committee, FUSD, 2015- present
- Early Stars Quality Rating and Improvement System Consortia, Member, 2014-present
- Local Planning Council Childcare member appointment by Superintendent Jim Yovino- 2016—present
- Early Learning Table, Packard Foundation, Co-chair, 2017-2018
- Birth-3<sup>rd</sup> Design Team Fresno County, Member- 2015-2017

- Task Force Committee on Quality Rating and Improvement System through National Organization BUILD- 2017-2019
- Statewide Child Care Resource & Referral, Member at Large, 2013-2016
- California Child Development Administrators Association, Secretary, 2014-2016
- Fresno County Area Childcare Consortium, Chair, 2018- current and Vice President, 2011-2018

## **COMMUNITY VOLUNTEERING**

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- Center for Leadership, Equity, and Research (CLEAR) 2020-present
- Fix School Discipline (FSD) Coalition, 2020-present
- Central Valley Latino Leadership Academy, Mentor, 2019-present
- Central Valley Latino Giving Circle, Member, 2017-2019
- Superintendent Tony Thurmond, ECE Transition Team, 2019-2020
- Early Care and Education Committee, Galvin Newsom for Governor Campaign, 2018
- CSU Fresno Education Dual Language Consortium, Co-Chair 2013-2018

## **PRESENTATIONS**

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### **National Level**

- AERA Conference, Panelist, Dissertation: Implementation of Strategies for Dual Language Preschoolers, 4/20/2020
- Migration Policy Institute, Identification of Dual Language Learners, 2/20/2020
- Zero to Three, Co-Presenter, Describing Supports, Approaches, and Needs of our Dual Language Learners in Early Care and Education 10/5/2018
- Western States Leadership Network, Presenter, Building Latino Leadership, 7/18/2018
- Driving Impact: A National Convening on Early Learning, CA invitee, 11/1/2016, Dallas Texas
- White House Initiative on Educational Excellence for Hispanics, Panelist-Migrant Community, 8/11/2016, Fresno, CA
- White House Initiative on Educational Excellence for Hispanics, Participant- CA Representative on Dual Language Learners, 3/11/2016, Miami, Florida

### **State Level**

- Child Care Resource & Referral (CCR&R) & California Alternative Payment Program Association (CAPPA) Conference, Co-Presenter, Community Collaborations: Supporting Child Care Providers During the COVID-19 Pandemic, 10/22/20
- Child Care Resource & Referral (CCR&R) & California Alternative Payment Program Association (CAPPA) Conference, Co-Presenter, Dual Language Learners Strategies in the Mix Delivery System, 10/22/20
- Online Dual Language Learners Strategies Leadership Orientation, Co-Trainer, 6/10/20
- 2020 Child Health, Education, and Care Summit, Panelist, California's Potential: Envisioning a Comprehensive Master Plan for Early Learning and Care, 2/3/2020, Irvine, CA
- 2020 Child Health, Education, and Care Summit, Panelist, Making a Collective Impact: How Inter-Agency Collaboration Leads to Whole-Child Care 2/4/2020,

Irvine, CA

- 2019 Early Math Symposium, Presentation Partnerships in Early Care and Education, 6/21/2019
- [Quality Counts California Northern Regional Hubs Professional Learning Institute](#), Opening Keynote, 07/09/2019
- Quality Counts California Southern Regional Hubs Professional Learning Institute, Opening Keynote, 9/24/2019
- Child Care Resource & Referral (CCR&R) & California Alternative Payment Program Association (CAPPA) Conference, Co-Presenter, Supporting Dual Language Learners in a Family Child Care Home Environment, 10/17/2018
- California Department of Education Launching Roadmap to Strengthen Educational Policies, Programs, and Practices for English Learner, Panelist, 8/31/18
- California Department of Education, Quality Count CA Consortium, Panelist, Aligning our Work for Sustainable Systems, 9/12/2018
- 2016 Child Health, Education, and Care Summit, Panelist Starting Quality Rating and Improvement System, QRIS, 11/2016, Sacramento, CA
- 2016 Child Health, Education, and Care Summit, Panelist Collaborating Quality Rating and Improvement System, QRIS, 11/2016, Sacramento, CA
- 2016 Child Health, Education, and Care Summit, Panelist SSEA- Every Student Succeed Act, 11/2016, Sacramento, CA
- Child Care Resource & Referral (CCR&R), Network & California Alternative Payment Program Association (CAPPA) 2015 Joint Annual Conference, Panelist- Quality Rating and Improvement System, 10/2016, Sacramento, CA
- Child Care Resource & Referral (CCR&R), Network & California Alternative Payment Program Association (CAPPA) 2015 Joint Annual Conference, Panelist- Strengthening Families, 10/2016, Sacramento, CA
- California Association for the Education of Young Children (CAEYC), Co-Presenter, Leadership Training, Activities Integrating Math and Science (AIMS), 10/2016, Fresno, CA
- California Association of Administrators of State and Federal Education Programs (CAASFEP) 2016 Professional Development Institute, Panelist- Every Student Succeeds in CA, 10/2016, Sacramento, CA
- Univision Interview, Dual Language Learners, (Radio and TV), 9/2016, Fresno, CA
- [Southern California Grantmakers, Panelist – An Inside Look at Fresno’s Starting Smart and Strong Initiative](#), 4/20/16
- First 5 CA Policy Summit, Panelist- Building Infrastructure for Quality Early Care and Education, 4/2015, Sacramento, CA

#### CA Regional Level

- Merced County Office of Education Family Conference, Presenter, Keynote: Families Gifts, 3/7/2020, Merced, CA
- CA First 5 Association, Early Childhood Policy Council, ECPC Panelists ECE Master Plan, 2/27/20
- Merced County Office of Education Early Childhood Education Conference, Presenter, Dual Language Learners, 6/2018, Merced, CA
- Tulare Office of Education, Keynote, Dual Language Learner, 5/2018, Tulare, CA

- Community Action Partnership of San Luis Obispo (CAPSLO) Conference, Presenter, Quality Rating and Improvement System, 4/2017, San Luis Obispo, CA
- Children's Counsel of San Francisco, Co-Presenter, Family Childcare Home Quality Rating and Improvement System, 3/2017, San Francisco, CA
- Community Action Partnership of San Luis Obispo (CAPSLO) Migrant, Presentation- Dual Language Learners Infant/Toddler Care, 9/2016, San Luis Obispo, CA
- Practice Intervention Early Childhood Educators (PIECE) Conference, Keynote Speaker, 4/2016, Fresno, CA
- Child Care Resource & Referral (CCR&R) Network & California Alternative Payment Program Association (CAPPA) 2016 Joint Annual Conference, Panelist- Quality Rating and Improvement System, 10/2015, Sacramento, CA

#### County Level

- Supporting our DLL in Early Care Sites, Co- Training, 5/30/20, 6/6/20, 6/13/20
- Supporting our DLL in Early Care Sites, 12/2019
- California State University Fresno Central Valley Latino Leadership Academy, presenter, Latina Leader, 7/14/2018
- Parent Voices, Knowledge is Power, Presentation Dual Language Learners, 4/4/2017, Fresno, CA
- Fresno County Superintendent of Schools, Servant leadership Academy panelist, 6/2016, Fresno, CA
- Central Valley Children Services Network, (CSN) Child Care Initiative Project (CCIP) graduation, Keynote Speaker, 6/2016, Fresno, CA
- Parent Voices, Knowledge is Power, Presentation Dual Language Learners, 4/4/2016, Fresno, CA
- Fresno Pacific University, Panelist- Non-Profit & Philanthropy Landscape, 2/18/16, Fresno, CA
- Central Valley Children Services Network, (CSN) Child Care Initiative Project (CCIP) graduation, Keynote Speaker, 6/2015, Fresno, CA

#### MEDIA INTERVIEWS

- Edsource, CA Childcare providers losing money, risking health during pandemic. 8/3/20
- Univision, Early Care and Education in Arts, 7/13/20
- Edsource, Coronavirus cases spike in California child care facilities. 7/17/20
- Fox 40, Preschoolers adjust to Distance Learning, 7/22/20
- Pleasanton Weekly.com, COVID-19 Cases spike in California childcare facilities, 7/20/20
- Edsource, [There's a new lesson in California preschools](#)- no sharing. 6/24/20
- Univision- Sacramento, Paid Parental Leave- CA First 5, 2/20/2020, Sacramento
- Univision- Fresno, Paid Parental Leave- CA First 5, 2/6/2020, Fresno, CA
- [The Dual Language Learner Policy Platform](#), 2020
- Radio Bilingual, Bilingualism in Childcare, 2019
- Fresno Unified Newsletter, Message from Lupe Jaime-Mileham, 4/01/19
- ABC 20, [Program shows it is never too early for outdoor playtime](#), 9/6/18
- Fresno Bee, Childcare in Fresno, 8/15/18

- Fresno Bee/[Santa Cruz Sentinel](#)/[Monterrey Herald](#), OpEd- Let hear Multiple Languages, 1/13/17
- Univision, PSA- Esta en Ti- Early Childcare, 2016
- [Fresno Interdenominational Refugee Ministries \(FIRM\) newsletter](#), FIRM Partners with Children Services Network to Save Preschool, 10/13/2014
- Fresno Bee, Return of child-care funds may be too late, 2/2/2011



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Executive Office
<b>Agenda Item #:</b> 10C4	<b>Director:</b> N/A
<b>Subject:</b> Commissioners Onboarding Process	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends approval for full Board consideration of the Board Members Onboarding Process.

### Background

On an annual basis, Commissioners are elected / selected and/or appointed to represent a Community Sector, Public Sector or Target Area. Staff and the Bylaws Committee found it necessary to establish a new Board Member onboarding process.

Attached is a proposed Board member onboarding process for the Board's consideration.

### Fiscal Impact

None.

### Conclusion

If approved by the full board, the Commissioner Onboarding process will be effective January 1, 2023.



## BOARD MEMBER ONBOARDING PROCESS

### PROGRAM UNDERSTANDING

#### ✓ Agency Tour

- Scheduled the 2<sup>nd</sup> Friday of January
- Shared understanding of Poverty in Fresno
- Understanding Fresno EOC History

Materials to share with board members

- Community resource guide / programs list

### BOARD CHAIR CONNECT

#### ✓ Strategic Direction

- Know the organization's mission, vision and values.

#### ✓ Board member roles and responsibilities

- Understanding tripartite board
- Community Service Block Grant (CSBG) organizational standards
- Importance on preparing for and conscientiously participating in all assigned committees and board meetings including agency activities when possible.

Materials to share with board members

- Board member position description
- 2023 – 2026 Strategic Plan
- CSBG organizational standards
- Committee list
- Board roster

### CEO CONNECT

#### ✓ Organizational Structure

- Review organizational chart
- Review Articles of Incorporation and Bylaws
- Introduce to key staff members

#### ✓ Finances

- Independent Audit Report
- Review recent agency financials
- Provide an overview of the agency budget
- Understanding fiduciary responsibilities

Materials to share with board members

- Audit report
- Agency budget
- Agency financial statement
- Organizational chart
- Articles of Incorporation and Bylaws



**PROGRAM PLANNING AND EVALUATION COMMITTEE**

**Fresno EOC Board Room  
1920 Mariposa Street, Suite 310  
Fresno, CA 93721  
Monday, October 17, 2022  
12:00 p.m.**

**MINUTES****1. CALL TO ORDER**

Amy Arambula, called the meeting to order at 12:10 p.m.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

Amy Arambula  
Alysia Bonner  
Steven Taylor  
Linda R. Hayes

**Absent:**

Charles Garabedian  
Sherry Neil

**Staff:**

Emilia Reyes  
Jack Lazzarini  
Karina Perez  
Greg Streets  
Misty Gattie-Blanco  
Jane Thomas  
Joseph Amader  
Kevin Williams

Stephanie Buelna  
Marcie Santana  
Cesar Lucio  
Elionora Vivanco  
Mai Chang  
Erica Ceballos

**3. APPROVAL OF MINUTES**

August 8, 2022 Program Planning and Evaluation Committee Meeting Minutes

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Bonner, Hayes, Taylor.

**Nays:** None

**4. SANCTUARY AND SUPPORT SERVICES****A. CoC Special NOFO Competition**

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the grant application to the U.S. Department of Housing and Urban Development in the amount of \$1,150,482 in response to the Continuum of Care Supplemental to address Unsheltered and Rural Homelessness. Reyes inquired about the process to acquire matching funds. Gattie-Blanco explained the process. Arambula inquired about the partnership with Anthem Blue Cross, Cal Viva, and Fresno Housing Authority. Gattie-Blanco explained the partnership.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Bonner, Hayes, Taylor.

**Nays:** None

**B. FY 2022 Continuum of Care Competition**

Gattie-Blanco, provided an overview of five (5) grant applications for a total of \$1,717,589 submitted to the U.S. Department of Housing and Urban Development on September 22, 2022; in response to the FY 2022 Continuum of Care Competition, in partnership with the Fresno Madera Continuum of Care. Arambula inquired about the process to rank all project applications. Gattie-Blanco explained the ranking process.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Bonner, Hayes, Taylor.

**Nays:** None

**C. Youth Substance Use Disorder Prevention Program**

Gattie-Blanco, provided an overview of the grant application to The Center at Sierra Health Foundation in the amount of \$1,000,0000 in response to the Elevate Youth California - Youth Substance Use Disorder Prevention Program. Arambula inquired about the outreach strategy to recruit clients under this program. Gattie-Blanco explained the strategy. Hayes inquired about the process to track outcomes. Gattie-Blanco explained the process.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Hayes

**Ayes:** Arambula, Bonner, Hayes, Taylor.

**Nays:** None

**D. Homeless Youth Services**

Gattie-Blanco, provided an overview of the grant application for Homeless Housing, Assistance and Prevention for Homeless Youth Services in the amount of \$483,400 submitted to the City of Fresno on September 1, 2022. Hayes inquired about the ratio of families applying for services. Gattie-Blanco stated responding 80%.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Arambula, Bonner, Hayes, Taylor.

**Nays:** None

**E. Project HOPE On-Site Program Review Report**

Gattie-Blanco, provided an overview of the County of Fresno Department of Social Services On-Site Program Review Report for Project HOPE, Contract Number A-22-319. Arambula inquired about the priorities suggested under recommendations. Gattie-Blanco outlined the priorities. Arambula inquired about the criteria to provide services under Project HOPE. Gattie-Blanco explained the criteria.

**5. AFRICAN AMERICAN COALITION**

**A. Together We CAN Grow**

Marcie Santana, African American Coalition Program Manager, provided an overview of the Together We CAN Grow grant proposal for \$750,000 submitted to Bristol-Myers Squibb on

September 9, 2022. Hayes inquired about the outreach strategy. Santana described the strategy.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Taylor  
**Ayes:** Arambula, Bonner, Hayes, Taylor.  
**Nays:** None

## **6. AFRICAN AMERICAN COALITION – HEALTH SERVICES**

### **A. Fresno County Immunization**

Jane Thomas, Health Services Director, provided an overview of the Fresno County Immunization (Agreement No. A-22-102) amendment with the Fresno County Department of Public Health. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Taylor  
**Ayes:** Arambula, Bonner, Hayes, Taylor.  
**Nays:** None

## **7. WOMEN, INFANTS & CHILDREN**

### **A. 2023 Funding Amendment**

Jack Lazzarini, Chief Programs Officer, provided an overview of the Women, Infants and Children (WIC) funding amendment with the California Department of Public Health, WIC Division in the amount of \$21,475,313, throughout the next full 3-year term. Arambula inquired about the process to award the new funding. Lazzarini explained the process. Arambula inquired about the plan to provide services in rural areas. Lazzarini described the plan to provide services in rural areas.

Public Comments: None heard.

**Motion by:** Taylor **Second by:** Bonner  
**Ayes:** Arambula, Bonner, Hayes, Taylor.  
**Nays:** None

## **8. EQUITY AND IMPACT**

### **A. Guaranteed Basic Income Pilot Program**

Kevin Williams, Director of Equity and Impact provided an overview of the grant application to the State of California Department of Social Services in the amount of \$7.5 million in response to the California Guaranteed Basic Income Pilot Program. Reyes inquired about the program priorities. Williams outlined the priorities. Hayes inquired about the process to estimate the amount of CSBG funds required for the match. Williams explained the matching process. Arambula inquired about the eligibility criteria. Reyes and Williams described the eligibility requirements.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Hayes  
**Ayes:** Arambula, Bonner, Hayes, Taylor.  
**Nays:** None

B. Grant Tracker

Williams, provided an overview of the Grant Tracker. Arambula inquired about grant application submitted to City of Fresno for Advance Peace Fresno. Williams provided an update.

**9. ENERGY SERVICES**

A. Department of Energy Bipartisan Infrastructure Law Funds

Joseph Amader, Energy Services Division Director, provided an overview of the Department of Energy Bipartisan Infrastructure Law Funds. Arambula inquired about the additional funds. Amader responded stating funds represent an additional allocation from the Department of Energy. Arambula inquired about the number of homes to receive services. Amader responded stating increased funding will allow for an additional 60 homes per year above the 140 homes per year provided by Fresno County allocation alone. In addition, Amader stated the time for release of executed contract has been changed to April 2023; therefore, the funding term will be adjusted to a four-year contract, instead of five.

**10. OTHER BUSINESS**

Committee requested to reschedule the November Program Planning and Evaluation Committee meeting to November 15, 2022. Cesar Lucio, Programs Operations Liaison stated meeting will be rescheduled in BoardEffect. Committee requested to start including an Executive Summary and a Budget on each Item presented before this Committee. Reyes responded stating request will be implemented.

**11. PUBLIC COMMENTS**

None heard

**12. ADJOURNMENT**

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Amy Arambula  
Committee Chair



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Energy Services
<b>Agenda Item #:</b> 10D2	<b>Director:</b> Joseph Amador
<b>Subject:</b> 2023 Low Income Home Energy Assistance Program Contract	<b>Officer:</b> Michelle L. Tutunjian,

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the 2023 Low Income Home Energy Assistance Program (LIHEAP) contract #23B-5008 with the State of California, Department of Community Services and Development (CSD) in the amount of \$7,769,032 for a 20-month period, beginning November 1, 2022.


### Background

LIHEAP is a federally funded program aimed to assist low-income households that pay a high portion of their income to meet their energy needs. LIHEAP is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services.

There are several portions of the program that help accomplish this goal, such as:

- The Home Energy Assistance Program (HEAP) providing one-time financial assistance to help balance an eligible household's utility bill;
- The Energy Crisis Intervention Program (ECIP) providing assistance to low-income households that are in a crisis situation;
- LIHEAP Weatherization providing free energy efficiency upgrades to low-income households to lower their monthly utility bills, while also improving the health and safety of the household's occupants;
- Education on basic energy efficiency practices and instruction on the proper use and maintenance of installed weatherization measures; and
- Energy budget counseling.

With the funding allocation, Energy Services will serve an estimated 350 households with weatherization services, and an estimated 100 households for emergency heating



and cooling services in Fresno County, as well as free energy efficiency upgrades to low-income households to lower their monthly utility bills while improving the health and safety of the household's occupants. In addition, an estimated 4,726 households will be assisted with their utility bill to restore and/or prevent energy services disconnection, including propane, with a one-time payment. All households served will reside in Fresno County. LIHEAP will be able to continue with outreach activities, including meetings with other agencies in the city and rural communities of Fresno County.

### **Fiscal Impact**

CSD allocation to Fresno EOC totals \$7,769,032 over a 20-month project period, beginning November 1, 2022. The 2023 LIHEAP Contract funding for Fresno EOC is based on 100% of the prior 3-year grant award average, as referenced in the Planning Allocation Spreadsheet.

### **Conclusion**

If approved, Fresno EOC will be able to assist Fresno County low-income households in meeting their home energy needs.

## ALLOCATION SPREADSHEET

State of California  
Department of Community Services and Development  
Total 2023 LIHEAP Contract  
Facesheet

County/Service Territory	Contract Number	Direct Services							Total Contract Allocation
		Weatherization			Administration/Assurance 16/ECIP/HEAP			Utility Assistance	
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal	
1 Alameda County - Spectrum Community Services, Inc.	23B-5001	615,689	414,645	1,030,334	207,322	207,322	1,094,250	1,508,894	3,931,910
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County		35,865	24,154	60,019	12,077	12,077	55,050	79,204	229,042
Calaveras County		53,058	35,732	88,790	17,866	17,866	100,728	136,460	338,836
Tuolumne County		100,289	67,541	167,830	33,770	33,770	178,241	245,781	640,464
Service Territory Total	23B-5002	189,212	127,427	316,639	63,713	63,713	334,019	461,445	1,208,342
3 Butte County - CAA of Butte County, Inc.	23B-5003	341,708	230,128	571,836	115,064	115,064	897,163	1,127,291	2,182,214
4 Colusa Service Territory - Glenn County Community Action Department									
Colusa County		30,404	20,476	50,880	10,238	10,238	39,298	59,774	194,163
Glenn County		43,198	29,092	72,290	14,546	14,546	61,070	90,162	275,869
Trinity County		32,095	21,615	53,710	10,808	10,808	103,714	125,330	204,968
Service Territory Total	23B-5004	105,697	71,183	176,880	35,592	35,592	204,082	275,266	675,000
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	23B-5005	527,274	355,101	882,375	177,550	177,550	425,961	781,061	3,367,278
6 Del Norte County - Del Norte Senior Center, Inc.	23B-5006	103,930	69,993	173,923	34,997	34,997	235,090	305,084	663,720
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County		4,133	2,783	6,916	1,392	1,392	9,849	12,633	26,394
El Dorado County		293,355	197,564	490,919	98,782	98,782	699,114	896,678	1,873,422
Service Territory Total	23B-5007	297,488	200,347	497,835	100,174	100,174	708,963	909,311	1,899,816
8 Fresno County - Fresno County Economic Opportunities Commission	23B-5008	1,216,535	819,293	2,035,828	409,647	409,646	737,087	1,556,380	7,769,032
9 Humboldt Service Territory - Redwood CAA									
Humboldt County		256,351	172,643	428,994	86,322	86,322	434,898	607,542	1,637,109
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		70,464	47,455	117,919	7,224	11,864	0	19,088	137,007
Service Territory Total	23B-5009	326,815	220,098	546,913	93,546	98,186	434,898	626,630	1,774,116
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County		120,969	81,469	202,438	40,734	40,734	127,044	208,512	772,535
San Diego County - Area A		662,750	446,339	1,109,089	223,169	223,169	562,175	1,008,513	4,232,452
Service Territory Total	23B-5010	783,719	527,808	1,311,527	263,903	263,903	689,219	1,217,025	5,004,987
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County		36,424	24,530	60,954	12,265	12,265	107,402	131,932	232,610
Mono County		45,785	30,834	76,619	15,417	15,417	162,745	193,579	292,390
Service Territory Total	23B-5011	82,209	55,364	137,573	27,682	27,682	270,147	325,511	525,000
12 Kern County - Community Action Partnership of Kern	23B-5012	1,109,164	746,983	1,856,147	373,491	373,491	1,030,449	1,777,431	7,083,340
13 Kings County - Kings Community Action Organization, Inc.	23B-5013	150,352	101,257	251,609	50,628	50,628	218,632	319,888	960,177
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County		147,692	99,465	247,157	49,733	49,733	292,318	391,784	943,190
Mendocino County		178,331	120,100	298,431	60,050	60,050	259,317	379,417	1,138,857
Napa County		74,031	49,857	123,888	24,929	24,929	110,641	160,499	472,775
Solano County		194,519	131,002	325,521	65,501	65,501	117,857	248,859	1,242,236
Sonoma County		311,179	209,568	520,747	104,784	104,784	490,206	699,774	1,987,253
Yolo County		155,360	104,629	259,989	52,315	52,315	200,812	305,442	992,157
Service Territory Total	23B-5014	1,061,112	714,621	1,775,733	357,312	357,312	1,471,151	2,185,775	6,776,468
15 Lassen County - Lassen Economic Development Corporation	23B-5015	82,209	55,365	137,574	27,682	27,682	272,291	327,655	525,000
Los Angeles County									
16 Area A - Maravilla Foundation	23B-5016	1,978,769	1,332,631	3,311,400	666,315	666,316	2,957,337	4,289,968	12,636,834
17 Area B - Pacific Asian Consortium in Employment	23B-5017	1,398,785	942,032	2,340,817	471,016	471,016	1,130,014	2,072,046	8,932,918
18 Area C - Long Beach Community Action Partnership	23B-5018	1,220,335	821,852	2,042,187	410,926	410,926	788,682	1,610,534	4,140,534
19 Madera County - Community Action Partnership of Madera County, Inc.	23B-5019	162,758	109,612	272,370	54,806	54,806	138,059	247,671	1,039,405
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	23B-5020	0	0	0	25,555	25,555	104,052	155,162	484,661
21 Mariposa County - Mariposa County Human Services Department	23B-5021	82,209	55,365	137,574	27,682	27,682	199,237	254,601	525,000



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Transit Systems
<b>Agenda Item #:</b> 10D3	<b>Director:</b> Thomas Dulin
<b>Subject:</b> Career Technical Education Transportation Agreement	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Contract Agreement with Fresno Unified School District to provide transportation services to the College and Career Readiness Department up to \$500,000 over an 8-month period beginning November 10, 2022.

### Background

Fresno Unified School District (FUSD) has requested Transit Systems to provide transportation services to the College and Career Readiness Department. Transit Systems will provide transportation for approximately 600 high school students on a daily basis who are participating in a school-day internship as part of their Career Technical Education (CTE) Pathway.

Transit Systems will utilize trained certified bus drivers to transport students to and from 75+ internship sites to engage with industry professionals that provide challenging and relevant experiences for CTE students. Transit Systems will ensure all buses are Special Pupil Activity Buses and meet, or exceed California Highway Patrol and State Department of Education standards and requirements. All bus drivers will maintain their School Bus Certification during the term of the agreement.

### Fiscal Impact

If awarded, Transit Systems will charge an hourly rate of \$175 up to \$500,000, to provide transportation services for approximately 600 high school students on a daily basis during school days.

### Conclusion

If approved, this partnership will allow Transit Systems to provide high school students with opportunities to be mentored by leaders in their chosen industry and gain critical skills for the modern workforce.





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 10D4	<b>Director:</b> Shawn Riggins
<b>Subject:</b> 2021-22 YouthBuild AmeriCorps Grant	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the Amendment to the 2021-22 YouthBuild AmeriCorps Agreement with YouthBuild USA. The Amendment increases the initial award amount from \$171,000, to \$321,000 for a 12-month period that begun on August 15, 2021.

### Background

In September 2021, Fresno EOC signed the 2021-22 YouthBuild AmeriCorps Agreement with YouthBuild USA, for the Local Conservation Corps (LCC), in the amount of \$171,000 to assist with Operating expenses and education awards for LCC corpsmembers. On October 13, 2022, YouthBuild USA contacted LCC to gauge interest in the program accepting an additional \$150,000 due to a surplus of unallocated AmeriCorps sub grantee funding.

AmeriCorps is a national service program engaging more than 75,000 Americans each year in service opportunities that address critical needs in education, healthy futures, clean energy/environment, veteran affairs, economic opportunity, disaster relief and other unmet human needs. YouthBuild USA receives funding from the Corporation of National Service to administer YouthBuild AmeriCorps grants to member agencies affiliated with YouthBuild USA network. YouthBuild AmeriCorps grants provide YouthBuild programs with AmeriCorps education awards for their YouthBuild students, including an operating grant to cover program expenses needed to ensure compliance with grant requirements.

YouthBuild programs are designed to serve communities, develop leaders, and provide educational opportunities for young adults. LCC has managed the YouthBuild AmeriCorps grant program since 1995.

Funding will be used to provide coverage for several LCC YouthBuild staff that will be between funding once the YouthBuild Department of Labor (DOL) operational phase ends in March 2023. LCC will begin working on a new YouthBuild DOL grant in November 2022, due January 2023. Awarding of the grant will come after the end of the current

grant. Funding will also be used to provide additional coverage for LCC leadership positions.

### **Fiscal Impact**

Funding will assist with salaries for several LCC staff members and facilities operations, including:

- Director
- Assistant Director
- Administration and Operations Manager
- Construction/Facilities Coordinator
- Construction Senior Supervisor
- Program Assistant

Financial budget attached for reference.

### **Conclusion**

This request aligns with the agency's goals of assisting a low-income, diverse workforce, and provide training in the effort to assist them in becoming self-sufficient.

# Fresno Economic Opportunities Commission/Local Conservation Corps

## 2021-2022 YBAMC - Internal Budget

Original \$171,000, Additional \$150,000, Total \$321,000

	Original Budget \$171,000	Additional Budget \$150,000	Total Budget
<b>Staff Salaries and Fringe Benefits</b>	\$ 92,237	\$ 138,123	\$ 230,360
<b>Positions:</b> LCC Director, Program Manager, Administrative & Operations Manager, Assistant Director, Construction and Facilities Coordinator, Outreach/Recruitment - Program Assistant 3, Senior Supervisor, Program Assistant 2			
<b>Corpsmember Stipend and Fringe Benefits</b>	\$ 55,696	\$ -	\$ 55,696
<b>Travel</b>			
Travel - 21-22 YB USA Management Conference - Required	\$ 4,500	\$ -	\$ 4,500
<b>Operational Costs</b>			
Americorps Service Gears (t-shirts, hats, sweatshirts with AMC logo)	\$ 1,575	\$ 1,200	\$ 2,775
Americorps Service Gears (boots, gloves, hard hats, safety glasses)	\$ 1,575	\$ 1,667	\$ 3,242
Program's Remote Learning/PPE Supplies	\$ 2,100		\$ 2,100
Office Supplies & Printing	\$ 1,088	\$ 600	\$ 1,688
CPR First Aid Training	\$ 1,750	\$ 300	\$ 2,050
Conference of Young Leader - Registration fees	\$ 700		\$ 700
Background check	\$ 1,234	\$ 220	\$ 1,454
<b>Total</b>	<b>\$ 10,022</b>	<b>\$ 3,987</b>	<b>\$ 14,009</b>
			\$ -
<b>Audit &amp; Indirect</b>	<b>\$ 8,545</b>	<b>\$ 7,890</b>	<b>\$ 16,435</b>
			\$ -
	<b>\$ 171,000</b>	<b>\$ 150,000</b>	<b>\$ 321,000</b>



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Equity & Impact
<b>Agenda Item #:</b> 10D5	<b>Director:</b> Kevin Williams
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Emilia Reyes

### Background

The information presented in the Grant Tracker is intended to keep the Board apprised of program grant activity for Fresno EOC.

**Fresno Economic Opportunities Commission**  
**Grant Tracker**  
**Thursday, November 3, 2022**

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
7/19/2022	<b>Advance Peace Fresno</b>	<b>City of Fresno Violence Intervention and Prevention Initiative</b>	<b>City of Fresno</b>	\$750,000	8/8/2022	8/12/2022
	Provide programming, training and grant funding to support evidence-based violence intervention and prevention strategies to reduce violence.					
8/22/2022	<b>African American Coalition</b>	<b>COVID-19 Related Health Disparities Interventions Program</b>	<b>County of Fresno</b>	\$1,000,000	8/8/2022	9/1/2022
	Involves recruiting, training, and deploying CHWs to improve and address COVID-19 related health disparities and advance equity in underserved and disproportionately affected populations within Fresno County.					
9/9/2022	<b>African American Coalition</b>	<b>Together We CAN Grow</b>	<b>Bristol-Myers Squibb</b>	\$750,000	10/17/2022	Not specified
	Funding will support the development and growth of the CAN 93706 Farmers Market in Southwest Fresno. Program participants will also be connected to nutrition and lifestyle medicine education, coaching and literacy regarding the root causes of chronic health conditions.					
3/15/2021	<b>Energy Services</b>	<b>Energy Efficiency Grant Program</b>	<b>Energy Upgrade California</b>	\$20,000	3/24/2021	Not specified
	Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.					
3/9/2022	<b>Energy Services</b>	<b>American Rescue Plan</b>	<b>County of Fresno</b>	\$1,200,000	3/23/2022	Not specified
	Install PV solar systems on approximately 70 low-income family homes.					
8/2/2022	<b>Foster Grandparent Program</b>	<b>Medicare Savings Program</b>	<b>AARP</b>	\$150,000	8/8/2022	Not specified
	Educate and engage adults over 50 about Medicare Savings Programs and help enroll more eligible older adults with low income in the programs.					

6/15/2022	<b>Health Services, African American Coalition</b>	<b>COVID-19 Community Health Project 3.0</b>	<b>Sierra Health Foundation</b>	\$500,000	7/11/2022	Not specified
	Conduct outreach to those who experience the greatest social and health inequities on the importance of getting vaccinated and practicing harm reduction to mitigate the spread of the virus.					
8/2/2022	<b>LCC</b>	<b>BSCC Title II Grant Program</b>	<b>Board of State and Community Corrections</b>	\$1,050,000	8/2/2022	Not specified
	Will fund additional supportive services for corpsmembers at the LCC site, including counseling, legal services, peer support groups, and other resources, as well as an increase in referrals to other EOC programs to address barriers.					
6/28/2022	<b>Sanctuary and Support Services</b>	<b>Services for Victims of Human Trafficking</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$885,913	7/11/2022	Not specified
	Provide comprehensive services to victims of human trafficking. Funds will support personnel, operational and supportive services costs.					
7/5/2022	<b>Sanctuary and Support Services</b>	<b>Preventing Trafficking of Girls</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$500,000	7/11/2022	Not specified
	To develop or enhance prevention and early intervention services to focus on the needs of girls who are at risk or are victims of sex trafficking.					
8/2/2022	<b>Sanctuary and Support Services</b>	<b>Making Spirits Bright</b>	<b>PG&amp;E's Better Together Giving Program</b>	\$2,000	N/A	Not specified
	To provide 25 families selected by a local elementary school with a Christmas Tree and decorations, along with hand-selected gifts for every child under 18 year old, personalized stockings, food and more during the holiday season.					
9/1/2022	<b>Sanctuary and Support Services</b>	<b>Homeless Housing, Assistance and Prevention (HHAP) Youth Services</b>	<b>City of Fresno</b>	\$483,400	10/17/2022	Not specified
	To expand Youth Bridge Housing to provide services to Fresno City College young adults that are enrolled in Project HOPE.					
9/26/2022	<b>Sanctuary and Support Services</b>	<b>Elevate Youth California: Youth Substance Use Disorder Prevention Program</b>	<b>Sierra Health Foundation</b>	\$1,000,000	10/17/2022	11/1/2022
	To expand youth and young adult substance use prevention through policy, systems and environmental change.					
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Not specified
	Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period.					
9/6/2022	<b>Equity and Impact</b>	<b>CDSS Guaranteed Basic Income Pilot</b>	<b>California Department of Social Services</b>	\$7,500,000	9/22/2021	10/10/2022
	Provide identified participants with guaranteed income of \$1000 per month for 18 months to measure their ability to improve their living conditions and					

2/9/2021	<b>Training and Employment</b>	<b>Prop 64 Public Health and Safety Grant</b>	<b>City of Fresno</b>	\$1,225,047	9/22/2021	Not specified
	Address public health and safety challenges related to the legalization of the cultivation and sale of recreational cannabis, particularly for youth.					

**PROGRAM PLANNING AND EVALUATION COMMITTEE**

**Fresno EOC Board Room  
1920 Mariposa Street, Suite 310  
Fresno, CA 93721  
Tuesday, November 15, 2022  
12:00 p.m.**

**MINUTES****1. CALL TO ORDER**

Amy Arambula, called the meeting to order at 12:05 p.m.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

Amy Arambula  
Alysia Bonner  
Steven Taylor  
Sherry Neil

**Staff:**

Emilia Reyes  
Michell L. Tutunjian  
Jack Lazzarini  
Karina Perez  
Kevin Williams

Shawn Riggins  
Joseph Amader  
Cesar Lucio  
Lola Mireles  
Erika Ceballos  
Lydia Dawson

**Absent:**

Charles Garabedian  
Linda R. Hayes

**3. APPROVAL OF MINUTES**

October 17, 2022 Program Planning and Evaluation Committee Meeting Minutes

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Neil

**Ayes:** Arambula, Bonner, Neil, Taylor.

**Nays:** None

**4. ENERGY SERVICES**

**A. 2023 Low-Income Home Energy Assistance Program Contract**

Joseph Amader, Energy Services Director, provided an overview of the 2023 Low Income Home Energy Assistance Program contract #23B-5008 with the State of California, Department of Community Services and Development in the amount of \$7,769,032 for a 20-month period, beginning November 1, 2022. Arambula requested to prepare a report on annual basis, outlining areas of service. Amader acknowledged request and responded stating report will outline areas of service by zip codes and cities. Arambula inquired about plan to assist clients experiencing shut offs. Amader explained the process to assist clients.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Taylor

**Ayes:** Arambula, Bonner, Neil, Taylor.

**Nays:** None

**5. TRANSIT SYSTEMS**



A. Career Technical Education Transportation Agreement

Michelle L. Tutunjian, Chief Operating Officer, presented on behalf of Thomas Dulin, Transit Systems Director, the Contract Agreement with Fresno Unified School District to provide transportation services to the College and Career Readiness Department up to \$500,000 over an 8-month period beginning November 10, 2022. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Neil **Second by:** Taylor

**Ayes:** Arambula, Neil, Taylor.

**Nays:** None

**Abstain:** Bonner

**6. LOCAL CONSERVATION CORPS**

A. 2021-22 YouthBuild AmeriCorps Grant

Shawn Riggins, Local Conservation Corps (LCC) Director, presented the Amendment to the 2021-22 YouthBuild AmeriCorps Agreement with YouthBuild USA. The Amendment increases the initial award amount from \$171,000, to \$321,000 for a 12-month period that begun on August 15, 2021. Arambula inquired about the allocation of funds. Riggins responded stating funds will assist with salaries for several LCC staff members and facilities operations.

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Neil

**Ayes:** Arambula, Bonner, Neil, Taylor.

**Nays:** None

**7. EQUITY AND IMPACT**

A. Grant Tracker

Kevin Williams, Director of Equity and Impact, provided an overview of the Grant Tracker. No questions were asked by the Committee.

**8. OTHER BUSINESS**

The next meeting is scheduled on December 5, 2022.

**9. PUBLIC COMMENTS**

Arambula commended the Agency for a successful All Staff Conference.

Tutunjian and Riggins provided an overview of the press conference hosted by Fresno EOC LCC and Mattress Recycling Council in honor of America Recycles Day, highlighting the success of the Mattress Recycling program.

**10. ADJOURNMENT**

The meeting was adjourned at 12:32 p.m.

Respectfully submitted,

Amy Arambula  
Committee Chair



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 10E2	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Human Trafficking Victim Assistance Program	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Human Trafficking Victim Assistance Program grant application to the California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch for the Human Trafficking Victim Assistance (HV) Program in the amount of \$666,666 for a 12-month project period beginning April 1, 2022. The deadline to submit the grant application is December 22, 2022.


### Background

Fresno EOC Sanctuary and Support Services has operated the Central Valley Against Human Trafficking project (CVAHT) since 2009. CVAHT was awarded funding from Cal OES in 2016 and has been awarded funds annually since then. Funding in this Request for Application is designated to recipients funded in the prior fiscal year and Fresno EOC meets the eligibility requirements.

The purpose of the California Office of Emergency Services Human Trafficking Victim Assistance Program grant is to provide comprehensive services to all survivors of human trafficking through increasing access of direct support services.

Funds are used to continue providing comprehensive services and will support personnel, operational and supportive services costs. As part of the prior funding cycles and large regional coverage, Fresno EOC will sub-award funds to five community organizations that have continuously provided this work. Those include Alliance Against Family Violence and Sexual Assault, Centro La Familia Advocacy, Inc., Family Healing Center, and Breaking the Chains. Each sub-awardee will receive funding based on their budgetary needs varying from \$5,000 to a maximum of \$45,000 for this fiscal cycle.

From April 1 to September 30, 2022, this project has completed 50% of their grant award and have accomplished the following outcomes: 280 victims have been provided outreach services, 102 meals provided, 20 victims (100%) provided temporary safe



shelter, 228 (253%) victims attended in-person counseling, of which, 25 victims attended group counseling/discussion, 147 (163%) victims provided access and referral services.

### **Fiscal Impact**

If awarded, these funds will support personnel, operational and supportive service costs over a 12-month funding cycle beginning April 1, 2023. This funding does not require matching funds.

### **Conclusion**

Fresno EOC is a current recipient of this funding that supports CVAHT and funding is critical to continue operations of the program.

<b>Fresno EOC</b>	<b>Budget</b>
<b>Sanctuary and Support Services</b>	<b>(4/1/2023-3/31/2024)</b>
<b>CVAHT Cal OES</b>	
<b>Personnel</b>	<b>\$ 298,513</b>
Sanctuary Director	\$ 9,424
CVAHT Program Manager	\$ 59,138
Anti-Human Trafficking Outreach Coordinator	\$ 54,311
Anti-Human Trafficking Case Manager/Advocate (3 FTE)	\$ 144,125
Program Assistant	\$ 5,950
HT Office Assistant	\$ 25,565
<b>Fringe Benefits</b>	<b>\$ 101,900</b>
<b>Operational Costs</b>	<b>\$ 48,128</b>
Utilities	\$ 2,160
Telephone	\$ 6,000
Personnel Training and Background Clearance	\$ 3,988
Office Rent	\$ 17,812
Leased Copier	\$ 1,200
Office Supplies	\$ 3,808
Insurance	\$ 2,520
Travel Cost	\$ 7,808
Outreach/printing	\$ 1,200
Victim Service tracking software	\$ 1,632
<b>Contractual</b>	<b>\$ 126,500</b>
Breaking the Chains	\$ 45,000
Centro La Familia	\$ 38,000
Alliance Against Family Violence and Sexual Assault	\$ 38,000
Family Healing Center	\$ 5,500
<b>Program Costs and Other</b>	<b>\$ 37,335</b>
24 hours Crisis Hotline	\$ 840
Emergency Shelter/Clothing	\$ 8,200
Emergency Meals/Snacks & Groceries for clients.	\$ 8,000
Counseling	\$ 1,000
Survivor Consultants	\$ 4,000
Client Transportation	\$ 5,295
Emergency Clients Assistance	\$ 10,000
<b>Total Direct Charges</b>	<b>\$ 612,376</b>
Indirect Cost (10%)	\$ 54,290
<b>TOTALS</b>	<b>\$ 666,666</b>



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 10E3	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Project HOPE Bridge Housing	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration to enter into an Independent Contractor Agreement with State Center Community College District to support Project Housing Opportunities Promote Education (HOPE) administered by Fresno City College (FCC), over a 12-month period, starting January 1, 2023, with an option to renew for one additional year. The fee-for-service agreement will fund four rooms at \$168/night based on occupancy, plus actual monthly operating costs for the facility. The agreement will not exceed \$500,000 over a 24-month period.

### Background

Project HOPE is an academic program that provides housing support to current FCC students experiencing homelessness for students to progress in their education and become permanently housing stable. Since 2020, Fresno EOC has partnered with FCC providing housing navigation assistance for over 150 students enrolled in Project HOPE. The goal is to assist students in identifying and securing permanent housing.

This Agreement will support the expansion of creating four units of Bridge Housing for Project HOPE enrolled students.

### Fiscal Impact

Funding will support the personnel and direct operating expenses for the facility at a reimbursement rate of \$168/night based on occupancy for personnel and actual operating expenses monthly. Four rooms are available for Bridget Housing at the facility. This funding does not require matching funds.

### Conclusion

Funding is necessary to support operating expenses at the N Street facility to address homelessness.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> December 14, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 10F1	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Program Update Report (PUR) for September and October 2022	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee approval for full Board consideration of the Head Start 0 to 5 September and October 2022 Monthly Program Update Reports.

### Background

As per mandate, Head Start agencies provide monthly updates to the Board and Policy council, written as required by the Head Start Act of December 12, 2007, Section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (I).

Below is a reference to the requirement.

*(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations. . .*

The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary of Health and Human Services.

The excluded information reported separately includes: (A) monthly financial reports including credit cards, (E) financial audit report, (F) annual Self-Assessment (G) community-wide strategic planning (Community Assessment) and the (I) Annual Program Information Report (PIR).

The September and October 2022 Program Update Reports are attached for review.

### Fiscal Impact

Not Applicable.



## **Conclusion**

If approved by the full Board, the September and October PUR will be retained for record keeping to verify the County-Wide Policy Council and the Fresno EOC Board of Commissioners had timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5.



## BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

**REPORT MONTH: SEPTEMBER 2022**

### **I. Head Start 0 to 5**

#### Program Information Summary:

1. September 2, 2022, a mandatory ERSEA Training was held for all new staff and those who needed additional training.
2. September 5, 2022, Labor Day Holiday was observed, all Head Start 0 to 5 offices and sites were closed in observance.
3. September 14, 2022, DEC Meeting took place at Franklin Head Start to review Aligned Monitoring System 2.0: Focus Area 1 (FA I) and receive training on COUPA.
4. September 16, 2022, School Readiness Committee met to review and approve School Readiness Goals for 2022-2023 program year.
5. September 28, 2022, Head Start 0 to 5 Directors and Managers attended Fresno EOC's Fall Leadership Retreat.
6. Head Start Director, Program Support Director and Human Resources are working together to complete a Compensation Study specific to Head Start 0 to 5 positions.

### **II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:**

On September 27, 2022, the Administration for Children and Families sent out IM ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents. This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported. This IM applies to all Office of Head Start (OHS) programs, including Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs.

### **III. Early Head Start**

#### Program Information Summary:

1. Continue to recruit and hire for vacant positions in Early Head Start (EHS) Center Base and Home Base.
2. First Local Parent Meetings (LPM) for both, Child Development Center and Jane Addams was held. Quorum was met and elections were held as well.
3. Center Base is preparing for the upcoming Fall Assessments as Infant Toddler Environment Rating Scale (ITERS) has begun.
4. Valley Children's Hospital Interns continue to observe EHS Home Base visitation with children and families.

#### Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 253; Monthly ADA: Center Base: 76.96%, Home Base: N/A%

Wait List Total: 68

Total enrollment for Early Head Start for the month of September is 253. EHS received a total of 112 online referrals from our Fresno EOC website. ERSEA and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We participated in two Virtual Community Outreach Events with Women, Infants, & Children (WIC) and attended two Community Events. On September 20, 2022, WIC sent out a text message to all their 1487 pregnant WIC participants informing them of our HS 0 to 5 program. Analysis of all areas below the recommended 85% ADA, if any, has been done.

#### Early Head Start Meals/Snacks:

Total Children: Breakfasts: 532 Lunches: 613 Snacks: 553

### **IV. Head Start**

#### Program Information Summary:

1. First Local Parent Meetings (LPM) for Center Base and Home Base sites were held, and elections were held as well.
2. Continue to recruit and hire for vacant positions in all service areas in Head Start Center Base and Home Base.
3. September 21, 2022, Grand Opening of Richard Keyes Head Start Center
4. September 22, 2022, Grand Opening of La Colonia Head Start Center

#### Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,486; Monthly ADA: Center Base 81.05%; Home Base: N/A%

Wait List Total: 347

Total Head Start enrollment for September 2022 is 1486. In order to support our ongoing recruitment and enrollment efforts, we received 71 online referrals from our Fresno EOC website and attended six Community Events. We continue to recruit children and families by distributing flyers, collaborating with community partners, and completing presentations to i





Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

## BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

inform the community about our Head Start 0 to 5 Program. Analysis of all areas below the recommended 85% ADA, if any, has been done.

### Head Start Meals/Snacks:

Total Children: Breakfasts: 17,197 Lunches: 19,311 Snacks: 15,076

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

(SEPTEMBER 2022 BOARD PUR REPORT) bw 10/26/22 ~ CWPC (2022-2023 (PUR (BOARD))) ~



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

**REPORT MONTH: OCTOBER 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. October 7, 2022, an All Staff In-Service was held at various locations to focus on Federal Review: Focus Area I
2. October 10, 2022 Indigenous People's Day Holiday was observed. All Head Start offices and sites were closed in observance.
3. October 18, 2022 Head Start 0 to 5 Tri-Annual Self-Assessment Training took place at Franklin Head Start for staff, parents, and commissioners.
4. October 27, 2022 Annual County-Wide Policy Council Program Governance Training took place at Franklin Head Start for staff, parents, and commissioners.
5. October 31, 2022- Safe Night Halloween, staff attended the event to recruit children and families and received a total of 38 referrals.
6. Lead Water Testing is taking place at all Head Start 0 to 5 sites.

**II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:**

On 10/21/2022 OHS issued ACF-IM-HS-22-08 2 pertaining to Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients. Section 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. OHS recognizes that grant recipients are recovering from and continue to face multiple challenges as a result of the COVID-19 pandemic. In FY 2023, OHS will conduct Focus Area 1 (FA1) and Focus Area 2 (FA2) reviews and Classroom Assessment Scoring System (CLASS®) video pilot and CLASS tribal pilot.

This Information Memorandum outlines the OHS monitoring process for FY 2023 and introduces the CLASS pilots to be conducted. For the FY 2023 review only, OHS is suspending the use of CLASS scores for Designation Renewal System (DRS) determinations. On-site review monitors will follow U.S. Centers for Disease Control and Prevention health and safety guidelines. OHS is committed to partnering with grant recipients when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program.

**III. Early Head Start**

Program Information Summary:

1. Early Head Start continues to recruit for vacant positions in Center Base and Home Base.
2. Ongoing recruitment of children and families continues through presentations, canvassing, and participation in community events.
3. Child Development Center (CDC) playground turf for toddlers was replaced and upgraded with artificial grass.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 261; Monthly ADA: Center Base: 77.20%, Home Base: N/A%

Wait List Total: 137

Total enrollment for Early Head Start (EHS) for the month of October 2022 is 261. Our overall funded enrollment is 478, to which we have a total of 217 vacancies (95 for CB and 122 for HB). We currently have 67 families waitlisted (39 for CB and 23 for HB). Of those, 11 families on the waitlist are over income. In EHS we are also facing a staff shortage (18) that consist of:

- Family Development Specialist **6** vacancies in Home Base
- Teacher/Caregiver **7** vacancies in Center Base
- Assistant Teacher/Caregiver **5** vacancies in Center Base

In addition to staff shortage, low enrollment in EHS is due to pending CB sites that are scheduled to open but are pending Community Care Licensing approval and/or city permits (Clinton/Blythe & Mendota). Even so, we continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 499 Lunches: 550 Snacks: 490

**IV. Head Start**

Program Information Summary:

1. Head Start continues to recruit for vacant positions in all service areas that includes Center Base and Home Base.
2. Head Start Director, Program Support Director and Chief Program Officer have been visiting sites to meet staff and assess site needs.
3. Parent/Teacher Conferences took place the week of October 17, 2022 at all HS Center Base sites



## BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

4. 11 Family/Community Services staff continue to participate in the Family Development Credential class that is scheduled to end on March of 2023.

### Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,572; Monthly ADA: Center Base 77.97%; Home Base: N/A%

Wait List Total: 329

Total Head Start (HS) enrollment for October 2022 is 1572. Our overall funded enrollment is 2112, to which we have a total of 540 vacancies (492 for CB and 48 for HB). Based on our most recent Community Needs Assessment, Fresno County has 76,364 children under the age of five years-old. Although we continue to recruit families and have a waitlist of 313 children, 152 families on the waitlist are over-income and 226 are three-years old. At this time, due to licensing requirements we can only enroll 9 three-year old's per class. In addition, we are facing a shortage of staff (100) across service areas that consists of:

- Education Services **61** vacancies (**4** Center Directors, **1** Teacher/Directors, **16** Teacher's, **40** Teacher Assistant's,
- Family/Community Services **26** vacancies (**1** Family Services Specialist, **25** Family Support Assistants)
- Health Services **11** vacancies (**11** Inclusion Assistants)
- Home Base **2** vacancies (Home Base Educator)

Staff shortage has impacted us in a way where classes have had to be cancelled and current staff are having to cover multiple sites to serve enrolled children and families. Nonetheless, we continue to actively recruit by canvassing, attending community events and facilitating presentations about the program. Analysis of all areas below the recommended 85% ADA, if any, has been done.

### Head Start Meals/Snacks:

Total Children: Breakfasts: 15,034 Lunches: 17,464 Snacks: 13,876

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

# SANCTUARY AND SUPPORT SERVICES ADVISORY BOARD MEETING

## VIA ZOOM

Thursday, September 8, 2022

### Minutes

#### I. CALL TO ORDER

The meeting was called to order by Tom Nino, Chair, at 12:04 PM

#### II. ROLL CALL

There was a quorum established at this meeting.

Tom Nino, Chair <i>Social Services Representative</i>	P	Cynthia Cervantes <i>Health Representative</i>	A
Alena Pacheco <i>Fresno EOC Commissioner</i>	P	<i>Law Enforcement - Open</i>	N/A
Itzi Robles <i>Fresno EOC Commissioner</i>	P	<i>Business Representative – Open</i>	N/A
Michael Reyna <i>Community At Large</i>	P	<i>Sanctuary Representatives (Varies)</i>	X

P = Present, A = Absent, X = Excused Absence

#### Staff Present:

Michelle L. Tutunjian, Chief Operating Officer  
Misty Gattie-Blanco, Sanctuary Director  
Chrystal Streets, Homeless Services Manager  
Amber Secundino, CVAHT Manager  
Jennifer Cruz, LGBTQ+ Manager  
Anita Ponce, Program Assistant III

#### III. APPROVAL OF MINUTES

June 9, 2022 – Robles/Reyna M/S/C to approve June Meeting Minutes. All in favor.

#### IV. PROGRAM UPDATES

- Accomplishments and Challenges

Gattie-Blanco provided an overview of the Accomplishments and Challenges to the committee and highlighted the Challenges across the projects is recruitment.

- Program Activity Reports  
Activity reports were previously provided to the committee.

#### Homeless Services

Streets provided an overview of the reports and noted there aren't any significant changes. Permanent Supportive Housing Projects reached benchmark, all exits were positive with permanent solutions that did not require any subsidies.

#### Shelters

We have not been receiving any calls for eligible youth however for the Transitional Shelter and Bridge Housing has been at full capacity. The waiting list for Bridge Housing is also full.

#### Outreach and Navigation

The outreach team goes out five (5) days a week, because of the heat the team is going out early in the morning and making navigation calls when the weather is hot. Currently recruiting for open positions.

HOPE housing project is resuming since school started back up. One of the units through RH Builders is completed and there will be an additional 46 units for project HOPE.

#### CVAHT

Secundino shared CAL- OES grant and OVC grant for minors are reaching and exceeding targeted goals. We are actively recruiting for two (2) additional Advocates. The new housing grant is still not collecting data for actively serving participants, we are actively working with consultant (required for grant) to update policies and procedures to be more inclusive for this housing project.

#### LGBTQ

Gattie-Blanco shared we are currently working on a report system for project, the majority of events are community drop-in.

Cruz shared there's an average of 2-5 walk-ins seeking resources and referral services. The center is currently holding four (4) different peer support groups four (4) days a week, a structured therapy group by sub-contracted ICSI. Additionally, on Saturday's we're holding a substance abuse support group, followed up with assessments and screenings in partnership with Touchstone Recovery. We had several clients who went into in-patient treatment. Additionally, LGBTQ staff have been trained by California Rural Legal Services to assist clients with legal documents for Name and Gender Markers changes.

Tutunjian asked Cruz to share the partnership with Health Services. Cruz shared Health Services along with Fresno County are providing monkey pox vaccines at various Fresno EOC locations, including LGBTQ+ Center. The number of people getting the vaccine has increased, additionally informational pamphlets are being distributed and posted online to increase knowledge of monkey pox.

Gattie-Blanco shared only two (2) funding sources for LGBTQ require data which is submitted online. Youth Substance Abuse served 80% - 90% of targeted population, part of the decrease of clients served is we were unable to reach schools due to COVID.

Pacheco inquired in HOPE what were the numbers for last year, Streets commented it was in the 100's and doesn't have on hand but she can provide via email. Pacheco inquired on funding sources for HOPE, do all funding sources serve the same population. Gattie-Blanco informed the committee it is serving the same population, when we build the county for the specific age ranges we don't bill Fresno City College.

- Program Funding Activities

Gattie-Blanco gave an overview of the Program Funding Activities and shared we just received \$2,000 for Making Spirits Bright which is an event we hold in December. We were awarded HUD grants, pending contract agreements.

Robles asked about the HEAP program from City and County, how is Sanctuary involved in offering of services? Streets informed the committee we work with Poverello House with the HART program, which is the official outreach team for City of Fresno. They are in charge of going out to encampments and making

relationships with individuals and connecting them to shelters or navigation services. HEAP funding specifically funds the Youth Bridge Housing. Streets shared HEAP funds cover 12 beds under County, 4 beds under City and navigation services. Reyna inquired if Poverello is at full capacity do they reach out to Sanctuary? Streets shared Poverello will start calling various shelters to locate space.

- **Shelter Facility Update**

Gattie-Blanco shared we are looking at expanding Youth Bridge Housing at current location (T St.) to additional beds at N St. (current Youth Shelter Shelter) which is closing end of September. Additionally, HERO Team is working out of same location.

Reyna inquired why Youth Shelter is closing, Gattie-Blanco informed the committee that at the last meeting in June we announced the Basic Center funds were being voluntarily relinquished due to lack of services. The location is being re-purposed to better serve the community.

Pacheco inquired with the knowledge of waiting lists and placing individuals in permanent housing, are there different funding sources that are allocated towards master leasing and providing permanent housing? Is there a certain portion set towards rent? If yes, what happens to the funds when there is no place available to individuals? What happens to the funds? Gattie-Blanco shared we are able to move funds from one category to another within the funding source to avoid returning funds. Additionally, several years' ago the agency decided to serve additional clients if funds are available, if funding is not available we will not fill the space, this has assisted us in depleting funds.

**V. PROGRAM ANNOUNCEMENTS**

- Runaway and Homeless Youth Prevention Month: November 2022
- Making Spirits Bright: December 3, 2022

**VI. OTHER BUSINESS**

Next meeting is scheduled December 8, 2022

**VII. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Advisory Board on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

**VIII. ADJOURNMENT**

The meeting was adjourned at 12:50 PM – Reyna/Robles M/S/C. All in favor.

Respectfully Submitted,

Misty Gattie-Blanco  
Sanctuary Director



Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
OCTOBER 04, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:23 p.m. by Ashleigh Rocker-Greene, CWPC Chairperson, at Franklin Head Start Auditorium.

Rosa M. Pineda, Head Start Director, welcomed everyone to the CWPC meeting, she shared she is excited and thankful for everyone that showed up representing their center. This is our first in-person meeting since the pandemic.

Rosa M. Pineda continued with the meeting and began introducing all the Head Start 0 to 5 Managers, Coordinators, Family Services Specialists (FSS), Family Engagement/Volunteer Services staff, Nutrition Services staff, Jack Lazzarini, Chief Programs Officer, Nidia Davis, Program Support Director and Christina Quiros, Secretary I.

At this point Ashleigh Rocker-Greene, CWPC Chairperson asked for everyone to silence their cellphones. Ms. Rocker-Greene informed the Representatives there is a Local Parent Meeting (LPM) CWPC Representative Report that she asked Parents to fill out and present at their Local Parent Meetings. Ms. Rocker-Greene also asked parents to fill out the childcare & Mileage Reimbursement Form.

**ROLL CALL**

Roll Call was called by Senovia Murillo, Secretary. The following Representatives were present: Ashleigh Rocker-Greene, Juanita Macias Arias, Anna Fernandez (via phone call), Alma Martinez-Guillen, Laura Barnes, Jesus Sanchez, Leticia Villasenor, Stephanie Salazar, Destiny Serrato, Fawnda Cole, Elena Hernandez, Cesia Munoz, Amber Daniels (via phone call), Maria Yolanda Padilla, Jesus Gutierrez, Laura Castillo, Stephanny Vasquez, Salina Buckley (via phone call), Maria Alvarado, Maria Rolon (via phone call), Veronica Canchola, Mariana Mena, Yasmin Duarte Garcia, Dulce Leyva (via phone call), Rebecca Ramos (via phone call), Ana Gastelum (via phone call), Senovia Murillo, Martha Salas, Juzan Mejia, Clarissa Varela, Rodney Bago, Angela Diaz, Claudia Moreno, Christina Marquez, Natasha Chalk, Denisse De Dios, Yoselin Cruz Maya, Silvia Ramirez Montes, Jeorgina Padilla, Annette Thornton, Jimi Rodgers, Itzi Robles and Zina Brown-Jenkins. A quorum was present.

**APPROVAL OF  
PREVIOUS CWPC  
MINUTES**

Ashleigh Rocker-Greene, CWPC Chairperson, informed Representatives of the September 6, 2022 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the September 6, 2022 CWPC Minutes as written and read was made by Juzan Mejia and seconded by Alma Martinez. Motion carried.

**COMMUNITY  
REPRESENTATIVE  
REPORTS**

Ashleigh Rocker-Greene, CWPC Chairperson, welcomed the Community Representatives to tonight's meeting.

Jeorgina Padilla, Central Valley Regional Center (CVRC)

- There is no report but she will be the new Representative

Annette Thornton, Women Infants & Children (WIC) Representative shared few updates.

- Update for the fruits and vegetables increase, the value was extended until December 16, 2022.
- Formula Shortage Crisis was expanded until November 30, 2022, for available sizes and brands please visit [www.myfamily.wic.ca.gov](http://www.myfamily.wic.ca.gov), after November 30, 2022 they will move on to their contracted formulas.
- Provided WIC brochures and pens for anyone interested.

Ms. Rocker-Greene, thanked the Community Representative for their reports.

FRESNO EOC  
COMMISSIONERS'  
REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed the Representatives she has been re-nominated to continue being the Fresno EOC Board Liaison.

At this time, Ms. Brown-Jenkins has no items to report as the Fresno EOC Board of Commissioners meeting took place on August 24, 2022 and approval of the meeting minutes are still pending until the EOC Board's Commissioner meeting in October 2022.

FINANCIAL STATUS  
REPORT FOR THE  
MONTH OF JULY 2022

Angela Diaz, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start (EHS) and Head Start (HS) programs for the month of July 2022. These reports were sent to Representatives prior to tonight's meeting.

Ms. Diaz reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of July 2022 and year-to-date. The report includes Basic and Training & Technical Assistance budget and credit card expenses as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance.

Motion to approve the Monthly Financial Status Reports for July 31, 2022 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Juzan Mejia. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF  
AUGUST 2022

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Report for the month of August 2022 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Head Start monthly ADA for August 2022 was 81.84% for Center Base. Head Start Home Base is now tracking number of home visits and the completed home visits for Home Base was 205. Total Head Start enrollment for August 2022 is 1,173. First day of school took place August 15, 2022, whereas CSPP Full-Day/Full-Year classes have been in operation since July 1, 2022.

Early Head Start's monthly ADA for August 2022 for Center Base was 81.44%. Early Head Start Home Base is also tracking the number of Home Visits and in August they completed 492 Home Visits. Total enrollment for Early Head Start for the month of August 2022 was 215. ERSEA and EHS Personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them about EHS services. We participated in two virtual community outreach events with WIC and attended four community events.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

Motion to approve the ADA Reports for Head Start Center Base and Early Head Start Center Base for August 2022 was made by Juzan Mejia and seconded by Clarissa Varela. Motion carried.

HEAD START 0 TO 5  
ANNUAL REPORT  
2021-2022

Rosa M. Pineda, informed Representatives each year this report is prepared with data from the previous program year. This report is mandated by the Head Start Act, and Head Start Program Performance Standards (HSPPS), the report contains program overview and information regarding: funding, budgetary expenditures, accountability, quality assurance, external review, medical and dental services measures, family engagement activities, school readiness and program governance. The Annual Report is part of the Year 2 Refunding Application that was submitted to Region IX Head Start on October 1, 2022.



CWPC ELECTIONS FOR  
2022-2023 PROGRAM  
YEAR/INSTALLATION  
OF NEW OFFICERS

Tashon Smallwood, Family Engagement/Volunteer Services Coordinator, informed Representatives of the CWPC Elections for 2022-2023 Program Year and Installation of New Officers.

To be in accordance with Head Start Program Performance Standards, Section 1301.3, an agency must (a) establish policy council and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

During the month of October, elections are held to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, standing committee chairpersons, and two (2) appointed Early Head Start Representative one (1) for Home Base and one (1) Center Base. In an effort to include equal representation for all Early Head Start/Head Start centers and all Home Base areas, the CWPC body will be assigned to a Seven (7) Cluster System. Once an Executive Board officer position has been filled from a specific cluster, no other Representative from that particular cluster may run or be nominated.

The term of office for Head Start 0 to 5 CWPC Representatives consists of one (1) year commitment from October 2022 to October 2023. Representative cannot serve more than a three (3) year term (any 3 years combined) in accordance with HSPPS.

This information was sent to Representatives prior to tonight's meeting.

Mr. Smallwood explained that voting will be conducted by counting ballots for each position.

Nominations were opened for **Chairperson**. The following persons were nominated: Stephanie Salazar and Fawnda Cole

As there were no further nominations, voting was conducted by counting ballots.

**Stephanie Salazar (EHS Child Development Center (CDC) Center Base Representative) was elected Chairperson.**

Nominations were opened for **Vice-Chairperson**. The following person was nominated: Fawnda Cole

As there were no further nomination, voting was not conducted due to there being only one nomination.

**Fawnda Cole (EHS Fowler/Selma Home Base Representative) was elected Vice-Chairperson.**

Nominations were opened for **Secretary**. The following person was nominated: Denise de Dios

As there were no further nominations, voting was not conducted due to there being only one nomination.

**Denise De Dios (Fresno Unified School District (FUSD) Calwa Center Base Representative) was elected Secretary.**

Nominations were opened for **Treasurer**. The following persons were nominated: Juanita Macias and Laura Castillo

As there were no further nominations, voting was conducted by counting ballots.

**Juanita Macias (Area II Center Base Representative) was elected Treasurer.**

Nominations were opened for **Sergeant-At-Arms**. The following persons were nominated: Clarissa Varela, Alma Martinez

As there were no further nominations, voting was conducted by counting ballots.

**Alma Martinez (Caruthers Center Base Representative) was elected Sergeant-At-Arms.**

Nominations were opened for **Historian**. The following persons were nominated: Leticia Villasenor, Clarissa Varela and Natasha Chalk.

As there were no further nominations, voting was conducted by counting ballots.

**Leticia Villasenor (Dakota Circle Center Base Representative) was elected Historian.**

Nominations were opened for **EHS Center Base Representative**. The following person was nominated: Destiny Serrato.

As there were no further nominations, voting was not conducted due to there being only one nomination.

**Destiny Serrato (EHS Jane Addams Center Base Representative) was elected EHS Center Base Representative.**

Nominations were opened for **EHS Home Base Representative**. The following person was nominated: Maria Yolanda Padilla

As there were no further nominations, voting was not conducted due to there being only one nomination.

**Maria Yolanda Padilla (EHS Sanger/Reedley Home Base Representative) was elected EHS Home Base Representative.**

At this time, Rosa M. Pineda, administered the Oath of Office to the newly elected CWPC Executive Board officers:

Stephanie Salazar	CWPC Chairperson
Fawnda Cole	CWPC Vice-Chairperson
Denise De Dios	CWPC Secretary
Juanita Macias	CWPC Treasurer
Alma Martinez	CWPC Sergeant-At-Arms
Leticia Villaseñor	CWPC Historian
Destiny Serrato	CWPC EHS CB Representative
Maria Yolanda Padilla	CWPC EHS HB Representative

A round of applause was given to the newly elected CWPC Executive Board officers.

Motion to approve tonight's elections for CWPC Chairperson, CWPC Vice-Chairperson, CWPC Secretary, CWPC Treasurer, CWPC Sergeant-At-Arms, CWPC Historian, CWPC EHS CB Representative, and CWPC EHS HB Representative was made by Clarissa Varela and seconded by Laura Castillo. Motion carried.

#### HEAD START 0 TO 5 COVID-19 UPDATES

Marie Sani, Health Services Manager, informed Representatives at tonight's meeting of the Head Start 0 to 5 COVID-19 Updates. This information was sent to Representatives prior to tonight's meeting.

At this time, 94% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has 17.9 new positive cases per 100,000 down from 35. All classes and program options resumed in person services February 22, 2022. Our county now has medium COVID rates.

In addition, we continue to collaborate with Fresno County Public Health Department (FCPHD) Daycare/ Preschool regulations to keep current in our isolation, quarantine, and masking procedures/practices. This includes reporting any positive COVID cases in Head Start 0 to 5 to the PHD through computerized system called SPOT.

Until case numbers drop and more children are vaccinated, children with COVID symptoms will be sent home a minimum of 5 days until symptoms resolve or the child has a negative PCR test taken on day 5. For positive COVID results, positive children will need to be out 10 days per the Public

Health Department and Child Care Licensing Regulations. We continue to do masking and using precautions following our Head Start Program Performance Standards.

The FDA approved the COVID vaccine for children 0 to 5. The vaccine is available at many clinics. The vaccines are safe and effective. The FCPHD has 4 pages of clinics that give vaccines to children 6 months to 5 years. Children who are fully vaccinated and not symptomatic will not have to quarantine if they have been exposed to COVID at school.

#### PERSONNEL COMMITTEE REPORT

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Cole reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/Status Change and Job Description for Positions of Early Head Start and Head Start staff, as well as Eligibility Lists created for October 4, 2022.

#### HEAD START SCHOOL READINESS 3<sup>RD</sup> AGGREGATION

Tamar Grigsby, Education Services Manager, informed Representatives of the County-Wide Policy Council apprised of program activities, with regards to the Head Start School Readiness 3<sup>rd</sup> Aggregation.

Per Head Start Program Performance Standard 1302.33(b)(1) a program must conduct standardized structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's development level and progress in outcomes aligned to the goals described in the Head Start Early Learning Child Outcomes Framework: Ages Birth to Five. Such assessments must result in usable information to teachers, Child Development Specialist, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

Ongoing child assessments occurs in Head Start 0 to 5 with all enrolled children in order to determine how children are progressing and where support may be needed. Fresno EOC Head Start 0 to 5 collects and analyzes child assessments data three times per year. The Data aggregation periods are Fall, Winter and Spring.

For each data aggregation period, data is collected and sent to Child Care Results Analytics to be analyzed. Child Care Results Analytics provides reports: program wide reports, site and classroom reports and individual child reports. The reports assist the program in planning and supporting positive child outcomes. Teacher and Family Development Specialists also utilize the data to plan and implement according to each child's strengths and needs.

Guadalupe Zuniga, Head Start 0 to 5 Home Base Manager, shared the detailed results of the Spring Assessments for Home Base children ages 0 to 5 using the Infant Toddler Assessment Report. Ms. Zuniga explained to the parents how to read the domains and percentages.

Helen Uyeda, Education Services Manager, shared the detailed results of the Spring Assessments for preschool children ages 3 to 4, and the domains on how to read the percentages. Ms. Uyeda shared with parents if they would like their child's individual progress to please reach out to their child's teacher.

#### TRI-ANNUAL SELF- ASSESSMENT NOVEMBER 16, 2022 THROUGH NOVEMBER 17, 2022

Veronica Galvan, Quality Assurance Manager, informed the Representatives of the Tri-Annual Self-Assessment that will be from November 16, 2022 through November 17, 2022. This information was sent to the Representatives prior to tonight's meeting.

Head Start 0 to 5 must conduct a self-assessment which uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate. To evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness; communicate and collaborate with the governing body, policy council, program staff, and parents of enrolled children when conducting the annual self-assessment. The findings of self-assessment will be submitted to the responsible HHS Official.

At this time we would like to invite Head Start 0 to 5 parents, staff and Commissioner's to participate and attend the Self-Assessment Review that will take place November 16 & 17, 2022.

EARLY HEAD START/  
HEAD START  
MONTHLY PROGRAM  
UPDATE REPORT  
(PUR) FOR THE  
MONTH OF  
AUGUST 2022

Rosa M. Pineda, Head Start Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of August 2022. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

ANNOUNCEMENTS

Ashleigh Rocker-Greene, CWPC Chairperson made the following Announcement:

- A. October 2022 – Food Distribution
- B. October 10, 2022 – Indigenous People's Day Holiday (No school)
- C. October 27, 2022 (Thursday) – County-Wide Policy Council Program Governance Training
- D. November 1, 2022 – CWPC Meeting at Franklin Head Start at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Mariana Mena and seconded by Alma Martinez. Motion carried.

The meeting adjourned at 8:23 p.m.

Submitted By:

Christina Quiros  
Secretary I

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING  
GOVERNING COUNCIL MEETING  
Sanctuary Recreation Room  
Tuesday, October 18, 2022  
MINUTES**

1. Meeting called to order by Dr. Terry Allen 8:32 a.m.
2. Roll call facilitated by Benita Washington.

Voting Members	Present	Excused	Absent	Staff	Present	Excused	Absent	Non-Voting Member	Present	Excused	Absent	Guests
Terry Allen, Ed.D., Chair, Retired Teacher Representative	X			Michelle Tutunjian		X		Felicia Olais			X	Jim Rodriguez, Fresno EOC Chief Financial Officer Cesar Lucio, Fresno EOC Program Operations Liaison Steve Warnes, Fresno EOC Controller SOUL Teachers
Benita Washington, Vice Chair, FSU Social Worker Representative	X			Emilia Reyes		X						
Jimi Rodgers, Secretary, Fresno EOC Commissioner	X											
Edward Avila, Fresno EOC Commissioner			X									
Larry Metzler, Cultural Arts Rotary Interact Club Advisor		X										
Chuck Riojas, Community Member			X									
Jeanne Starks, Retired Law Enforcement Juvenile Probation		X										
Jane Thomas, Director EOC Health Services, (Alternate) Jose Romero	X											
Parent Rep Maria Amaro Morales,			X									
Student Rep's Eliyanna Falcon Clarissa Burrill (2) Alternate Student Rep	X		X									
Susan Lopez, Staff Representative, Principal	X											
Rena Failla, Staff Representative, Guidance Coordinator	X											
Courtney Griffin, Staff Representative, Guidance Dean	X											
Ly Ngin, Staff Representative, College and Career Counselor	X											
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X											
Patricia Billeadeau, Interact Representative	X											

Note: Jimi Rodgers attended meeting by telephone.

3. **Approval of Minutes**  
September 13, 2022 SOUL Governing Council Meeting Minutes.

Public Comments: None heard.

**Motion by:** Metzler **Second by:** Griffin

**Ayes:** Allen, Washington, Romero, Burrill, Lopez, Failla, Griffin, Ngin, Lomelino, Billeadeau.

**Nays:** None

4. **Membership Sub-Committee Report**

Annually, the Membership Sub-Committee reviews the Governing Council membership. The Council concluded that the current membership consists of a robust and diverse group of community leaders that reflect Section 1 of Article 4 of SOUL's By-Laws. The Sub-Committee recommended adding a teacher to the Governing Council membership.

Public Comments: None heard.

**Motion by:** Washington **Second by:** Lomelino

**Ayes:** Allen, Washington, Romero, Burrill, Lopez, Failla, Griffin, Ngin, Lomelino, Billeadeau.

**Nays:** None

## **5. American Rescue Plan (ARP) Act of 2021 for Homeless Children and Youth (HCY) (ARP-HCY II)**

On March 11, 2021 the ARP was signed into law. Due to the impact COVID-19 Pandemic had on students experiencing homelessness, the ARP will provide support to the specific needs of homeless children and youth through the ARP, ESSER-ARP-HCY funds. SOUL will receive quarterly distributions of goods for our homeless youth. These goods include but are not limited to backpacks, school supplies, hygiene bags, winter apparel, etc. SOUL will be required to report the demographics of the number of homeless youths served. Jim Rodriguez, Fresno EOC Chief Financial Officer, will provide Rena Failla, Guidance Coordinator, with an in-kind donation form that she can complete and submit to Finance Department each time goods are received and distributed.

Public Comments: None heard.

**Motion by:** Washington **Second by:** Griffin

**Ayes:** Allen, Washington, Romero, Burrill, Lopez, Failla, Griffin, Ngini, Lomelino, Billeadeau.

**Nays:** None

## **6. SOUL Updates: Principal Report**

- Lopez presented the data on SOUL demographic information for the school enrollment and updates.
- The updated Infographic outlines SOUL various demographics.
- SOUL Parent Meeting is scheduled for Wednesday, October 19, 2022, from 12:00–1:30pm in the Recreation room. Sandy Lomelino, Coordinator of Curriculum & Instruction, will be presenting information on learning loss that occurs when students transfer to two or more schools, the Military will be present to talk about the Armed Services Vocational Aptitude Battery test and the College and Career department will present on the earning possibilities available to those who attend college.
- Lopez provided information on the Interact Club activities for October. Interact Club students decorated the fall wreaths that are displayed along with hand painted pumpkins that will be for sale at Fresno EOC on Tuesday, October 25<sup>th</sup> and 27<sup>th</sup>.
- Interact Club students assisting with the Cultural Arts Rotary fundraiser did an outstanding job.

Rodriguez, and Steve Warnes, Fresno EOC Controller, reported on the status of the Faculty Pay Schedule. They stated progress has been made; Finance has consulted with a CPA firm and a labor attorney. Benita Washington, SOUL Governing Council Vice Chair, provided Rodriguez names of school district administrators to consult with. The internal plan is to have required information by the end of November 2022 in order to determine implementation of the pay schedule. Faculty had the opportunity to ask questions and receive feedback. Jimi Rodgers, SOUL Governing Council Secretary, requested from Rodriguez to provide an update at the next Fresno EOC Board meeting on October 26<sup>th</sup>. Rodriguez responded stating he will be at an out-of-state conference on October 26<sup>th</sup>; therefore, will provide Rodgers a summary of the status discussed; which can be used to provide an update during the Fresno EOC Board meeting.

## **7. Other Business**

Dr. Allen announced the next scheduled meeting will be held on Tuesday, December 6, 2022.

## **8. Public Comments**

None heard.

## **9. Adjournment of Meeting**

Meeting adjourned at 9:38 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary



Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
NOVEMBER 1, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:25 p.m. by Stephanie Salazar, CWPC Chairperson at Franklin Head Start Auditorium.

Stephanie Salazar, CWPC Chairperson, welcomed everyone and informed Representatives at this time we do not have a full quorum. Meeting will have to move forward with roll call and informational items.

**ROLL CALL**

Roll Call was called by Denisse de Dios, Secretary. The following Representatives were present: Stephanie Salazar, Juanita Macias Arias, Alma Martinez-Guillen, Uvilla Ibarra, Teresa Medel, Laura Barnes, Jesus Sanchez, Stephanny Vasquez, Fawnda Cole, Sandra Guerrero, Amber Daniels, Laura Castillo, Maria Rolon, Veronica Canchola, Marina Mena, Candy Rodriguez, Lidia Cruz, Juzan Mejia, Clarissa Varela, Angela Diaz, Ashley Sierra, Natasha Chalk, Denisse De Dios, Aleyda Matos, Silvia Ramirez Montes, Annette Thornton, Jeorgina Padilla, Amy Avery, Jimi Rodgers, and Zina Brown-Jenkins. A quorum was not present.

**COMMUNITY  
REPRESENTATIVE REPORTS**

Stephanie Salazar, CWPC Chairperson, welcomed the Community Representatives to tonight's meeting. The Community Representatives gave the following Reports.

Amy Avery, Exceptional Parents Unlimited (EPU) Representative.

- EPU will be providing many workshops for IEP's, 504's, and navigating the regional center, if anyone is interested they can go to their website at [www.epu.children.org](http://www.epu.children.org) and visit their Facebook page as well.

Annette Thornton, Women Infants & Children (WIC) Representative.

- No new updates from the previous month, Ms. Thornton shared their program offers benefits to pregnant women and children up to the age of five years.

Stephanie Salazar, CWPC Chairperson thanked the Community Representative for their reports.

**HEAD START 0 TO 5 COVID -  
19 UPDATES**

Marie Sani, Health Services Manager, informed Representatives at tonight's meeting of the Head Start 0 to 5 COVID-19 Updates. This information was sent to Representatives prior to tonight's meeting.

At this time, 94% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has 5.1 new positive cases per 100,000 down from 17.9. All classes and program options resumed in person services February 22, 2022. Our county now has medium COVID rates.

In addition, we continue to collaborate with Fresno County Public Health Department (FCPHD) Daycare/Preschool regulations to keep current in our isolation, quarantine, and masking procedures and practices. This includes reporting any positive COVID cases in Head Start 0 to 5 to the FCPHD through computerized system called Shared Portal Outbreaks Tracking (SPOT).

Our county numbers are low, more children are vaccinated, and children with COVID symptoms will be sent home a minimum of 5 days until symptoms resolve or the child has a negative antigen test taken on day 5. For children with positive COVID test results, will need to be out a minimum of 5 to 10 days case dependent per the Public Health Department and Child Care Licensing Regulations. We continue to do masking and using precautions following our Head Start Program Performance Standards. Medi-Cal provides free at home tests 8 per month. To find a testing site call (833)422-4255 or 211.

The FDA approved the COVID vaccine for children 0 to 5. WE have distributed new vaccine posters in English and Spanish. The vaccine is available at many clinics. The FCPHD has 2 pages of clinics

that give vaccines to children 6 months to 5 years. The vaccines are the best prevention and are safe and effective. Anyone can schedule an appointment at <https://myturn.ca.gov/>

#### PERSONNEL COMMITTEE REPORT

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Cole reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/Status Change and Job Description for Positions of Early Head Start and Head Start staff, as well as Eligibility Lists created for November 1, 2022.

#### EARLY HEAD START/ HEAD START MONTHLY PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF SEPTEMBER 2022

Rosa M. Pineda, Head Start Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of September 2022. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program

#### ANNOUNCEMENTS

Stephanie Salazar, CWPC Vice-Chairperson, made the following Announcements:

- A. November 2022 – Food Distribution
- B. November 11, 2022 – Veteran's Day Holiday – No School
- C. November 16-17, 2022 – Tri-Annual Self-Assessment
- D. November 24-25, 2022 – Thanksgiving Break – Head Start 0 to 5 – No school

#### ADJOURNMENT

No Quorum. Action items will be presented at the December 6, 2022 CWPC Meeting.

Ms. Fawnda Cole, CWPC Vice-Chairperson, had a question in regards to the EPU Workshops if enrollment was necessary to attend. Ms. Avery informed her no, these are all online workshops.

There being no further business to discuss, motion to adjourn meeting was made by Juzan Mejia and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 6:40 p.m.

Submitted By:

Christina Quiros,  
Secretary I





December 14, 2022

## CEO REPORT

### Background

The information presented below is intended to inform the reader about the Chief Executive Officer, the Agency, and the staff's involvement in serving our community.

### FRESNO EOC AGENCY-WIDE EFFORTS

#### All-Staff Conference to Unveil Strategic Plan

The first all-staff conference since 2015 was held at the Convention Center in Downtown Fresno on November 14. We had nearly 7-hundred staff members in attendance! A special thank you to Linda, Oliver, and Amy for your help with unveiling our new strategic plan, which will guide us over the next three years. We had guest speakers and breakout sessions with topics to help staff stay current and connected with their work. We received some great feedback from a survey of attendees. 80% gave 4- and 5-star ratings of the mix of presentations and activities. 80% said they either approve or strongly approve of the direction the agency is headed.

#### Human Resources Assessment

Our Human Resource Department is undergoing an assessment to discover strengths and weaknesses and determine the needs to assist with operations and compliance.

#### Organizational Chart and Accounting Policies and Procedures Manual

For reference, I have included our agency's organizational chart and Accounting Policies and Procedures Manual which includes dollar threshold for the CEO and process and procedures for contracts, etc. This document as well as all agency policies and procedures are available in Board Effects.

#### Quarterly Leadership Retreat

The Fresno EOC Quarterly Leadership Retreat was held on December 8 at the Sanger Community Center. Fresno EOC leadership staff attended a day-long conference with speakers and breakout sessions to help develop their leadership skills, with topics including ROMA (Results Oriented Management and Accountability) training and the next steps in reaching the goals outlined in our new strategic plan.

### **Update on CSBG Funding**

Community Services Block Grant (CSBG) allocation award announcement has been delayed from CSD. Due to Census data updates, CSD is working on reallocating funding based on updated numbers. As of now, the award amounts and contracts are not released and we will update you as soon as we are able.

### **Parking Lot Fees**

As of 2023, Fresno EOC will reinstate monthly parking lot fees for the Executive Plaza parking lot. Fees are based on reserved (\$50 per month) and non-reserved spaces (\$25 per month). The funds generated can be used for Executive Plaza parking lot upkeep, building improvements, lighting, interior updates, elevator maintenance, landscaping, surveillance, fire and burglar alarms, intrusion systems and monitoring fees, employee appreciation days, as well as any other related items.

### **Update on Salary Deferral Plan for Certificated Teachers for SOUL**

At our October 26, 2022 Board meeting, Commissioner Rogers expressed concerns regarding the delay of our SOUL teacher's salary deferral plan request. As I shared with the public and Board, this was unacceptable and we would follow up. Since then, we met with Fresno County Office of Education (FCOE) on processes for moving certificated teachers from 10 month pay schedule to 12 months. FCOE answered the majority of questions and provide answers to our outstanding questions in the next week. They will also be providing additional documentation for us to use as examples. Meanwhile, we are making internal adjustments to our systems and the additional pay cycles for our certificated teachers for SOUL school. The goal is to make these change effective on or around January 1, 2023.

### **Repurposing of Sanctuary Youth Shelter to Bridge Housing**

Thank you for the support regarding our former Sanctuary Youth Shelter. Our team continues to move forward with the transition for our Sanctuary Youth Shelter facility (ages 12 to 17) to move into Youth Bridge Housing (ages 18 to 24) which will fill an enormous gap for those experiencing homelessness within this age group.

### **Agency Bus Tours**

Fresno EOC continues to host agency bus tours. We are inviting staff, Board Members, and community partners to take a tour of the agency. The day-long bus ride takes you to different office and work sites, where you can visit a majority of our programs to see the work being done and hear from staff. Stay tuned for new tour dates in 2023.

### **Executive Staff Update**

We have some exciting and sad news. Jim Rodriguez, our Chief Financial Officer, has received an exciting opportunity and will be leaving Fresno EOC as of December 30,

2022. We are sad for our agency's loss and will miss his leadership and friendship. I thank him for his dedication to our community and agency for the time he has been with us. We wish him the best.

## **FRESNO EOC COMMUNITY EFFORTS**

### **Program Update**

As of January 2023, we are excited to say all Fresno EOC programs will be fully accessible to the community and available for in person services once again.

### **Weatherization Day**

Fresno EOC Energy Services hosted a resource fair on October 27 at Fresno EOC Executive Plaza Courtyard. Weatherization Day was designed to inform community members about services offered and to help them sign up for them. Weatherization measures include insulating attics, walls and floors, weather-stripping doors, and caulking windows. Other Fresno EOC Programs also set up information tables including Health Services, Head Start, and Training and Employment.

### **Safe Night Out Halloween**

Fresno EOC Local Conservation Corps, the West Fresno Family Resource Center, the Fresno Police Department, and other community partners teamed up to host "Safe Night Out Halloween" in Southwest Fresno on October 31. After a two-year hiatus due to COVID-19, the event came back to life with haunted houses and mazes, a Trunk-or-Treat, games, a costume contest, and free food while supplies lasted! They had a great turnout. It's estimated that more than 3,500 people attended!

### **Health Services in Thailand**

Members of Fresno EOC Health Services team were invited to Thailand to present a curriculum at the four-day 2022 International Conference on Family Planning. The team helped to develop the digitally enhanced "In The Know" curriculum, which focuses on helping teens develop safe and healthy relationships and reducing teen pregnancies. The team left on November 13 for the four-day conference in Pattaya City, co-hosted by the Bill & Melinda Gates Institute for Population and Reproductive Health.

### **America Recycles Day**

To highlight America Recycles Day on November 15, Fresno EOC Local Conservation Corps (LCC) and the Mattress Recycling Council (MRC) hosted a media event. They highlighted the aligning efforts of the Fresno EOC recycling program, the Bye Bye Mattress program, and Beautify Fresno, Mayor Jerry Dyer's initiative to improve the City of Fresno's "curb appeal" through community-based cleanup and beautification projects.

### **Ohtli Award**

On November 18, I was presented with the Ohtli Award during a ceremony at the Mexican Consulate in Fresno. It is the highest honor bestowed by the Mexican Government upon an individual for efforts to advance Mexican citizens in the United States.

### **Making Spirits Bright**

Staff from Fresno EOC Sanctuary and Support Services dropped into a local neighborhood bringing holiday cheer to the doorsteps of 25 families on December 3. They delivered a Christmas tree, ornaments, lights, a box of food, and gifts to each family! It was the 29th annual Making Spirits Bright event to celebrate families and provide items they may or may not be able to get for themselves.

### **Super Saturday – Head Start Job Fair**

Fresno EOC Head Start 0 to 5 hosted a job fair November 5 in the Executive Plaza Courtyard at 1920 Mariposa Street. The program was looking to fill multiple positions at our sites around Fresno County. There were laptops available for candidates to apply, onsite interviews, on the spot hiring. 62 candidates came for interviews, and 25 of those people were given contingent job offers.

### **Fresno EOC Community Resource Fair**

Fresno EOC held a Community Resource Fair at Saint Rest Baptist Church in West Fresno on Wednesday, November 9, to let people know about Fresno EOC programs. Head Start 0 to 5, Local Conservation Corps, Health Services, and Energy Services were there providing services to the community. Central California Food Bank was also there to distribute food. This is the first of many events we are planning to hold in the communities we serve.

### **Free Winter Meals for Kids**

Fresno EOC Food Services once again launches its Free Winter Meals for Kids program, providing free meals for children at various locations during the winter break when kids are not in school. Food Services already caters to 20 sites in the Fresno area, and starting December 19, they will deliver to ten additional sites via the Food Express Buses. Meals will be available during the three-week period from December 19 through January 6, when school is not in session, because some children may not have access to nutritious meals.

## **MEDIA MENTIONS**

### **Advance Peace gets funding from Fresno as part of youth violence intervention**

Media Mention: Oct 20 [ABC30](#) and [YourCentralValley.com](#)

**Fresno EOC and the Mexican Consulate in Fresno partner in support of LGBTQ+ Community on this 'Spirit Day'**

Media Mention: Oct 20 [ABC30](#) and [The Fresno Bee](#)

**Fresno City Council advances violence prevention grant, including funding for Advance Peace**

Media Mention: Oct 21 [KVPR](#)

**Fresno EOC Holds Event to Prepare Homeowners for Any Type of Weather - Weatherization Day**

Media Mention: Oct 26 [GVWire](#) and Nov 1 [ABC30](#)

**Safe Night Out Halloween Hosted by Local Conservation Corps and Community Partners Among Local Events for Families on Halloween**

On Air Mention: Oct 31 KSEE Channel 24 and KGPE Channel 47

**Sanctuary Youth Shelter**

Media Mention: Nov 14 [YourCentralValley.com](#).

**Fresno Program Recycles Mattresses While Giving Youth a Leg Up**

Media Mention: Nov 15 [The Business Journal](#)

**'Pride on Our Campuses' discusses LGBTQ+ acceptance**

Media Mention: Nov 15 [The Collegian](#)

**Fresno EOC LGBTQ+ Resource Center participants in Transgender Day of Remembrance at Fresno State**

Media Mention: Nov 17 [The Collegian](#)

**Fresno EOC LIHWAP Helping Residents Keep Their Water On**

Media Mention: Nov 20 [ABC30](#)

**SPONSORSHIPS**

**Fresno County Economic Development Corporation - Fresno EDC Annual Event**

Oct 19 at Fresno City College

**Southeast Fresno Community Economic Development Association (SEFCEDA) - SEFCEDA's 9th Annual Awards Luncheon**

November 16 at the Fresno Fairgrounds



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### **Thank You to Our Partners**

We continue to identify service gaps by listening to and lifting up unheard voices in our community. When we work together, we elevate the fight against injustice and poverty.