



BOARD MEETING AGENDA

March 24 2021 at 6:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Pledge of Allegiance to be led by Linda Hayes	Action	Presenter
2. ROLL CALL A. Roll Call - Page 3		
3. APPROVAL OF FEBRUARY 24, 2021 MINUTES A. February 24, 2021 Board Meeting Minutes - Page 4	Approve	
4. PUBLIC COMMENTS (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.)		
5. ADDITIONS TO THE AGENDA (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.)		
6. POTENTIAL CONFLICT OF INTEREST (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)		
7. TRANSFORMING AND INSPIRING A. Advance Peace Project	Information	Green
8. LEGISLATIVE REPORT A. Legislative Report - Page 7	Information	Jonasson
9. SUMMARY OF GRANT TRACKER A. Summary of Grant Tracker – February 1 to February 28, 2021 - Page 11	Information	McVey
10. ENERGY SERVICES & STREET SAINTS A. City of Fresno CDBG Resolution - Page 14	Approve	Tutunjian
11. LEGAL COUNSEL UPDATE A. Legal Counsel Update - Page 17	Information	Price
12. APPROVAL OF CONSENT AGENDA		

A. Finance Committee Items – March 10, 2021

Approve

1. February 10, 2021 Finance Committee Meeting Minutes - Page 19
2. Financial Reports - Page 23
3. HHS Head Start 0-5 Monitoring Status Update - Page 30
Information
4. Non-Competitive Procurement - Page 31
Information
5. Health Insurance Report - Page 32
Information
6. Variance Reports - Page 34
Information

B. Audit Committee Items – March 16, 2021

Approve

1. December 9, 2020 Audit Committee Meeting Minutes - Page 46
2. Internal Audit Policies And Procedures - Page 48
3. Internal Audit Plan - Page 68
4. Single Audit Acceptance Letters - Page 74
Information

C. Bylaws Committee Items - March 18, 2021

Approve

1. February 17, 2021 By-Laws Committee Meeting Minutes - Page 77
2. Bylaws Revisions - Page 79
Information

13. ADVISORY BOARDS

Accept

- A. February 2, 2021 Head Start County Wide Policy Council Minutes - Page 110
- B. February 9, 2021 SOUL Governing Council Minutes - Page 115

14. CHIEF EXECUTIVE OFFICER'S REPORT

- A. CEO Report - Page 117

15. COMMISSIONERS' COMMENT

Hayes

16. NEXT MEETING:

Wednesday, April 28, 2021 at 6:00p.m.

17. ADJOURNMENT



BOARD OF COMMISSIONERS ROLL CALL 2021

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/27	2/24	3/24	4/28	5/26	6/23	9/22	10/27	11/17	12/15
ARAMBULA, AMY	Dec 2022	31st Assembly District	P	P								
AVILA, ED	Dec 2022	Juvenile Court	P	P								
BAINES, OLIVER	Dec 2022	16 th Congressional District	P	P								
BONNER, ALYSIA	Dec. 2022	Target Area F	P	P								
BROWN-JENKINS, ZINA	Dec 2022	Head Start CWPC	P	P								
CANDLER, LEROY	Dec 2022	NAACP	P	P								
COUNTEE, JEROME	Dec 2021	SCCCD	P	O								
DE JESUS PEREZ, FELIPE	Dec 2021	Target Area A	P	P								
GARABEDIAN, CHARLES	Dec 2021	Board of Supervisors	P	P								
HAYES, LINDA R.	Dec 2022	Target Area H	P	P								
HURTADO, JEWEL	Dec 2022	Target Area C	P	P								
JAIME-MILEHAM, LUPE	Dec 2022	FCSS	P	P								
KING BRIAN	Dec 2021	Mayor's Appointment	P	O								
LEON, REY	Dec 2022	Target Area B	P	O								
MARTINEZ, DANIEL	Dec 2021	Target Area D	P	P								
MARTINEZ, JAMES	Dec 2021	Fresno Reel Pride	P	P								
McCOY, BARIGYE	Dec 2022	Board of Supervisors	P	P								
NICHOLS, LISA	Dec 2021	Target Area E	P	P								
REYES, ANDREA	Dec 2022	Economic Development Corporation	P	P								
ROBLES, CATHERINE	Dec 2021	Target Area G	P	P								
ROBLES, ITZI	Dec 2021	SEFCEDA	P	P								
RODGERS, JIMI	Dec 2021	Association of Black Social Workers	P	P								
VANG, MAIYER	Dec 2021	Fresno Center for New Americans	P	P								
ZARATE, RUBEN	Dec 2021	14 th Senatorial District	P	P								
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
February 24, 2021 at 6:00 PM****MINUTES****1. CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:03 P.M.

2. ROLL CALL

Present: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers, Maiyer Vang and Ruben Zarate.

Absent: Jerome Countee, Brian King, Rey Leon

3. APPROVAL OF JANUARY 27, 2021 MINUTES

A. January 27, 2021 Board Meeting Minutes

Public Comment: None heard.

Motion by: Bonner **Second by:** Reyes

Ayes: Amy Arambula, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers, Maiyer Vang, and Ruben Zarate.

Nayes: None heard.

4. PUBLIC COMMENTS

Jon Escobar, Food Services Director, announced the Rural Food Express Bus Youth Art contest is now open and ends March 31, 2021. The contest is open to Fresno County residents ages 18 and under. The winners art will be featured on the new bus and receive \$100.

No action required.

5. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

6. POTENTIAL CONFLICT OF INTEREST

There were no conflict of interest.

7. TRANSFORMING AND INSPIRING

Shantay Davies-Balch, COVID Equity Director, provided a presentation on the African America Coalition (AAC) COVID Equity project. Stefanie Franklin, Resource Specialist shared how being part of the AAC project has allowed her the opportunity to help the community with resources.

Public Comment: Matthew Gillian thanked Shantay Davies-Balch for the incredible work during the COVID pandemic.

No action required.

8. ELECTION OF ACCESS PLUS CAPITAL

Commissioner Itzi Robles has been appointed to sit on the Access Plus Capital Board

Public Comment: None heard.

Motion by: Arambula **Second by:** J. Martinez

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Lisa Nichols, Andrea Reyes, Catherine Robles, Jimi Rodgers, Maiyer Vang, and Ruben Zarate.

Nayes: None heard.

Abstain: Itzi Robles

9. LEGISLATIVE REPORT

Elizabeth Jonasson, Strategy and Communications Officer provided an overview of the legislative report covering changes happening at the local, state, and federal levels.

Public Comment: None heard.

No action required.

10. SUMMARY OF GRANT TRACKER

Kelsey McVey, Planning and Evaluation Manager provided an overview of the 2021 grant activities, results, and outcomes through January 31, 2021.

Public Comment: None heard.

No action required.

11. PROP 68 STATEWIDE PARKS PROGRAM APPLICATION

Commissioners and staff engage in a discussion for the possibility to submit the resolution for the Prop 68 proposal.

Public Comment: Jaspreet Kaur Birk, Ganeev Virk, and Jatinder Purewal inquired Commissioners to consider the need of the community with a safe and healthy community park.

Motion by: Baines **Second by:** J. Martinez

Ayes: Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, and Jimi Rodgers.

Nayes: Amy Arambula, Ed Avila, Felipe De Jesus Perez, Charles Garabedian, Catherine Robles, and Ruben Zarate.

Abstain: Itzi Robles

12. APPROVAL OF CONSENT AGENDA

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

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers, and Ruben Zarate.

Nayes: None heard

Public Comment: None heard.

13. ADVISORY BOARDS

- A. January 12, 2021 Head Start County Wide Policy Council Minutes
- B. February 18, 2021 Local Conservation Corps Advisory Committee Minutes

Motion by: Garabedian **Second by:** Bonner

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers, and Ruben Zarate.

Nayes: None heard.

Public Comment: None heard.

14. CHIEF EXECUTIVE OFFICER'S REPORT

Emilia Reyes, Chief Executive Officer, requested a moment of silence to acknowledge those affected or lost due to the COVID-19 pandemic.

ABC 30 featured a story on Fresno EOC Transit Systems for providing transportation to the elderly for the COVID-19 vaccine. Reyes thanked Commission staff, Tom Francis, for the interview.

Former Fresno Mayor Lee Brand donated \$25,000 to Fresno EOC Valley Apprenticeship Connections. Reyes thanked Commissioner Baines, for attending the Press Conferences.

Public Comment: None heard.

No action required.

15. COMMISSIONERS COMMENT

Commissioner Garabedian announced he will donate \$600.00 for the Rural Food Express Bus Youth Art contest winners.

Commissioner Arambula inquired about the possibility to hire Navigators to assist clients with all resources needed in the community.

Public Comment: None heard.

No action required.

16. CLOSED SESSION

ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:

Number Cases: 1

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

17. NEXT MEETING:

Wednesday, March 24, 2021 at 6:00p.m.

18. ADJOURNMENT



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Strategy and Communications
Agenda Item #: 8	Director:
Subject: Legislative Report	Officer: Elizabeth Jonasson

Background

The information presented below is intended to keep the Board apprised of rapidly changing local, state, and national issues relevant to our agency.

Local

Though we are trending in the right direction, Fresno County remains in the most restrictive Covid-19 tier due to high infection rates and low ICU bed capacity.

County Risk Level	Daily New Cases Per 100K	Positive Test Percentage
Widespread	More than 7	More than 8%
Substantial	4 - 7	5 - 8%
Moderate	1 - 3.9	2 - 4.9%
Minimal	Less than 1	Less than 2%

Fresno County COVID-19 Vaccine Schedule

Vaccinating NOW

Tier 1 - January

- Acute care, psychiatric and correctional facility hospitals
- Skilled nursing facilities, assisted living facilities, and similar settings for older or medically vulnerable individuals
- Paramedics, EMTs and others providing emergency medical services
- Dialysis Centers
- Long term care facilities

Vaccinating NOW

Tier 2 - January

- Intermediate care facilities for persons who need continuous nursing supervision and supportive care
- Public health field staff
- Primary care clinics, including Federally Qualified Health Centers, Rural Health Centers, correctional facility clinics, and urgent care clinics
- Home health care and in-home supportive services
- Community health workers, including promotoras

Vaccinating NOW

Tier 3 - January

- Specialty clinics
- Laboratory workers
- Dental and other oral health clinics
- Pharmacy staff not working in settings at higher tiers

PHASE 1B

Tier 1 - January

- Individuals 75 +

Tier 1 - February

- Individuals 65 +

Emergency Services

- *As of March 15, 2021: Couriers, Social Workers, and Utility Workers (electricity, gas, water, waste, roads/highways) that provide emergency support

Tier 1 - March

- Food and Agriculture
- Education and Childcare

March 15, 2021

- Individuals 16-64 years with underlying medical conditions/disabilities
- Public Transit

PHASE 1C

April

- Homeless/unhoused
- Incarcerated individuals-jails/prisons
- Transportation & logistics
- Critical manufacturing
- Industrial, commercial, residential and sheltering facilities

April

- Individuals 50-64 years of age
- Water and waste management, defense, energy, chemical and hazardous, communication and IT, financial services
- Government operations/ community services

Key: ☒ First Dose Received ☐ In progress ☐ Not yet started

FOR INFORMATION ON COVID-19 VACCINES VISIT:
www.fcdph.org/covid19vax

Updated 3/15/2021

Layoffs

Local jurisdictions in Fresno County could face layoffs due to COVID-19 and the ensuing economic consequences if additional help from State and Federal sources is not forthcoming. Fresno Mayor Jerry Dyer has estimated 250 positions could be affected due to the \$31 million shortfall.

Schools

Vaccines are being prioritized for educators and with declining case rates, schools are beginning to reopen in phases. This has broader implications as more people are returning to work, relying on schools for childcare and other needs.

State

After hearing from Fresno EOC and other local partners in the State's Housing for the Harvest program, \$24 million was set aside to fund local wrap around services and financial assistance for participating farm and food workers. These funds should ease the hesitancy many had in utilizing the hotel quarantine service. Fresno EOC will receive some of these funds as a pass through from the County.

Budget

Governor Gavin Newsom, Senate President pro Tempore Toni G. Atkins and Assembly Speaker Anthony Rendon reached an agreement on immediate actions to address the pandemic and accompanying economic implications. The agreement provides for:

Direct Relief to Individuals and Families: Dubbed the Governor's Golden State Stimulus, depending on income people can expect to receive either \$600 or \$1,200. This includes people who were excluded from federal relief due to filing taxes with an ITIN. In addition to direct cash assistance, there will be a total of \$35 million for food banks and diapers.

Relief for Small Businesses and Cultural Institution: Increased funding— from \$500 million to more than \$2 billion —grants of up to \$25,000 for small businesses affected by the pandemic. For the industries that have been more heavily hit- restaurants, bars, barbering and cosmetology- there will be 2 years of state license fee relief. The deal also allows for tax deductions on PPE loan expenses. There is also an allocation of \$50 million for cultural institutions.

More Resources for Childcare: The just over \$400 million will be used for stipends for state-subsidized childcare and preschool to care for the children of essential workers not currently served in a program. The program will be funded through federal dollars and will run through June of 2022.

Wildfire Prevention Bills

Fresno EOC has consistently advocated for financial resources to address wildfire prevention and training activities. Our corps members have done this work in the past and there is great

need in our Sierra communities to avoid the tragedies we see year after year. We are supporting two bills that could help in this area:

Assemblymember E. Garcia: AB 1500, the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2022 would, if approved by the voters, allow for the issuance of **\$6,700,000,000** in bonds to finance projects as described in the name.

Assemblymember Bloom: AB 1255, a Department of Forestry and Fire Protection grant program to facilitate local approaches to fire risk reduction and prevention, and includes habitat restoration for areas already affected.

Federal

On February 22, staff met with Congressman Costa and his staff to go over our federal legislative priorities and the work Fresno EOC has been doing to address the effects of the pandemic.

One of our legislative priorities, the Equality Act, passed the house and is on to the senate where it needs 60 votes to pass the filibuster. The LGBTQ rights bill prohibits discrimination based on sexual orientation and gender identity in employment, housing, education, public accommodations, credit and jury service. It is expected to be heard on March 17th.

On February 26th House Appropriations Committee Chair Rosa DeLauro put forth an announcement indicating requests by individual congress members will be considered for FY22 funding. The requests would be labeled under "Community Project Funding" with for-profit entities not being eligible. This has been interpreted to be a guised return of earmarks. Fresno EOC will work with our congressional representatives to put forth projects of interest to our community.

Using the power of his office to oversee vaccination efforts throughout the nation, on March 1st President Biden directed states to prioritize education workers, including Head Start and Early Head Start staff. The directive was accompanied by a challenge to administer at least the first shot of the vaccine to educators by the end of this month.

Immigration

President Biden's immigration plan is expected to move slowly through committees. Several less comprehensive bills, with broader support, are moving forward. It seems, similar to the immigration reform effort in President Obama's first term, political support has waned after a major bill.

Executive Orders

President Biden has signed dozens of Executive Orders on topics ranging from climate change to immigration. Below is a table with the recent executive orders taken from data available by

the Federal Register. More information can be found here:
<https://www.federalregister.gov/presidential-documents/executive-orders/joe-biden/2021>

Publication Date	Title
3/11/2021	Establishment of the White House Gender Policy Council
3/11/2021	Guaranteeing an Educational Environment Free From Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity
3/10/2021	Promoting Access to Voting
3/1/2021	America's Supply Chains
3/1/2021	Revocation of Certain Presidential Actions
2/23/2021	Revocation of Executive Order 13801
2/18/2021	Establishment of the White House Office of Faith- Based and Neighborhood Partnerships



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Planning and Evaluation
Agenda Item #: 9	Director: Kelsey McVey
Subject: Summary of Grant Tracker – January 1 to February 28, 2021	Officer: Elizabeth Jonasson

Background

The information presented below is intended to inform the Board of the 2021 grant activities, results, and outcomes through February 28, 2021. A total of 9 grants have been submitted in those months in 2021 and 19 are still pending.

Month	# of Grants Submitted	# of Grants Approved	# of Grants Denied	# of Pending Grants	Amount Requested	Amount Awarded
January	6	2	0	14	\$46,012,079	\$685,000
February	3	2	0	19	\$1,021,120	\$746,211
TOTAL	9	4	0	19	\$47,033,199	\$1,431,211

Fresno Economic Opportunities Commission
Grant Tracker
Wednesday, March 24, 2021

FUNDED							
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice	Amount Awarded
12/21/2020	Food Services	Ammendment to original grant	Cal Wellness	\$50,000	3/24/2021	3/5/2021	\$100,000
	An additional \$100,000 was awarded to Food Services for emergency food efforts						
1/15/2021	Sanctuary and Support Services	Youth Opioid Response	California Youth Opioid Response	\$654,885	1/27/2021	3/2/2021	\$646,211
	Expand access to Medication-Assisted Treatment and other prevention, treatment, and recovery services for LGBTQ+ youth ages 12-24, using a needs-based, culturally-competent, age-appropriate, trauma-informed care grounded in positive youth development.						

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
2/26/2021	Advance Peace Fresno	Visionary Freedom Fund	Andrus Family Fund	\$44,000	3/24/2021	Prior to 7/1/2021
	Fund stipends and emergency resources for Peacekeepers, as well as professional development for staff.					
3/15/2021	Energy Services	Energy Efficiency Grant Program	Energy Upgrade California	\$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.					
3/5/2021	Energy Services	CDBG	City of Fresno	\$360,000	3/24/2021	4/22/2021
	Repair/Replace 25-30 rooftops in SW Fresno and (if needed) replace electrical panels to support solar photovoltaic (PV) systems					
12/11/2020	Food Services	Smart & Final Foundation Donations	Smart & Final Foundation	\$1,000	12/16/2021	Not specified
	Kickoff event for rural food express bus.					
3/10/2021	Foster Grandparents	FY 2021 AmeriCorps State and National Grants	Corporation for National and Community Service	\$386,408	3/24/2021	Mid May 2021
	68 FGP will assist in public school classrooms, tutor in after school programs-other, tutor and mentor in disabled students program classrooms, assist in Head Start classrooms, early childhood education centers, emergency shelter programs, preschools, and Valley Children's Hospital					
9/21/2020	Head Start 0 to 5	Early Head Start Expansion and EHS-Child Care Partnership Grant	Department of Health and Human Services, Office of Head Start	\$944,092	9/30/2020	Prior to 3/4/2021
	Open new EHS center at Clinton and Blythe, serving 16 infants and toddlers, and partner with three Family Child Care Homes to provide wraparound services to an additional 12 infants and toddlers. (Competitive - new)					
1/4/2021	Head Start 0 to 5	Head Start/Early Head Start Communities in California	HHS - Administration of Children & Families - Office of Head Start	\$41,700,206	1/27/2021	June/July 2021
	Reorient early childhood education system in Fresno County to serve 2,138 pregnant women, infants and toddlers aged 0-3 and preschoolers aged 3-5 years, eliminate duplication and siloed services.					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
10/30/2020	LCC	Local Corps Prop 84 Grants	California Conservation Corps	\$92,357	10/13/2020	Prior to 7/1/2021
	Capital improvements for LCC facilities including construction of equipment shed. (Noncompetitive - new)					
1/29/2021	LCC	SB-1 Active Transportation Augmentation Program	CA Conservation Corps	\$142,857	2/24/2021	Not specified
	LCC crew will partner with the County Department of Public Works and Planning to trim oleanders along historic Kearney Boulevard train to encourage active modes of transportation such as walking and biking.					
2/17/2021	LCC	Fatherhood Initiative Program	County of Fresno	\$213,000	3/24/2021	Not specified
	Implement the Proving Our Parenting Skills (POPS) Program, targeting expectant and non-custodial fathers/partners of Black mothers in Fresno County and partnering with the West Fresno Family Resource Center.					
3/12/2021	Planning and Evaluation	Prop 68 Statewide Parks Program	California Dept of Parks and Recreation	\$8,500,000	2/24/2021	Aug-21
	Acquisition of the Gateway Ice Center and development of a park on the northwest corner of Clinton and Marks.					
1/29/2021	Sanctuary and Support Services	Prop 64 Public Health & Safety	Board of State and Community Corrections	\$1,100,637	2/24/2021	Prior to 5/1/21
	Hire a licensed psychologist and two substance abuse counselors and 30 internship spots for youth from Fresno and Mendota, monthly youth-focused events in Mendota.					
2/1/2021	Sanctuary and Support Services	Human Trafficking Victim Assistance	Cal OES	\$476,190	2/24/2021	Not specified
	Provide comprehensive services to all survivors of human trafficking through increasing access of direct support services.					
10/7/2020	Street Saints	Homework Center Proposal	Bank of America	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
10/7/2020	Street Saints	Homework Center Proposal	The Artist Tree	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
11/13/2020	Street Saints	Youth Services	City of Fresno	\$661,030	12/16/2020	After 12/9/20
	Partnership with Faith in the Valley and Fresno Barrios Unidos to provide paid internships, park clean up and afterschool programming.					
3/5/2021	Street Saints	CDBG	City of Fresno	\$80,000	3/24/2021	4/22/2021
	Offer educational and developmental services for you in 93706 through after-school activities					
2/19/2021	Training & Employment	Job Ready Services	Fresno County Dept of Behavioral Health	\$500,930	3/24/2021	Prior to July 1, 2021
	Application submitted in partnership with Reading and Beyond to provide job readiness services to CalWORKS and Welfare to Work recipients.					
10/9/2020	Transit Systems	Charge Up Electric Vehicle Chargers	San Joaquin Valley Air Pollution Control District	\$50,000	10/13/2020	Not specified (still pending)
	Fund the installation of 10 new EV chargers. (Competitive – new)					



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Programs: Energy Services & Street Saints
Agenda Item #: 10	Director: David Wear
Subject: City of Fresno CDBG	Officer: Michelle L. Tutunjian

Recommended Action

Staff recommends approval of a Board Resolution and to ratify the Community Development Block Grant (CDBG) consolidated application in the amount of \$440,000 submitted to the City of Fresno on March 5, 2021.

Background


The City of Fresno Planning and Development Department provides CDBG annual funding for home repairs and for community service programs. Energy Services and Street Saints submitted applications to the City of Fresno for CDBG funding. The application for Energy Services requests funding in the amount of \$360,000 to help households located in southwest Fresno with repairing or replacing deteriorating roofs and upgrading outdated electrical panels. The Street Saints program is requesting funding in the amount of \$80,000 to provide educational and development services for youth residing in southwest Fresno through a combination of virtual and in-person after-school activities.

A resolution is required as a supporting document for the application. The City of Fresno has granted an extension to allow Fresno EOC to submit a Resolution after the application deadline as the Board meetings are held monthly, the fourth week of the month.

The need for these program services have escalated over the past year as the impact of COVID-19 has exacerbated a County with already one of the highest poverty rates in the state and the loss of thousands of jobs.

Fiscal Impact

The requested funding by Energy Services will help support the Transform Fresno project. Due to the condition of the existing roofs and electrical panels, many homes do not qualify for the installation of solar systems. In order to install solar systems, home's



roof and electrical panels must be in a certain condition to allow for the installation. This funding in the amount of \$360,000 will provide resources for improving 25-30 low-income homes and allow for the installation of solar systems to help reduce the homeowners' electrical bills.

This application will provide additional funding in the amount of \$80,000 for the Street Saints program to expand services to low-income families and youth residing in southwest Fresno. The after-school mentoring and program activities have improved students' grades, strengthened families, and encouraged leadership in Southwest Fresno.

Conclusion

If funding is awarded, Energy Services will provide roof repairs and electrical panel upgrades to approximately 25 - 30 homes located in 93706, and the Street Saints will be able to expand additional after-school program services to youth in the 93706-target area.



RESOLUTION

WHEREAS, Fresno Economic Opportunities Commissioners (EOC), not for profit 501 (c) 3 organization, was founded in 1965 as a Community Action Agency and is the designated anti-poverty agency for Fresno County;

WHEREAS, Fresno EOC is dedicated to fighting poverty in the midst of plenty and helps over 120,000 Fresno County resident each year with more than 35 programs, including the Community Services Block Grant (CSBG);

WHEREAS, Fresno County has been severely harmed by the COVID-19 cases and the local economy has shed tens of thousands of jobs over the past year and a County with one of the highest poverty rates in the state before the pandemic hit has seen community needs soar astronomically in 2020-2021;

WHEREAS, Fresno EOC programs, Energy Services, and Street Saints, have successfully operated Community Development Block Grant (CDBG) program funds for the City of Fresno for many years;

WHEREAS Fresno EOC programs, Energy Services seeks to apply for \$360,000 in CDBG funds for roof replacement and electrical repair services, and Street Saints seeks to apply for \$80,000 in CDBG funds for youth enrichment services;

WHEREAS, Fresno EOC is governed by a tri-partite 24 member Board of Commissioners that includes 1/3 from the low income or their duly elected representatives, 1/3 from elected officials in the community, and up to 1/3 from other groups in the community that share Fresno EOC's values and mission; therefore

BE IT RESOLVED that the Fresno EOC Board of Commissioners resolves to authorize Fresno EOC to apply for up to \$440,000 in funding from Community Development Block Grant funds from the City of Fresno.

This resolution is in full force and effect as of March 24, 2021

Linda Hayes, Board Chair

Emilia Reyes, Chief Executive Officer

MEMORANDUM

ATTORNEY WORK-PRODUCT
PRIVILEGED AND CONFIDENTIAL

TO: Public Agency Clients

FROM: Lauren D. Layne
Kenneth J. Price
Gabriel A. Delgado
BAKER MANOCK & JENSEN, PC

DATE: March 19, 2021

RE: New Social Media Requirements Under the Brown Act (AB 992)

Lauren D. Layne
Attorney at Law
llayne@bakermanock.com

Fig Garden Financial Center

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PUBLIC AGENCY NOTIFICATION

The purpose of this memorandum is to inform our public agency clients of Assembly Bill (“AB”) 992, a new law that went into effect on January 1, 2021. AB 992 is the first amendment of the Ralph M. Brown Act (the “Brown Act”) that addresses public officials’ social media use.

A. Brown Act Requirements on Communications; Serial Meetings

Under the Brown Act, meetings of governing bodies of public agencies are generally required to be open and public. A meeting may be held by “a majority of the members of a legislative body at the same time and location ... to *hear, discuss, deliberate, or take action* on any item within the subject matter jurisdiction of the legislative body.”¹ It also provides that such meetings must be properly noticed so that the public has an opportunity to “directly address the governing body on any item of interest to the public.”²

The Brown Act prohibits public officials from taking action outside of a properly noticed, public meeting. More specifically, it provides that a majority of a legislative body may not use “a series of communications of any kind, directly or through intermediaries” among a majority of the members of the same legislative body (a quorum) concerning a matter within the subject matter jurisdiction of the agency.³ Such serial meetings of the governing body typically occur

¹ Govt. Code § 54952.2(a) (*emphasis added*).

² Govt. Code § 54954.3(a).

³ Govt. Code § 54952.2(b)(1).

where one member communicates with all other members of the legislative body individually, or when there is a chain of communication from one member to another, then to another.

B. AB 992 - New Requirements Regarding Social Media Use

Social media offers a variety of social media platforms (e.g., Facebook, Twitter, Instagram) as a means for public officials to communicate their thoughts and opinions concerning agency business. AB 992 applies to any “internet-based social media platform” that is “open and accessible to the public.”⁴ The new law amends the Brown Act to clarify the types of communications a public official may have online. Subject to the public agency's social media policy, a public official *may* communicate on social media to answer questions, provide information to the public, and solicit information from the public with respect to matters within the subject matter jurisdiction of the local agency.⁵ However, public officials and members of the governing body of a local agency may not use social media to “discuss among themselves” official agency business.⁶ This includes “communications made, posted or shared” between members of the governing body, including comments or use of digital icons that express reactions (i.e., emojis).⁷ Further, members of the governing body are *prohibited* from responding “directly to any communication on internet-based social media platform regarding a matter within their subject matter jurisdiction” that is made by another member of the same governing body.⁸ Such direct communication could result in a violation of the Brown Act as a serial meeting.

CONCLUSION

While each of our public agency clients differs in terms of social media presence and online communications with the public, our firm recommends that all of our clients follow their adopted social media policies and, if applicable, limit online communications to (1) answering questions, (2) providing information to the public, or (3) soliciting information from the public. Members of the governing body should refrain from communications concerning official agency business on social media; however, if a member of your governing body comments, posts, shares or otherwise communicates any agency-related business on social media, the remaining members ***must not respond***. A simple reply comment, posting an emoji, or even clicking the like button could be a violation of the Brown Act. Baker Manock & Jensen is available to provide you with further guidance on AB 992, as well as assist your agency with preparation of policies to ensure compliance with the new law. Please do not hesitate to contact our office with any questions or to seek further guidance.

⁴ “Open and accessible to the public” means “that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform . . . , and cannot be blocked from doing so, except when [the platform] determines that an individual violated its protocols or rules.” (Govt. Code § 54952.2(b)(3)(B)(iii).)

⁵ Govt. Code § 54952.2(b)(2)

⁶ Govt. Code § 54952.2(b)(3)(A).

⁷ Govt. Code § 54952.2(b)(3)(B)(i).

⁸ Govt. Code § 54952.2(b)(3)(A).

**FINANCE COMMITTEE MEETING
Wednesday, February 10, 2021
12:00 p.m.**

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF		
Charles Garabedian (chair)	✓	Jim Rodriguez	Emilia Reyes	
Alysia Bonner	✓	Rebecca Heinricy	Michelle Tutunjian	
James Martinez	✓	Steve Warnes	Mike Garcia	
Itzi Robles	✓	Thelma Harrison	Elizabeth Jonasson	
		Karina Perez	Jeff Davis	
		Shawn Riggins	Jane Thomas	
		Nicole Hutchings	Gilda Arreguin	
		Latisha Conway		

3. APPROVAL OF MINUTES

A. December 9, 2020 Finance Committee Minutes

Public comment: None heard.

Motion/Second: Robles/Garabedian to approve the December 9, 2020 meeting minutes.

Ayes: Garabedian, Martinez, Robles

Abstain: None.

Nayes: None heard

4. FINANCIAL REPORTS: NOVEMBER AND DECEMBER 2020

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented the unaudited Statement of Activities and Statement of Financial Position for the eleventh and twelfth-month period ending November 30, 2020 and December 31, 2020. As of November 30, 2020, the Agency had preliminary revenue of \$117 million, including \$27.8 million of in-kind contributions, and net surplus of \$3,205,888. As of December 31, 2020, the Agency had preliminary revenue of \$127.7 million, including \$29.8 million of in-kind contributions, and net surplus of \$4,119,974. Rodriguez noted that the surplus is primarily from the receipt of grant funds by Access Plus Capital that were issued to borrowers. Rodriguez also stated respectively that cash &

investments were \$15 million, total assets \$59.8 million, total liabilities \$27 million, and total fund balance \$32.7 million.

Rodriguez notes programs are behind budget due to COVID-19 related reasons. This also includes the numbers being lower for personnel costs, for instance in Head Start as presented next, and contract services due to a decrease in services provided to clients' homes by the Weatherization and Solar contractors.

B. Head Start Financial Status Report

Rodriguez presented the December 31, 2020 Head Start and Early Head Start Financial Status Reports:

HS/EHS	Annual Budget	Expenses	% of Budget
Head Start Basic	\$57,842,831	\$33,345,243	58%
Head Start T&TA	\$585,414	\$120,950	21%
Head Start Duration	\$2,001,636	\$128,448	6%
Early Head Start Basic	\$8,180,224	\$4,836,618	59%
Early Head Start T&TA	\$160,383	\$21,906	14%

The December 2020 credit card balance was \$9,740 for Head Start and \$3,347 for Early Head Start. Rodriguez notes there are savings in personnel costs for HS and EHS and duration expenditures due to COVID-19 related reasons.

Garabedian inquired about the pending COVID-19 related stimulus and if legislation may have an impact on funding allocated to Fresno EOC for our clients. Jonasson explained the legislation is still pending so the full outcome of these funds are still pending and that we are monitoring them for opportunities. She noted that a contract with the County was signed today for us to be assisting with processing utility payments.

Public comment: None heard.

Motion/Second: Robles/Garabedian to accept the Agency and Head Start financial reports presented.

Ayes: Garabedian, Bonner, Martinez, Robles

Nays: None heard

5. 2021 HEALTH SERVICES SLIDING FEE SCALE

A. 2021 Health Services Sliding Fee Scale

Heinricy presented the annual update to the sliding fee used to determine client payments within the health clinic. The majority of our patients are eligible for F-PACT and do not have to pay for services. Discussion took place on how minimum wage affects families based on differences between the federal and state guidelines. Due to the higher minimum wage within the State of California, individuals and families living in poverty may not qualify for vital services due to the lower restrictions of the Federal poverty guidelines. Jonasson noted that obtaining a separate poverty guideline for California or working to increase the Federal guidelines is a legislative priority for the Agency. It was noted that Health Services is following the federal poverty guidelines, as required by our funding.

Public comment: None heard.

Motion/Second: Robles/Martinez to approve the Health Services sliding fee scale.

Ayes: Garabedian, Bonner, Martinez, Robles

Nays: None heard

6. HHS HEAD START 0-5 MONITORING STATUS UPDATE

A. HHS Head Start 0-5 Monitoring Status Update

Recap on improvement plan to correct three deficiencies in Fresno EOC's Head Start program with HHS. Three actions have happened since the QIP status was last shared: 1) A letter was sent confirming Fresno EOC will provide payment of \$1,941,814 to eliminate any and all federal interest within the FEP facility, 2) The technical training assistance sessions provided by Head Start in four sessions completed, and 3) New policies and procedures are being implemented and monitored.

Public comment: None heard

No action required.

7. FUNDING LIST

A. Funding List

Heinricy presented the funding list as of January 1, 2021 reflecting all funding currently awarded rather than a twelve-month amount. The current listing shows \$211.9 million with significant changes in awarded funding from prior periods including:

Increases from Head Start 0-5 going from 12 months to 18 months - \$30,478,612; Energy Services additional 2021 LIHEAP and CARES funds - \$9,407,079; new COVID Equity - \$2,560,671; new 2021 CSBG - \$1,911,934; new Advance Peace - \$1,141,000; new DAWN - \$1,000,000; new LGBTQ Sierra Health Foundation - \$1,000,000

Public comment: None heard

No action required.

8. NON-COMPETITIVE PROCUREMENT

A. Non-Competitive Procurement

Rodriguez presented the Non-Competitive Procurement. A school bus was purchased through Creative Bus Sales using funding received from the No Kids Hungry Campaign "Share Our Strength". The bus is being retrofitted and not yet in operation, but will be used to deliver meals to low-income youth ages 18 and under in rural communities of Fresno County. An art contest to decorate the bus will be held.

Public comment: None heard

No action required.

9. HEALTH INSURANCE REPORT

A. Health Insurance Report

Warnes, Assistant Finance Director, presented the Health Insurance Report as of December 31, 2020. Warnes reported the ending fund balance is \$3,912,474, which is an increase of \$1 million. Premium increases are generally made annually of around 4-5% due to rising health care costs. Expenses include \$6.2 million in health claims and almost \$2.0 million in prescription claims. Garabedian noted that the reserve has now stabilized at the desired level.

Public comment: None heard
No action required.

10. INVESTMENT REPORT

A. Investment Report

Warnes presented the Investment Report as of December 31, 2020. Total investments are \$4.1 million with the majority being invested in CDs. We are investing in short-term CDs due to the lower investment rates of return currently available. By keeping shorter investment terms, we will be better positioned to invest in higher rates as they become available.

Public comment: None heard
No action required.

11. VARIANCE REPORTS

Heinricy presented the variance report as of December 31, 2020.

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

Heinricy highlighted programs presented, program staff available for questions, and asked if there were any questions on the reports provided. No questions were heard.

Public comment: None heard
No action required.

12. OTHER BUSINESS

- Next Meeting: Wednesday, March 10, 2021 at 12:00 PM

Public comment: None heard
No action required.

13. PUBLIC COMMENTS

None.

14. ADJOURNMENT

Garabedian adjourned meeting at 12:39PM.

Respectfully submitted,

Charles Garabedian, Chair



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Finance
Agenda Item #: 12A2	Director: Rebecca Heinricy
Subject: Financial Reports	Officer: Jim Rodriguez

Recommended Action

The Finance Committee recommends acceptance for full Board consideration of the interim consolidated financial statements as of January 2021 as well as acceptance of the financial status report for the Head Start 0-5 program as of January 2021.

Background

In accordance with the Agency's bylaws, the Finance Committee shall advise in the preparation and administration of the operating budget and oversee the administration, collection, and disbursement of the financial resources of the organization. Additionally, the Treasurer is to ensure the commissioners understand the financial situation of the organization, which includes ensuring that financial statements for each month are available for each meeting of the Board of Commissioners. Monthly financials for Fresno EOC (consolidated) and for Head Start are provided for review and acceptance.

Fiscal Impact

(A) Agency Statement of Activities and Statement of Financial Position:

As of January 31, 2021, the Agency had preliminary revenue of \$11,332,095 million, including \$2.6 million of in-kind contributions, and net operating surplus of \$141,671. In comparison, the Agency had revenue of \$10,485,942 million including in-kind of \$3.1 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of January 2021. The 18 month grant period is 72% complete.

(C)

Program Area	% of budget	Notes
Head Start – Basic	63%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.
Head Start – Training & Technical Assistance (T&TA)	28%	COVID impacted planned training.

Program Area	% of budget	Notes
Duration	7%	Funds are underspent due to updates to site selection, pending 1303 approval from HHS for Clinton/Blythe, and fee/permit delays in the installation of the Dakota Circle modular building.
Early Head Start – Basic	64%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.
Early Head Start – T&TA	15%	COVID impacted planned training.

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 First Month Period Ended January 31, 2021 and 2020

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2020	ACTUAL JANUARY 2021	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2020	ACTUAL JANUARY 2020	ACTUAL 2021 vs 2020 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 82,029,680	\$ 6,493,168 8%	\$ 75,536,512	73,880,314	\$ 5,415,845	1,077,322
GRANT REVENUE - LENDING CAPITAL	-	-	-	438,674	-	-
CHARGES FOR SERVICES	16,426,275	1,869,986 11%	14,556,289	17,473,531	1,390,023	479,962
OTHER PROGRAM REVENUE	3,536,400	202,781 6%	3,333,619	3,147,836	392,900	(190,119)
CONTRIBUTIONS	69,685	19,675 28%	50,010	187,423	4,415	15,259
MISCELLANEOUS INCOME	219,265	11,929 5%	207,336	319,067	7,004	4,925
INTEREST & INVESTMENT INCOME	96,000	1,826 2%	94,174	138,432	953	873
AFFILIATE INTEREST INCOME	977,720	93,781 10%	883,939	938,448	10,609	83,172
RENTAL INCOME	1,256,595	15,939 1%	1,240,656	1,284,203	105,631	(89,692)
TOTAL CASH REVENUE	\$ 104,611,620	\$ 8,709,084 8%	\$ 95,902,536	\$ 97,807,928	\$ 7,327,382	1,381,702
IN KIND REVENUE	\$ 32,991,055	\$ 2,623,012 8%	\$ 30,368,043	22,057,737	\$ 3,158,560	(535,548)
TOTAL REVENUE & SUPPORT	137,602,675	11,332,095 8%	126,270,580	119,865,666	10,485,942	846,154
EXPENDITURES						
PERSONNEL COSTS	\$ 66,198,180	\$ 6,367,282 10%	\$59,830,898	59,374,528	\$ 4,873,659	1,493,623
ADMIN SERVICES	5,810,400	159,592 3%	5,650,808	4,977,874	278,826	(119,234)
PROFESSIONAL SERVICES - AUDIT	103,915	1,822 2%	102,093	83,844	3,936	(2,115)
CONTRACT SERVICES	11,712,675	591,375 5%	11,121,300	6,078,354	599,089	(7,714)
FACILITY COSTS	5,345,730	384,989 7%	4,960,741	5,646,226	467,842	(82,853)
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	109,513 4%	2,581,662	1,550,013	200,601	(91,087)
EQUIPMENT COSTS	1,717,700	62,823 4%	1,654,877	1,163,027	67,972	(5,149)
DEPRECIATION - AGENCY FUNDED	345,000	29,772 9%	315,228	361,861	32,256	(2,484)
OFFICE EXPENSE	1,877,600	153,131 8%	1,724,469	3,551,960	147,639	5,492
INSURANCE	804,060	64,578 8%	739,482	736,437	63,799	779
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	662,897 9%	6,962,983	8,310,778	571,064	91,833
INTEREST EXPENSE	145,275	4,209 3%	141,066	209,247	2,929	1,280
OTHER COSTS	234,030	1,336 1%	232,694	438,275	7,868	(6,532)
TOTAL CASH EXPENDITURES	\$ 104,611,620	\$ 8,593,318 8%	\$ 96,018,302	92,482,424	\$ 7,317,479	1,275,839
IN KIND EXPENSES	\$ 32,991,055	\$ 2,623,012 8%	\$ 30,368,043	\$ 22,057,737	\$ 3,158,560	(535,548)
TOTAL EXPENDITURES	137,602,675	11,216,330 8%	126,386,345	114,540,161	10,476,039	740,291
OPERATING SURPLUS (DEFICIT)	\$ -	\$ 115,765	\$ (115,765)	\$ 5,325,505	\$ 9,902	105,863
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		25,906	(25,906)	366,531	-	25,906
NET SURPLUS (DEFICIT)	\$ -	141,671	(141,671)	\$ 5,692,036	\$ 9,902	131,769

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

	2021	2020	Differences
ASSETS			
CASH & INVESTMENTS	\$ 19,243,239	\$ 11,912,190	\$ 7,331,049
ACCOUNTS RECEIVABLE	12,880,762	12,469,738	411,024
PREPAIDS/DEPOSITS	380,240	269,949	110,290
INVENTORIES	230,089	155,256	74,833
PROPERTY, PLANT & EQUIPMENT	13,578,048	15,099,897	(1,521,848)
NOTES RECEIVABLE (net)	16,362,285	13,259,384	3,102,901
TOTAL ASSETS	\$ 62,674,663	\$ 53,166,414	\$ 9,508,249
LIABILITIES			
ACCOUNTS PAYABLE	\$ 2,869,290	\$ 2,642,080	\$ 227,210
ACCRUED PAYROLL LIABILITIES	9,289,915	1,796,137	7,493,778
DEFERRED REVENUE	1,131,579	500,716	630,864
NOTES PAYABLE	12,282,211	12,899,272	(617,062)
HEALTH INSURANCE RESERVE	4,178,631	2,760,436	1,418,195
OTHER LIABILITIES	2,295,127	2,295,127	0
TOTAL LIABILITIES	\$ 32,046,752	\$ 22,893,768	\$ 9,152,984
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 141,671	\$ 9,902	\$ 131,769
UNRESTRICTED NET ASSETS	17,490,743	16,431,962	1,058,781
REVOLVING LOAN FUND	2,788,197	2,788,197	0
INVESTMENT IN GENERAL FIXED ASSETS	10,207,299	11,042,586	(835,286)
TOTAL FUND BALANCE	\$ 30,627,910	\$ 30,272,646	\$ 355,264
TOTAL LIABILITIES AND FUND BALANCE	\$ 62,674,663	\$ 53,166,414	\$ 9,508,248

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
January 31, 2021

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$31,872,767	\$1,616,183	\$18,472,561	\$13,400,206				
Fringe Benefits	12,210,971	854,485	8,602,560	3,608,411				
Total Personnel	44,083,738	\$2,470,668	27,075,121	17,008,617				
Travel	16,465	-	15	16,450	-	-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	2,238,335	149,629	2,252,080	(13,745)	43,156	23,063	36,368	6,788
Contractual	1,459,026	184,539	1,469,419	(10,393)	468	-	114	354
Facilities / Construction								
Other:								
Food Cost	1,561,118	100,811	747,750	813,368				
Transportation	870,158	12,204	395,740	474,418				
Staff Mileage	329,661	16,675	167,328	162,333				
Field Trips, including Transportation	52,175	100	6,690	45,485				
Space	1,123,247	148,013	980,871	142,376				
Utilities / Telephone / Internet	747,387	-	396,785	350,602				
Publication/Advertising/Printing	63,252	-	40,150	23,102				
Repair/Maintenance Building	707,555	31,248	254,545	453,010				
Repair/Maintenance Equipment	146,850	826	97,917	48,933				
Property & Liability Insurance	231,669	12,547	156,100	75,569				
Parent Involvement / CWPC	118,289	624	11,572	106,717				
Other Costs*	124,712	(23,328)	71,304	53,408				
Staff & Parent Training					514,562	18,453	117,547	397,015
Total Direct Charges	\$53,873,637	\$3,104,556	34,123,387	\$19,750,250	\$558,186	41,517	\$154,029	\$404,157
Total Indirect Charges	\$3,969,194	\$232,842	\$2,559,254	\$1,409,940	\$27,228	\$3,114	\$11,552	\$15,676
Total Federal Expenditures	\$57,842,831	\$3,337,398	36,682,641	\$21,160,190	\$585,414	44,631	\$165,581	\$419,833
% of Annual Budget Expended to Date			63%				28%	
Non-Federal Share	\$13,880,375	\$0	\$6,336,310	\$7,544,065	\$146,354	\$11,158	\$41,395	\$104,959

Credit Card Expenses: Credit card statement dated 1/1/21 - 1/31/21
January 2021 expenses

Staff training	\$	18,090	Teaching Strategies - Teacher training and education
Parent Engagement Supplies		1,101	Scholastic Inc - young children's books
Program Supplies		217	Target.com - children's consumables (diapers, wipes)
Contract Services - Facility repair		228	Azuga - vehicle tracking for Support Services vehicles
	\$	19,636	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
January 31, 2021

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
Total Personnel	\$0	\$0	\$0	\$0
Travel	-	-	-	-
Equipment*	94,000	-	-	94,000
Supplies	366,376	483	21,895	344,481
Contractual	429,400	19,417	109,491	319,909
Facilities / Construction	1,057,160	-	-	1,057,160
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	54,700	524	17,487	37,213
Staff & Parent Training	-	-	-	-
Total Direct Charges	2,001,636	\$20,425	\$148,873	\$1,852,763
Total Indirect Charges	\$0	-	\$0	\$0
Total Federal Expenditures	\$2,001,636	\$20,425	\$148,873	\$1,852,763
% of Annual Budget Expended to Date			7%	
Non-Federal Share	-	-	-	-

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
January 31, 2021

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$4,813,590	\$226,877	\$2,929,590	\$1,884,000	\$44,714	\$0	\$0	\$44,714
Fringe Benefits	1,171,725	\$102,889	1,026,383	145,342	11,608	\$0	-	11,608
Total Personnel	5,985,315	329,766	3,955,973	2,029,342	56,322	-	-	56,322
Travel	-	\$0	-	-	-	\$0	-	-
Equipment*	-	\$0	-	-	-	\$0	-	-
Supplies	359,940	\$10,180	239,059	120,881	1,500	\$125	125	1,375
Contractual	180,640	\$14,199	202,152	(21,512)	128	\$0	26	102
Facilities / Construction	616,000	\$0	-	616,000				
Other:								
Food Cost	68,193	\$3,474	172,361	(104,168)				
Transportation	5,057	\$542	4,693	364				
Staff Mileage	37,680	\$1,298	13,149	24,531				
Field Trips, including Transportation	-	\$0	-	-				
Space	154,342	\$6,685	149,082	5,260				
Utilities / Telephone / Internet	101,576	\$9,333	95,124	6,452				
Publication/Advertising/Printing	5,640	\$0	4,565	1,075				
Repair/Maintenance Building	77,484	\$1,922	13,633	63,851				
Repair/Maintenance Equipment	18,150	\$0	1,447	16,703				
Property & Liability Insurance	30,011	\$1,963	21,507	8,504				
Parent Involvement / CWPC	4,630	\$1,156	1,777	2,853				
Other Costs*	8,389	\$2,209	7,384	1,005				
Staff & Parent Training					94,973	\$1,500	21,852	73,121
Total Direct Charges	\$7,653,047	382,726	4,881,906	\$2,771,141	\$152,923	\$1,625	\$22,003	\$130,920
Total Indirect Charges	\$527,177	\$28,705	\$366,143	\$161,034	\$7,460	\$122	\$1,650	\$5,810
Total Federal Expenditures	\$8,180,224	\$411,431	\$5,248,049	\$2,932,175	\$160,383	\$1,747	\$23,653	\$136,730
% of Annual Budget Expended to Date			64%				15%	
Non-Federal Share	\$2,045,056	\$102,858	\$1,312,012	\$733,044	\$40,095	\$437	\$5,913	\$34,183

Credit Card Expenses: Credit card statement dated 1/1/21 - 1/31/21			
January 2021 expenses			
Grand Socialization	\$	634	Noodle Soup - Costco - children consumables, grand socialization items
Program - Miscellaneous		586	Target - children consumables (diapers, wipes)
Supplies		95	BLT LD Prodeucts - printer cartridges
Program Supplies - Kitchen		778	Amazon - children safety locks
Program Supplies - Medical		343	Noodle soup- children consumables
Socialization & Home Visits Supplies		1349	Amazon - children safety locks
Program Supplies - Disposables		611	Noodle soup- children consumables
Contract Services - Facility Repair		25	AZUGA - Vehicle Tracking Maintenance support vehicle
Parent Engagement Supplies		1,156	Smart and Final - Staff Recognition
	\$	5,577	



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Head Start
Agenda Item #: 12A3	Director: Rosa Pineda; Nidia Davis
Subject: HHS Head Start 0-5 Monitoring Status Update	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board apprised on the status of the work performed for the Quality Improvement Plan in response to the receipt of the Focus Area 2 monitoring review report for the Head Start 0-5 program.

U.S. Department of Health and Human Services (HHS) – Administration for Children and Families (ACF) Head Start conducted a follow-up review on the Focus Area 2 monitoring during the week of October 15-18, 2019. A quality improvement plan (QIP) was submitted to HHS for the three noted deficiencies involving the facilities cost associated with the 1900/1920 Mariposa Mall property, commonly referred to as Fresno Executive Plaza (FEP), and the reporting of Federal Interest therein. The three areas cited are internal control, budget, and facility reporting.

The corrective action period for the QIP ended February 28, 2021.

The following actions have occurred since the QIP was presented:

- Payment of \$1,941,814 was remitted to HHS to remove the Federal Interest within the 1920 FEP building.
- Based on additional guidance received from Region IX, additional updates were made to the Accounting Policies & Procedures manual, as approved at the February executive committee and board meetings.
- Training has been provided on the newly approved policy and procedures which have also been implemented and monitored.
- HHS notified us on February 25, 2021 that they will perform a virtual follow-up monitoring review to assess correction of the deficiencies. This review took place from Wednesday, March 3, 2021 to Thursday, March 4, 2021.



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Finance
Agenda Item #: 12A4	Director: Rebecca Heinricy
Subject: Non-competitive procurements	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Committee apprised on any procurements made through a non-competitive procurement process.

In accordance with the Accounting Policies and Procedures Manual, Noncompetitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Noncompetitive procurement (purchases and contracts) are only permissible in the following circumstances (2 CFR 200.320 [f]):

- An emergency exists that does not permit delay,
- Only one source of supply is available,
- If the awarding agency expressly authorizes noncompetitive proposals in response to a written request from the Agency,
- Or after solicitation of a number of sources, competition is determined to be inadequate.

The key requirement for the use of noncompetitive procurement is that the other methods of procurement are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards is to be made to the Board of Commissioners.

Vendor	Purpose	Amount	Justification
Teaching Strategies	Head Start – Creative Curriculum training for teachers which is a continuation of the curriculum currently used.	\$18,090	Only one source of supply is available for this training for this curriculum.



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Finance
Agenda Item #: 12A5	Director: Rebecca Heinricy
Subject: Health Insurance Report	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Committee apprised on the financial status of the Agency's self-funded health insurance plan.

As of January 31, 2021, the health insurance reserve is at \$4.2 million, which covers approximately 4.4 months of average expenditures. To date, contributions from programs and employees for 2021 total \$1,155,130 while the Fund paid out \$941,773 in expenses. A report on the January COVID-19 health claims to be funded by CSBG CARES is pending from our third-party administrator. The health insurance report is included for reference.

Changes to the health insurance plan in 2019 through 2021 include:

- Effective January 2019: 5% increases in Employer and Employee premiums, and increase the coverage of preventive dental procedures from 80% to 100%.
- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Below table presents a sample of the 2021 monthly health insurance premium tier rates. Rates vary depending on the type of coverage selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 594	\$ 108	\$ 702
EE +Child(ren)	\$ 1,074	\$ 192	\$ 1,266
EE + Family	\$ 1,428	\$ 258	\$ 1,686
EE + Spouse	\$ 1,194	\$ 210	\$ 1,404

FRESNO EOC

HEALTH INSURANCE FUND REPORT

THROUGH JANUARY 31, 2021

	2021			2020		
	January	YTD totals Jan - Dec	Mo. Avg. Prev 12 mos	YTD totals Jan - Dec	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
Beginning Fund Balance	3,965,274					
<u>Income</u>						
Agency Contributions	872,002	872,002	872,002	764,269	10,059,937	838,328
Additional Agency Contr.	-	0	0	0	65,197	5,433
Employee Contributions	283,128	283,128	283,128	169,247	1,755,815	146,318
Total Income	1,155,130	1,155,130	1,155,130	933,516	11,880,949	990,079
<u>Expenses</u>						
Health Claims Paid	501,519	501,519	501,519	522,608	6,167,636	513,970
Dental Claims Paid	71,633	71,633	71,633	40,011	546,628	45,552
Prescriptions Paid	210,323	210,323	210,323	199,983	1,982,823	165,235
Vision Claims Paid	13,825	13,825	13,825	10,011	97,955	8,163
Stop Loss Premiums	89,987	89,987	89,987	112,415	1,362,007	113,501
Stop Loss Claims	0	0	0	(41,995)	(171,193)	(14,266)
Life Insurance Premiums	13,900	13,900	13,900	14,653	173,409	14,451
Pinnacle	14,462	14,462	14,462	14,626	176,507	14,709
Blue Cross	14,970	14,970	14,970	15,155	184,254	15,355
Benefits Consultant	6,917	6,917	6,917	7,722	92,979	7,748
Employee Assist. Program	1,877	1,877	1,877	1,876	22,518	1,877
Preferred Chiropractors	1,005	1,005	1,005	783	9,299	775
Other Expenses	1,355	1,355	1,355	2,179	19,977	1,665
ACA Fees		0	0	0	5,220	435
Total Expenses	941,773	941,773	941,773	900,027	10,670,019	889,168
Current Fund Activity (net)	213,357	213,357	213,357	33,489	1,210,930	100,911
Ending Fund Balance	4,178,631	4,178,631				
<u>Enrollment</u>						
Employee only-Traditional	294		294		330	
High-Deduct	57		57		41	
Family coverage-Traditional	416		416		463	
High-Deduct	37		37		28	
Dental coverage only	31		31		36	
Temp/On Call Plan	0		0		0	
Total employees enrolled	835		835		898	
Total dependants covered						
Average contributions per employee	1,383		1,383		1,103	
Average expenses per employee	1,128		1,128		990	

Estimated # months funded: 4.4



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Health Services
Agenda Item #: 12A6	Director: Jane Thomas
Subject: Variance Reports	Officer: Jim Rodriguez

Background

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

The following prepared financial analysis reports will be presented:

- Health Services –variance repots for this program group are split between this meeting and the meeting in April.

FINANCE OFFICE INTEROFFICE MEMO

DATE: FEBRUARY 25, 2021
TO: JANE THOMAS
CC: EMILIA REYES, MICHELLE TUTUNJIAN, JIM RODRIGUEZ,
FROM: REBECCA HEINRICY
SUBJECT: HEALTH SERVICES VARIANCE REPORT – JANUARY 2021

Adolescent Family Life Planning (AFLP):

Revenue: Funding from California Department of Public Health is budgeted at \$597,333 for the period of July 1, 2020 to June 30, 2021.

Expenses: Grant expenses are \$256,149, which is 43% of budget. Personnel costs account for 73% of the total budget. Project performance period is 58% complete.

Observations: This program is operating slightly under budget due to the impact of COVID-19 on line items such as travel and travel related costs. Personnel is slightly below budget due to a vacancy that is now filled. Line item variances within a category are permitted as long as the combined budget for the category is not exceeded.

CA Prep Program:

Revenue: Funding from California Department of Public Health is budgeted at \$400,000 and is from July 1, 2020 to June 30, 2021. This grant works to decrease teenage pregnancy, to create clinical linkages to participants for family planning, and to increase community support in the development of healthy youth and their reduction of risky sexual behaviors.

Expenses: YTD expenses are \$199,297, which is 50% of budget. Project period is 58% complete.

Observations: Overall, this program is operating at budget. COVID-19 has impacted line items such as travel and training.

Dental Sealant Grant:

A grant was awarded by the County of Fresno's Department of Public Health to implement a school-based sealant program of \$520,000 for a grant period from January 7, 2020 through June 30, 2022. The budget for the period of July 1, 2020 – June 30, 2021 is \$243,357.

Expenses: YTD grant expenses are \$116,739, which is 48% of the budget. Program period is 58% complete.

Observations: Overall, this program is operating slightly under budget. If any funds are not utilized during this term, then they will be available for carry forward into the next fiscal period.

PREIS – Digital Initiative for Youth (DIY) Program:

Revenue: Grant award from the Family & Youth Services Bureau's Adolescent Pregnancy Prevention Program is for a grant period of five years from September 30, 2016 – September 30, 2021 and is for approximately \$1.4 million. Funding allocated for the period of September 30, 2020 – September 29, 2021 is \$261,757. The purpose of this grant is to implement and evaluate effective educational services to prevent teen pregnancy among the targeted youth population.

Expenses: YTD grant expenses are \$74,821, which is 29% of the budget. Program period is 33% complete.

Observations: Overall, this program is operating slightly below budget. While utilities is in excess of the year-to-date budget, this overage is offset by other line items which are under budget. Current year funding is anticipated to be fully utilized.

GLOW! Group Prenatal Care:

Revenue: Funding from First 5 Fresno County for \$200,000 is awarded for the period from July 1, 2020 to June 30, 2021.

Expenses: YTD grant expenses are \$80,681, which is 40% of the budget. Program period is 58% complete.

Observations: Grant is operating below budget due to a low turnout of clients. Cohorts have been scheduled. Procurement of materials and supplies will occur in March.

In Home Care Service (97400):

A grant was awarded by the County of Fresno's Department of Public Health to implement a home visit based health services program to serve parents of children 0-5 to include developmental screenings. Funds of \$275,000 for the period of July 1, 2020 – June 30, 2021 were awarded.

Expenses: YTD grant expenses are \$118,482, which is 43% of the budget. Program period is 58% complete.

Observations: Overall, this program is operating slightly under budget due the time needed to get a new program implemented and operating. Equipment expenditures are higher due to the items needed to support the start of operations.

State of California Department of Public Health – Rural Tobacco (91000):

Funding Period: July 1, 2020 to June 30, 2021

Revenue: The grant award is \$208,946.

Expenses: Grant expenses are \$103,800, which is 50% of budget. The project period is 58% complete.

Observations: Travel and training expenses are lower due to the impact of COVID-19. The expense for the evaluation consultant occurs at the end of the grant cycle. The paid media is being developed

although it has not yet been invoiced. Purchases of incentives has been delayed as the pandemic has decreased the availability of the desired items. Additionally, a budget modification will be completed to ensure full utilization of all funds.

Fresno County Department of Public Health - (91002):

Funding Period: July 1, 2020 to June 30, 2021

Revenue: The grant award is \$144,000.

Expenses: Grant expenses are \$54,860, which is 38% of budget. The project period is 53% complete.

Observations: This project is currently operating under budget. A budget modification for this program is pending approval by the Board of Supervisors. The submitted budget modification increases the budget for community advocates stipend from cost savings in the other line items.

AFLP Program
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021

Project ID # 86000

CONTRACT TIME LAPSED:

58.33%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
REVENUE:	597,333	256,149	341,184	42.88%
TOTAL REVENUE	597,333	256,149	341,184	42.88%
Expenditures:				
Salaries	309,607	153,138	156,469	49.46%
Fringe	127,013	56,889	70,124	44.79%
Payroll Accrual				
1. TOTAL PERSONNEL	436,620	210,027	226,593	48.10%
2. OPERATING EXPENSES				
1. Travel	36,343	2,204	34,139	6.06%
2. Training	3,000	0	3,000	0.00%
3. General Expense	14,107	10,395	3,712	73.69%
4. Communication/Software	6,000	3,884	2,116	64.74%
5. Space/Rent Lease	30,000	11,768	18,232	39.23%
6. Minor Equipment	5,000	0	5,000	0.00%
7. Audit	716	275	441	38.41%
3. OTHER COSTS				
1. Educational Materials	4,800	0	4,800	0.00%
2. Outreach Materials	4,000	286	3,714	7.16%
3. Client Support Materials	20,000	566	19,434	2.83%
4. Participant Travel/Transportation	4,000	960	3,040	24.00%
4. INDIRECT (7.5%) *	32,747	15,783	16,963	48.20%
Total Non-Personnel	160,713	46,122	114,591	28.70%
Total Expenditures	597,333	256,149	341,184	42.88%
Net Income (Loss)	0	0		

* To include Indirect costs allocated in accordance with the Indirect cost rate approved by the
U.S. Department of Health & Human services at 7.5% of total personnel costs

CA Prep Program
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021

Project ID # 97500

CONTRACT TIME LAPSED:

58.33%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
REVENUE:	400,000	199,297	200,703	49.82%
TOTAL REVENUE	400,000	199,297	200,703	49.82%
Expenditures:				
Salaries	215,771	107,982	107,789	50.04%
Fringe	79,685	38,165	41,520	47.89%
Payroll Accrual				
1. TOTAL PERSONNEL	295,456	146,147	149,309	49.46%
2. OPERATING EXPENSES				
1. Travel	4,000	854	3,146	21.35%
2. Training	1,000	0	1,000	0.00%
3. General Expense	17,139	11,795	5,344	68.82%
4. Space/Rent Lease	26,160	16,450	9,710	62.88%
5. Audit Expense	427	213	214	50.00%
3. OTHER COSTS				
1. Incentives for Completers	11,500	2,000	9,500	17.39%
4. INDIRECT (15% of Salaries and Benefit)	44,318	21,838	22,480	49.28%
Total Non-Personnel	104,544	53,150	51,394	50.84%
Total Expenditures	400,000	199,297	200,703	49.82%
Net Income (Loss)	0	0		

School Based Sealant Program
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021

Project ID # 97160

CONTRACT TIME LAPSED:

58%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:	243,357	116,739	126,618	48%
TOTAL REVENUE	243,357	116,739	126,618	48%
Expenditures:				
Salaries	129,268	64,440	64,828	50%
Fringe	37,488	20,714	16,774	55%
TOTAL PERSONNEL	166,756	85,154	81,602	51%
OPERATING EXPENSES				
1. Space/Rent	12,000	7,000	5,000	58%
2. Communications	7,200	2,699	4,501	37%
3. Printing	2,400	0	2,400	0%
4. Office Supplies	9,633	189	9,444	2%
5. Travel	3,438	0	3,438	0%
OTHER COSTS				
2. Audit Expense	242	114	127	47%
INDIRECT (25% of personnel costs)	41,689	21,582	20,107	52%
Total Non-Personnel	76,602	31,585	45,017	41%
Total Expenditures	243,357	116,739	126,619	48%

Fresno County Economic Opportunities Commission**Program: PREIS Grant****Contract Term: 9/30/2020 - 9/29/2021****Project # 97100****Monthly Variance as of: Jan-21****Period Complete: 33%**

Budget Category	Budget	YTD Actual	Budget Balance	Actual- % used of Budget
Revenue	261,757	74,821	186,936	29%
TOTAL	\$ 261,757	\$ 74,821	\$ 186,936	29%
Salary & Fringe:				
Salaries	116,973	48,113	68,860	41%
Fringe/Benefits	40,482	13,791	26,691	34%
TOTAL	\$ 157,455	\$ 61,903	\$ 95,552	39%
Operational Expenses				
Out of State Travel	6,000	-	6,000	0%
Training/conference Fees	1,000	-	1,000	0%
Office Supplies	7,000	-	7,000	0%
Facility Rent	20,304	2,832	17,472	14%
Security System	1,800	-	1,800	0%
Utilities	6,439	2,516	3,923	39%
Telephone/Internet	10,403	1,240	9,163	12%
Janitorial & Supplies	4,600	-	4,600	0%
Insurance	2,037	171	1,866	8%
Audit	307	83	224	27%
Mileage	5,172	672	4,500	13%
Leased Copier	3,000	189	2,811	6%
Incentives	15,000	-	15,000	0%
Food for Participants	3,000	-	3,000	0%
TOTAL	\$ 86,062	\$ 7,703	\$ 78,359	9%
Indirect Charges:				
Admin. @ 7.5% *	18,240	5,214	13,026	29%
TOTAL	\$ 18,240	\$ 5,214	\$ 13,026	29%
TOTAL COSTS	\$ 261,757	\$ 74,821	\$ 186,936	29%

* To include Indirect costs allocated in accordance with the Indirect cost rate approved by the U.S. Department of Health & Human services at 7.5% of total direct costs

GLOW Program
Monthly Progress Report
 As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021

Project ID # 93520

CONTRACT TIME LAPSED:

58%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:	200,000	80,681	119,319	40%
TOTAL REVENUE	200,000	80,681	119,319	40%
Expenditures:				
Salaries	113,494	59,771	53,723	53%
Fringes	35,891	15,197	20,694	42%
TOTAL PERSONNEL	149,385	74,968	74,417	50%
OPERATING EXPENSES				
1. Facilities Cost	223	90	133	40%
PROGRAM EXPENSES				
Material and Supplies	36,454	0	36,454	0%
INDIRECT (7.5%) *	13,938	5,623	8,315	40%
Total Non-Personnel	50,615	5,713	44,902	11%
Total Expenditures	200,000	80,681	119,319	40%

In Home Care Service Program
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021

Project ID # 97400

CONTRACT TIME LAPSED:

58%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
TOTAL REVENUE	275,000	118,482	156,518	43%
Expenditures:				
Salaries	155,259	73,709	81,550	47%
Fringe	66,864	21,369	45,495	32%
1. TOTAL PERSONNEL	222,123	95,078	127,045	43%
2. OPERATING EXPENSES				
1. Communications	6,308	2,875	3,433	46%
2. Office Supplies	1,000	344	656	34%
3. Printing	500	0	500	0%
4. Postage	300	0	300	0%
5. Equipment	4,500	3,463	1,037	77% pu
6. Travel	3,250	1,160	2,090	36%
7. Training	900	0	900	0%
3. OTHER COSTS				
1. Audit Expenses	287	123	164	43%
4. INDIRECT (15% of direct expense)	35,832	15,438	20,394	43%
Total Non-Personnel	52,877	23,403	29,474	44%
Total Expenditures	275,000	118,482	156,518	43%

TOBACCO PROGRAM
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020- June 30, 2021
Project ID # 91000
CONTRACT TIME LAPSED:
58.33%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
CALIF. DEPT. OF PUBLIC HEATH	208,946	103,800	105,146	50%
Expenditures:				
Salaries	100,932	63,997	36,935	63%
Fringe	44,304	25,990	18,314	59%
TOTAL PERSONNEL	145,236	89,987	55,249	62%
OPERATING EXPENSES				
Space Rent	3,994	2,574	1,420	64%
Office Supplies	1,200	94	1,106	8%
Communications	1,320	903	417	68%
Postage	180	0	180	0%
Printing	400	88	312	22%
Duplicating	1,750	0	1,750	0%
Audit	233	116	117	50%
Total Operating Costs	9,077	3,774	5,303	42%
Equipment				
Equipment	1,177	1,076	101	91%
Travel/Per Diem				
Project Travel/Training	3,498	1,411	2,087	40%
CTCP Training	7,768	0	7,768	0%
Required CTCP Training	482	0	482	0%
Total Travel/Per Diem	11,748	1,411	10,337	12%
Evaluation Consultation				
Evaluation Consultation	12,540	0	12,540	0%
Program Costs				
Educational Materials	940	6	934	1%
Incentives	3,428	0	3,428	0%
Paid Media	10,000	0	10,000	0%
Booth Rental/Facilities Fees	100	0	100	0%
Total Program Costs	14,468	7	14,461	0%
Indirect Cost				
Federally Approved ICR @ 7.5%	14,550	7,228	7,322	50%
Insurance	50	317	(267)	634%
Water	100	0	100	0%
	14,700	7,545	7,155	51%
Total Non-Personnel	63,710	13,814	49,896	22%
Total Expenditures	208,946	103,800	105,146	50%
Net Income (Loss)	0	(0)	0	

TOBACCO PROGRAM
Monthly Progress Report
As of 1/31/21

Program Period: July 1, 2020 - June 30, 2021
Project ID # 91002
CONTRACT TIME LAPSED:
58.33%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE: Fresno County	144,000	54,860	89,140	38%
Expenditures:				
Salaries	55,150	22,894	32,256	42%
Fringe	21,801	6,758	15,043	31%
TOTAL PERSONNEL	76,951	29,651	47,299	39%
FACILITIES/EQUIPMENT EXPENSES:				
Rent	1,872	1,287	585	69%
Lease Equip	792	51	741	6%
OPERATING EXPENSES				
Telephone/Technology Stipend	4,115	420	3,695	10%
Postage	385		385	0%
Printing/Copying	5,000	98	4,902	2%
Office Supplies/printer/computer/Polo shirts/PPE Supplies	850	444	406	52%
Incentives	1,400	900	500	64%
Educational Materials	850	3	847	0%
Transportation	1,800	15	1,785	1%
Staff Training/Registration	1,200	900	300	75%
Community Advocates Stipends	31,200	17,700	13,500	57%
Social Media/Advertising/Geofencing	6,500	0	6,500	0%
Food	450	0	450	0%
FINANCIAL SERVICES				
Audit	160	51	109	32%
Liability Insurance	429	157	272	37%
Volunteer Insurance				
INDIRECT (7.5%) *	10,046	3,184	6,862	32%
Total Non-Personnel	67,049	25,209	41,840	38%
Total Expenditures	144,000	54,860	89,140	38%
Net Income (Loss)	0	(0)	0	

* To include Indirect costs allocated in accordance with the Indirect cost rate approved by the U.S. Department of Health & Human services at 7.5% of total direct costs

AUDIT COMMITTEE MEETING
Zoom Meeting
December 9, 2020
11:00 AM

MINUTES

1. **CALL TO ORDER**

Daniel Martinez, Audit Committee Chair, called the meeting to order at 11:08 A.M.

2. **ROLL CALL**

Present: Daniel Martinez, Pastor Bruce McAlister, Barigye McCoy, Daniel Parra, Maiyer Vang

Absent: None

3. **APPROVAL OF AGENDA**

Motion by: McAlister **Second by:** McCoy

Ayes: Martinez, McAlister, McCoy, Vang.

Nays: None heard.

Public Comment: None heard.

4. **APPROVAL OF MARCH 4, 2020 MINUTES**

March 4, 2020 Audit Committee Meeting Minutes

Motion by: McCoy **Second by:** Vang

Ayes: Martinez, McAlister, McCoy, Parra, Vang.

Nays: None heard.

Public Comment: None heard

5. **AUDITED FINANCIAL STATEMENTS**

A. School of Unlimited Learning 2019-2020 Audit

Auditor Mersino of Kaku and Mersino LLP shared that the audit is required by the California Department of Education and Fresno Unified School District. Mersino further stated that the financial statements presented fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America. There were no findings.

Motion by: Parra **Second by:** McAlister

Ayes: Martinez, McAlister, McCoy, Parra

Nays: None heard.

Abstain: Vang

Public Comment: None heard.

B. State Child Care Program 2019-2020 Audit

Auditor Mersino shared that the audit is required by the California Department of Education Child Development Division. Mersino further stated that financial statements presented fairly, in all material respects, the financial position of Fresno Economic Opportunities Commission's State Child Care Programs as of June 30, 2020. There were no findings.

C. Urban CTSA 2019-2020 Audit

Auditor Mersino shared that the audit is a requirement of the State Controller's Office and the Fresno Council of Governments. Mersino further stated that the financial statements present fairly, in all material respects, the financial position of Fresno Economic Opportunities Commission's Urban Consolidated Transportation Service Agency, as of June 30, 2020 and 2019.

D. Rural CTSA 2019-2020 Audit

Auditor Mersino shared that the audit is a requirement of the State Controller's Office and the Fresno Council of Governments. Mersino further stated that the financial statements present fairly, in all material respects, the financial position of Fresno Economic Opportunities Commission's Rural Consolidated Transportation Service Agency, as of June 30, 2020 and 2019.

Motion by: Parra **Second by:** McAlister

Ayes: Martinez, McAlister, McCoy, Parra, Vang

Nays: None heard.

Public Comment: None heard.

6. **AUDIT AND TAX SERVICES PROVIDER**

Staff recommended committee approval for the engagement of Hudson Henderson & Company Inc. to perform audit and tax services for Fresno EOC and Fresno CDFI for a three-year contract in the amount of \$97,970 per year.

Motion by: Parra **Second by:** McAlister

Ayes: Martinez, McAlister, McCoy, Parra, Vang

Nays: None heard.

Public Comment: None heard

7. **OTHER BUSINESS**

Wednesday, March 3, 2021 at 12:00 P.M.

8. **ADJOURNMENT**

Motion by: Martinez **Second by:** Vang

Ayes: Martinez, McAlister, McCoy, Parra, Vang

Nays: None heard.

Public Comment: None heard.



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Internal Audit
Agenda Item #: 12B2	Director: Susan Shiomi
Subject: Internal Audit Policies and Procedures	Officer: Jim Rodriguez

Recommended Action

Audit Committee recommends approval for full Board consideration the updated Internal Audit Policies and Procedures.

Background

Periodic updates to the Internal Audit Policies and Procedures manual are required to reflect changes in requirements, regulations, and best practices. This document was drafted in accordance with The Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) Performance Standard 2040, which states that the "chief audit executive must establish policies and procedures to guide the internal audit activity."

The Internal Audit Policies and Procedures manual is updated as needed. The current changes to the manual reflect the change of daily supervision from Chief Executive Officer to Chief Financial Officer.

Fiscal Impact

None

Conclusion

If approved by the Board, Internal Audit will finalize the Internal Audit Policies and Procedures Manual.



Fresno **Economic Opportunities Commission**

INTERNAL AUDIT OFFICE
POLICIES AND PROCEDURES MANUAL

March 3, 2021

INTERNAL AUDIT POLICIES AND PROCEDURES

1. ORGANIZATION AND POLICY

- 1.1 Purpose
- 1.2 Mission
- 1.3 Independence
- 1.4 Responsibility
- 1.5 Audit Plan
- 1.6 Scope
- 1.7 Authority
- 1.8 Standards of Audit Practice

2. TYPES OF AUDIT SERVICES

- 2.1 Compliance Audits
- 2.2 Performance Reviews
- 2.3 Unannounced Audits
- 2.4 External Audit Assistance
- 2.5 Fraud, Waste and Abuse Investigations
- 2.6 Special Reviews
- 2.7 Requests for Internal Audit Services
- 2.8 Non-Audit Services

3. METHOD OF OPERATION AND DOCUMENTATION

- 3.1 Working Papers
- 3.2 Audit Report
- 3.3 Audit Report Distribution
- 3.4 Audit Follow-up
- 3.5 Records Disposition

4. WHISTLEBLOWER POLICY

- 4.1 Objective
- 4.2 Reporting and Responsibility
- 4.3 Acting in Good Faith
- 4.4 Reporting Concerns
- 4.5 Handling Reported Violations
- 4.6 No Retaliation
- 4.7 Confidentiality

5. SPECIFIC AUDITS

- 5.1 Compliance Audits
- 5.2 Performance Reviews
- 5.3 Unannounced Audits
- 5.4 External Audit Assistance

6. NON-AUDIT SERVICES

- 6.1 Commissioner Election/Selection
- 6.2 Pension Committee Employee Representative Election/Selection

1. ORGANIZATION AND POLICY

1.1 PURPOSE

This document establishes the official policies and procedures for the Internal Audit Office within the Fresno Economic Opportunities Commission (Fresno EOC). It explains the purpose, authority and responsibility of the internal audit function, and the duties of the Internal Audit Office.

1.2 MISSION

The mission of the Internal Audit Office is to provide quality audit services in an independent, objective manner to assure financial and operational integrity, accountability, efficiency, effectiveness, and compliance with laws and regulations and agency policies and procedures.

1.3 INDEPENDENCE

Independence is an essential element of objectivity. It is imperative that Internal Auditors maintain independence in appearance as well as in fact. Independence could be compromised if Internal Auditors participate directly in the development, installation, preparation or reconstruction of accounting systems, data, or records, or by engaging in activities that would normally be reviewed by Internal Auditors. Thus, Internal Auditors will serve only in an advisory capacity in performing their engagements.

To provide for independence, the Internal Audit Director will communicate and interact directly with the Chief ~~Financial~~Executive Officer for daily supervision and the Audit Committee, a sub-committee of the Board of Commissioners for direction. The Internal Audit Director will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

1.4 RESPONSIBILITY

The Internal Audit Office has responsibility to:

- Develop a flexible, risk-based annual plan of Internal Audit Office work.
- Implement the approved annual audit plan.
- Evaluate governance and risk management related to operations at Fresno EOC consistent with Internal Audit Policies and Procedures and with the approved Annual Audit Plan. This may include evaluating significant new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- Report significant issues related to governance and risk management related to operations at Fresno EOC, including potential improvements, and provide information concerning such issues all the way through to resolution.
- Maintain a professional Internal Audit staff with sufficient knowledge, skills, and other competencies to meet the requirements of the policies and procedures stated in this document.
- Periodically provide information to the Chief ~~Financial~~Executive Officer and Audit Committee on Internal Audit Office activities and results relative to the Annual Audit Plan, as well as the sufficiency of the Internal Audit Office resources.
- Inform the Chief ~~Financial~~Executive Officer and Audit Committee of significant emerging trends and successful practices in Internal Auditing.

- Report the most critical issues to the Audit Committee, along with management's progress toward resolving them. Critical issues typically have a reasonable likelihood of causing substantial financial or reputation damage to Fresno EOC. For complex issues, the responsible manager may participate in the discussion. Such reporting is critical to ensure the function is respected, that the proper "tone at the top" exists in the organization, and to expedite resolution of such issues.

Opportunities for improving Fresno EOC operations may be identified by the Internal Audit Office. They will be communicated to the appropriate levels of management.

Internal Audit has no direct responsibility or any authority over any of the activities or operations it reviews. Internal Audit is a managerial control that functions by measuring and evaluating the effectiveness of other controls. Management is not relieved of any assigned responsibilities because Internal Auditors perform the evaluative reviews with which they have been charged.

1.5 AUDIT PLAN

The Internal Audit Office has responsibility to develop a flexible, risk-based annual plan of work, considering the input of management, and submit that plan and significant interim changes to the Chief ~~Executive~~Financial Officer and Audit Committee for review and approval. The plan should include but not be limited to the following items:

- Compliance audits
- Performance reviews
- Unannounced audits
- External audit assistance
- Fraud, waste, and abuse investigations

In order to determine a list of appropriate audits for the year, the Internal Audit Office begins by identifying possible audits. These items are then evaluated for the risks and possible benefits that are associated with each one. Priority is then given to higher-risk and higher-benefit projects, required audits, and Board requests, subject to the skills and resources of the Internal Audit Office.

1.6 SCOPE

The scope of internal auditing encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control and the quality of performance in carrying out assigned responsibilities. This enables the Internal Audit Office to determine whether the agency's risk management, control, and governance processes, as designed and represented by management, are adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Financial, managerial, and operating information is accurate, reliable, and timely.
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Agency assets are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Recommendations for improving management control, accountability shall be made to the appropriate level of management.

Internal Audit functions in an advisory capacity; it does not have authority to make operating decisions or to direct anyone to take action.

1.7 AUTHORITY

Management of the Internal Audit Office is authorized to:

- Have unrestricted access to all programs, records, property, and personnel as needed.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to fulfill its mission and responsibilities.
- Obtain the necessary assistance of personnel in Fresno EOC programs when needed.

Management and staff of the Internal Audit Office are **NOT** authorized to:

- Perform any operational duties for Fresno EOC.
- Make management decisions external to the Internal Audit Office. Fresno EOC Directors and management have primary responsibility for control of Fresno EOC.
- Initiate or approve fiscal transactions external to the Internal Audit Office.
- Direct the activities of any Fresno EOC employee not employed by the Internal Audit Office, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the Internal Auditors.

1.8 STANDARDS OF AUDIT PRACTICE

The Internal Audit Office is guided by Fresno EOC's Code of Ethics and upholds the Code of Ethics promulgated by the Institute of Internal Auditors. A code of ethics is necessary and appropriate for the profession of internal auditing as it is founded on the trust placed in its objective assurance about risk management, control, and governance.

A. CODE OF ETHICS -PRINCIPLES

Internal Auditors are expected to apply and uphold the following principles:

1. Integrity

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.

2. Objectivity

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examine. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interest or by other in forming judgments.

3. Confidentiality

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

4. Competency

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

B. RULES OF CONDUCT

1. Integrity

Internal Auditors shall:

- a.** Perform their work with honesty, diligence, and responsibility.
- b.** Observe the law and make disclosures expected by the law and the profession.
- c.** Not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- d.** Observe the law and make disclosures expected by the law and the profession.
- e.** Respect and contribute to the legitimate and ethical objectives of the organization.

2. Objectivity

Internal Auditors shall:

- a.** Not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- b.** Not accept anything that may impair or be presumed to impair their professional judgment.
- c.** Disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

Internal Auditors shall:

- a.** Be prudent in the use and protection of information acquired in the course of their duties.
- b.** Not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objective of the organization.

4. Competency

Internal Auditors shall:

- a.** Engage only in those services for which they have the necessary knowledge, skills, and experience.
- b.** Perform internal audit services in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards).
- c.** Continually improve their proficiency and the effectiveness and quality of their services.

2. TYPES OF AUDIT SERVICES

The following are general descriptions of the types of services provided by the Internal Audit Office. The annual audit plan can include any combination of these types.

2.1 COMPLIANCE AUDITS

The Internal Audit Office may conduct compliance audits, which are generally performed to ensure compliance with Federal or State laws and/or requirements of grant agreements. These can include reviews of management practices and financial data to determine the extent to which a unit complies with applicable laws, government regulations and standards, contracts, and policies and procedures.

2.2 PERFORMANCE REVIEWS

The Internal Audit Office may conduct performance audits in order to provide an independent assessment of the performance of the organization, a program, or activity. Performance audits provide information to improve risk management and control systems within the various areas by evaluating compliance with policies and procedures. Performance audits include, but are not limited to, reviews of program procedures and operations to determine whether:

- Duties and responsibilities are being performed in the most efficient and economical (cost effective) manner.
- Activities are properly authorized by appropriate personnel.
- Management has the capacity to ensure compliance with applicable laws, regulations, contracts, and policies.
- Operations actually conform in all material respects to applicable laws, government regulations and standards, contracts, and policies and procedures.

2.3 UNANNOUNCED AUDITS

The Internal Audit Office may conduct unannounced audits, which are an effective way to prevent or detect fraud. These audits could include reviews of petty cash, incentive and bus tokens, cash receipts/deposits, fixed asset additions/deletions, employee verification, and operating parts and supplies inventory.

2.4 EXTERNAL AUDIT ASSISTANCE

The Internal Audit Office may provide audit assistance to the external auditors/monitors and Fresno EOC's Finance Office during any Fresno EOC external audits/monitoring visits. Internal Audit will review all resulting management letter comments to determine if there is any impact upon the annual Internal Audit Plan.

2.5 FRAUD, WASTE AND ABUSE INVESTIGATIONS

The Internal Audit Office will investigate all credible fraud, waste, and abuse tips that could affect the organization and that can be handled within the expertise of the Internal Audit staff. However, allegations of a serious criminal act (e.g., theft, robbery, assault, etc.) should be promptly reported to the appropriate officials and proper law enforcement agency. Refer to Policies and Procedures #4 Whistleblower Policy for further information.

2.6 SPECIAL REVIEWS

The Internal Audit Office may conduct special reviews, which are audit activities that result from requests to Internal Audit from the Audit Committee, the Chief ~~Executive~~Financial Officer, or other management. Special reviews are carried out in conformance with the specifications and concerns of the requestor. These include reviews and analyses of particular areas of a program's operation to provide an independent appraisal of its effectiveness, efficiency, adequacy of internal control and compliance with appropriate regulations. For example, special reviews might be undertaken to consult with management on specific financial or performance questions.

2.7 REQUESTS FOR INTERNAL AUDIT SERVICES

Program Directors or Managers requiring the services of the Internal Audit Office should direct all such requests, preferably in writing, to the Chief ~~Executive~~Financial Officer or Audit Committee and it will be determined whether the requested assistance can be provided and when it can be scheduled.

2.8 NON-AUDIT SERVICES

Internal audit will provide non-audit services upon request. Non-audit services are services other than audits or attestation engagements, including but not limited to providing analysis, research, and review. In order to maintain independence, non-audit services to the extent practicable will not include operational duties.

3. METHOD OF OPERATION AND DOCUMENTATION

The Internal Audit Office plans to use the following procedures when conducting most reviews/audits. However, performing all steps for every review/audit would be impractical; for instance, audit reports will not be issued for reviews that are performed weekly. The practicality of performing all steps will be determined by the Internal Audit Director.

3.1 WORKING PAPERS

The Internal Audit Office must document relevant information (on paper or in electronic format) to support the conclusions and results of engagements; therefore, Internal Auditors will prepare working papers whenever an engagement is being conducted. Working papers document the information obtained, the analyses made, and the support for the conclusion and engagement results. Internal Audit management reviews the prepared working papers. Engagement working papers generally:

- Aid in the planning, performance, and review of engagements.
- Provide the principal support for engagement results.
- Document whether engagement objectives were achieved.
- Support the accuracy and completeness of the work performed.
- Provide a basis for the Internal Audit activity's quality assurance and improvement program.
- Facilitate third-party reviews.

The organization, design, and content of engagement working papers depend on the engagement's nature and objectives and the organization's needs. The Internal Audit Office must maintain a good system of filing/indexing for working papers, so that they can be easily located if needed.

3.2 AUDIT REPORT

Upon completion of fieldwork, Internal Audit will prepare an original draft of the audit report. The report will communicate to management of the program audited, in a clear and concise manner, the results of the audit or review. The format of the report will depend upon the type of audit performed. When preparing and completing the Audit Report, the Internal Audit Office will follow the steps listed below:

- The Internal Audit Office will review the original draft and make any changes deemed appropriate.
- A copy of the resulting draft normally will be submitted to appropriate management (usually management of the program that was audited).
- Internal Audit and appropriate management may hold a conference to discuss the draft report. Changes to the draft report may result from this "exit" conference. In some instances, holding an "exit" conference may not be possible or may not be an efficient use of time. In these cases, management will be responsible for contacting the Internal Audit Office with any questions, comments, or concerns that they may have.
- Official written responses to specific audit report recommendations will be requested from appropriate management to be included in the final and issued version of the report. The responses should include the degree of agreement or acceptance of each recommendation. The preferred responses are:
 - "We concur." Management is in full agreement with the recommendation;
 - "We partially concur." Management is in agreement with a portion of the recommendation;

- "We concur with reservations." Management is in agreement with the recommendation, but there are circumstances that could affect its implementation which have to be resolved; and
 - "We do not concur." Management is in total disagreement with the recommendation.
- Management is encouraged to provide an explanation in support of the positions taken, if considered necessary.
- Responses should be accompanied by a target implementation date and the individual or position responsible for implementation.

Two weeks are usually allowed for management to provide written responses to the recommendations. If management does not appear to make a good faith effort to provide responses, the final version of the report may be issued without responses at the discretion of the Internal Audit Office.

3.3 AUDIT REPORT DISTRIBUTION

The normal report distribution will be to the Audit Committee (at the next meeting), the Chief ~~Executive~~Financial Officer, and senior program management. Any other programs or other entities identified in the report may be included in the distribution.

3.4 AUDIT FOLLOW-UP

Within twelve months after the issuance of an audit report, the Internal Audit Office shall initiate a follow-up review to determine the extent of actions subsequently taken by management in response to the findings and recommendations included in the report. The distribution of the follow-up report shall be the same as that of the original report.

3.5 RECORDS DISPOSITION

The Internal Audit Office shall retain for the required number of years a complete file of each audit report and each report of other examinations, investigations, surveys, and reviews made under its authority in accordance with any applicable Federal and/or contract regulations. The file should include audit working papers and other supportive material directly pertaining to the report. Files which contain confidential personnel information will be kept secure.

4. WHISTLEBLOWER POLICY

This policy governs reporting and investigation of allegations of suspected improper activities. Acts of fraud, waste, and abuse are considered a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Fraudulent financial reporting;
- Pursuit of a benefit or advantage in violation of Fresno EOC's Policies and Procedures;
- Misappropriation or misuse of Fresno EOC's resources, such as funds, supplies, or other assets;
- Authorizing or receiving compensation for goods not received or services not performed; and
- Authorizing or receiving compensation for hours not worked

4.1 OBJECTIVE

Fresno Economic Opportunities Commission (Fresno EOC) is committed to operating in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, or employees. This policy serves to outline procedures for employees to report actions that an employee reasonably believes violate a law or regulation or that constitutes fraud. This policy applies to any matter which is related to Fresno EOC's business. In addition, it is the objective of Fresno EOC to establish a policy that protects any person reporting organizational wrongdoing, from retaliation, harassment, or adverse employment consequences.

4.2 REPORTING AND RESPONSIBILITY

Each employee of Fresno EOC has an obligation to report in accordance with this Whistleblower Policy any act believed to violate a law or regulation or constitute fraud.

4.3 ACTING IN GOOD FAITH

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information reported indicates a violation of the law, or constitutes an inappropriate accounting or financial practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

4.4 REPORTING CONCERNS

Fresno EOC employees with any concerns or information pertaining to fraud, waste, or abuse are encouraged to speak with someone who can address their concerns properly. In most cases, their supervisor is in the best position to address a concern. However, if the employee is not comfortable speaking with the supervisor about the concern, the employee is encouraged to speak with someone in Internal Audit, Human Resources, or anyone in management with whom they are comfortable approaching. Supervisors and managers MUST report suspected concerns to any/all of the following: Audit Committee Chair, Chief ~~Executive~~Financial Officer, or the Internal Audit Office. However, allegations of a serious criminal nature or allegations determined to be beyond the scope of Internal Audit will be forwarded to the proper law enforcement agencies or appropriate Fresno EOC

authority for investigation. The California State Attorney General's Whistleblower Hotline is also available to employees who may not feel comfortable contacting Internal Audit or a member of management directly.

Internal Audit Office

Susan Shiomi, CIA, CFE, CGAP	(559)263-1053	susan.shiomi@fresnoeoc.org
Mary Xiong	(559)263-1048	mary.xiong@fresnoeoc.org

California State Attorney General's Whistleblower Hotline

1-800-952-5225 <http://www.bsa.ca.gov/hotline/filecomp>

4.5 HANDLING OF REPORTED VIOLATIONS

All reports will be addressed and investigated by Internal Audit. Appropriate corrective action will be recommended to the Board of Commissioners, if warranted by the investigation.

4.6 NO RETALIATION

This Whistleblower Policy is intended to encourage and enable employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports a concern shall be subject to retaliation or adverse employment consequences related to whistleblower complaints.

Moreover, an employee who retaliates against someone who has reported a concern in good faith is subject to discipline, up to and including termination of employment.

4.7 CONFIDENTIALITY

All reports on concerns, and investigations pertaining thereto, shall be kept confidential to the extent practical. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

5. SPECIFIC AUDIT PROCEDURES

5.1 COMPLIANCE AUDITS

Program Audits

Frequency: To be determined

Internal Audit staff will perform examinations of programs and test compliance with terms, provisions, and requirements of grant agreements. The frequency of conducting program audits will be based upon adequacy of staffing, time, and resources. Formal steps listed in Policy and Procedures 3.1-3.5 are followed.

The review of programs ensures that:

- Programs are operating efficiently
- Programs have sufficient controls in place to prevent fraud, abuse, or waste
- Program reports are completed accurately and timely
- Grant expenditures are allowable, allocable, and reasonable
- Participants/client files are completed accurately and timely
- Federal Grants comply with OMB A-133 compliance requirements

5.2 PERFORMANCE REVIEWS

Bank Reconciliations

Frequency: Quarterly

Bank reconciliations are completed monthly by the Finance Office to ensure that no material differences between the bank balance and the general ledger balance exist. The Internal Audit Office will review the bank reconciliations quarterly to ensure that:

- Variances are reasonable
- Reconciliations are completed in a timely manner
- Balances reflected on the reconciliations are accurate

Additionally, any unusual or material reconciling items will be investigated; reconciling items should be traced to supporting documentation. Explanations of these types of items must be reasonable and complete.

Payroll Timesheet Review

Frequency: Reviews are completed every pay period, and each program is reviewed at least once each quarter.

Each pay period, two to three programs' timesheets are selected for review. Timesheets are reviewed for:

- Accuracy of hours calculated
- Appropriate signatures (employee, management, etc.)
- Agreement to the Employer Contribution Reports (ECR)

All exceptions should be tagged and reported to Payroll.

Payroll Review

Frequency: Annually or as needed

A review of payroll should be completed annually, provided that there is adequate staffing, time, and resources. Formal steps listed in Policy and Procedures 3.1-3.5 are followed.

The review of payroll includes audits of the following areas:

- The proper functioning of payroll and personnel processes and operations
- Calculation of earnings, special payments, employee benefits, and employee taxes
- Compliance with applicable federal/state laws relating to employment taxes, tax and non-tax reporting requirements
- Accounting for payroll transactions (properly classified and posted to general ledger)

Payroll Mileage Review

Frequency: Reviews are completed every pay period with a total of fifty mileage sheets reviewed each quarter

Twenty-five mileage sheets are haphazardly selected from the timesheets being reviewed. Mileage and expenses calculated are traced from the mileage sheet and agreed to the ECR.

Twenty-five expense reimbursements for mileage are haphazardly selected from the ECR. The corresponding mileage sheets are located and mileage and expenses calculated are traced from the ECR and agreed to the mileage sheet.

All exceptions should be tagged and reported to Payroll.

AP Check Review

Frequency: Weekly

A sample of 15% of AP checks is haphazardly selected for review. Checks are reviewed to ensure the following:

- Proper support is attached as backup for each check. Support includes invoices, contract agreements, bids, etc.
- Receipt of goods or performance is indicated
- Vendor name on the check agrees to the attached check backup
- Account and project coding are appropriate
- Invoices/contracts are authorized by appropriate individuals, and the invoice/contract amount is within the authorized signer's limit

All exceptions should be tagged and reported to the AP Manager.

AP EFT Review

Frequency: As needed

A sample of 15% of EFT payments is haphazardly selected for review. EFTs are reviewed to ensure the following:

- Proper support is attached as backup for each EFT. Support includes invoices, contract agreements, bids, etc.

- Receipt of goods or performance is indicated
- Vendor name on the EFT agrees to the attached EFT backup
- Account and Project coding are appropriate
- Invoices/contracts are authorized by appropriate individuals, and the invoice/contract amount is within the authorized signer's limit

All exceptions should be tagged and reported to the AP Manager.

Fixed Assets Inventory

Frequency: Biennially

Once every two years, all fixed assets should be observed. The observation ensures that recorded assets exist, that fixed assets which have been disposed of get removed from the fixed asset system, and that any unrecorded assets get entered into the fixed asset system.

The Internal Audit Office will obtain the fixed asset inventory listing from Financial Edge prior to observing fixed assets. The fixed asset inventory list includes information about the fixed assets such as location, description, tag number, date of acquisition, cost, and last date of observation. The location, description, and tag number on the inventory list is then matched to the physical asset, and any differences are noted.

After an asset is observed, the fixed asset system is updated to reflect this. The Internal Auditor will note the date and location where the asset was observed and provide that information to the Finance Office who will then update the information in Financial Edge. Additionally, any changes to fixed assets will also be updated in Financial Edge at this time, such as a change in location. For any assets that cannot be observed/located, a follow-up review and inquiry should be performed to determine if there is a reasonable explanation for the lack of observation, such as disposal of the asset. Any findings will be reported in a memo to the Internal Audit Director, ~~Financial Officer~~ ~~Finance Director~~, or Chief ~~Executive~~ Financial Officer.

Accounts Payable Review

Frequency: Annually or as needed

A review of accounts payable should be completed annually, provided that there is adequate staffing, time, and resources. Formal steps listed in Policy and Procedures 3.1-3.5 are followed.

The review of accounts payable includes audits of the following areas:

- Determine if adequate controls exist to provide reasonable assurance that payments cannot be made to an incorrect vendor
- Determine if adequate controls exist to provide reasonable assurance that payment of invoices are made in a timely manner to the vendor
- Determine if adequate controls exist to provide reasonable assurance that correct payment is made to the vendor
- Determine if adequate controls exist to provide reasonable assurance that duplicate payments cannot be made to the vendor

Accounts Payable New Vendor Review

Frequency: Biannually

A review of the AP New Vendor process should be completed twice a year. The set up process of new vendors and related internal controls should be reviewed. The review ensures that appropriate documentation is obtained for each new vendor and that only authorized personnel have the ability to set up/delete/edit vendors in the system.

Working papers are completed in order to record the processes and documents that are reviewed.

Information Systems Audits

Frequency: As needed

The Internal Audit Office may conduct information systems audits, which determine whether existing or new computer applications and hardware function in an accurate and efficient manner, and include adequate internal controls. These audits could include reviews of general controls which affect all computer applications. Examples include: computer security, disaster recovery, program change controls, and quality control procedures.

5.3 UNANNOUNCED AUDITS

Petty Cash Review

Frequency: Biannually

A review of petty cash is performed twice a year for all custodians having a balance of \$100 or more in petty cash. In addition, other custodians may also be selected for an unannounced audit. The petty cash review consists of counting cash and ensuring that receipts are retained and expenditures are appropriate. In addition to counting and documenting the amount of petty cash, the Internal Auditor will keep a record of all receipts on hand making sure to include the amount, date, and location where the petty cash was spent. After the petty cash form is filled out completely, signatures from both the Internal Auditor and custodian are required.

After all petty cash counts are completed, the petty cash forms are reviewed for any significant findings. Findings include a large variance between the cash counted and the amount recorded in the general ledger, missing receipts, cash not being kept in a secure location, or any other item the Internal Auditor deems significant. Any findings are reported in a memo directed to the Internal Audit Director or Chief ~~Executive~~Financial Officer.

5.4 EXTERNAL AUDIT ASSISTANCE

Program-Specific Audits (SACC, SOUL, Transit, and LCC)

Frequency: Annually

Internal Audit will provide assistance to the external auditors conducting the annual program-specific audits. This assistance includes performing account analysis and maintaining working papers.

The Internal Audit Office may be responsible for any of the following:

- Reviewing participant files for completeness and accuracy
- Supplying fixed asset information

- Gathering documentation requested by the external auditor
- Reviewing external audit program-specific audit drafts

Single-Audit Audit Schedules

Frequency: Annually

Internal Audit will provide assistance to the external auditors conducting the annual Single Audit (OMB A-133). This assistance includes performing account analysis and maintaining working papers.

The Internal Audit Office may be responsible for any of the following:

- Review and analyze program abstracts provided by the Finance Office
- Prepare the Schedule of Expenditures of Federal Awards (SEFA)
- Prepare debt covenant testing (if needed)
- Prepare debt service coverage ratio (if needed)
- Prepare and analyze account schedules
- Prepare the schedule of rents
- Prepare the accounts receivable analysis
- Prepare the account confirmation letters
- Prepare fixed asset rollforward schedule
- Gather documentation requested by the external auditor
- Prepare the Federal Audit Clearinghouse form SF-SAC for submission
- Review external auditor's audit drafts
- Prepare and maintain the distribution list for the Single Audit

6. NON-AUDIT SERVICES

6.1 Commissioner Election/Selection

Frequency: Annually

The Internal Audit Office will communicate and interact with the Bylaws Committee, a sub-committee of the Board of Commissioners. The Internal Audit Director will confirm to the Board, the organizational independence of the selection process. This process ensures that:

- Elections occur in a timely manner
- Voters are properly informed of the election
- A time/opportunity for nominations exists
- Nominations are received timely and complete
- Votes are tallied accurately
- Target Area nominees reside in the appropriate target area
- Registered Voters reside in the appropriate target area

Procedures for Ballot Counting

- The Internal Audit Office will be responsible for counting the election ballots.
- On the day of the count, all ballots (envelopes) will be opened, and the ballots will be separated from the envelopes. At this time, the Internal Audit Office will verify that each voter ballot contains the Fresno EOC seal; thereby ensuring that the ballot is indeed a legitimate ballot.
- Once all ballots have been separated, the ballots will be tallied by hand. The count will be recorded on tally sheets.
- A ballot will be voided if the voter intent is not clear or if too many candidates have been selected for an office.
- At least two people will be involved in the count. The ballots for each target area will be counted twice; the second count will be performed by someone other than the person who performed the first count. Once ballots for all target areas have been counted twice, the results of the two counts will be compared to ensure that they match. All tally sheets will be given to the Board of Commissioners' Secretary, so that they can be recorded on a master tally sheet.
- The Board of Commissioners' Secretary and a representative from Fresno EOC's External Auditor will be present during the count and will be responsible for the following:
 - Observing the Internal Audit Office during the count
 - Verifying the tally counts completed by the Internal Audit Office
- At the completion of the count, the Internal Audit Office will ensure that there are not more total votes than the number of ballots that were mailed out.
- Preliminary results will be posted in the reception area of the Fresno EOC Executive Office.
- Resolution of any challenged ballots will be made by the Board Secretary.
- Observers will be allowed but will not be permitted to handle any envelopes or ballots.
- Internal Audit will return to the post office at a later date and pick up any ballots received after the deadline. Internal Audit will void (but not open) any ballots received after the ballot return deadline, marking the ballot envelopes with "Void – Received after Deadline." Voided ballots will be retained with other election records.

- Internal Audit Office will be responsible for housing the ballots and election materials for a minimum of six months following the election.

6.2 Pension Committee Employee Representative Election/Selection

Frequency: Biennially

The Internal Audit Office will communicate and interact with the Pension Committee, a sub-committee of the Board of Commissioners. The Internal Audit Director will confirm to the Board, the organizational independence of the selection process. This process ensures that:

- Elections occur in a timely manner
- Voters are properly informed of the election
- A time/opportunity for nominations exists
- Nominations are received timely
- Votes are tallied accurately

Procedures for Ballot Counting

- The Internal Audit Office will be responsible for counting the election ballots.
- On the day of the count, all ballots (envelopes) will be opened, and the ballots will be separated from the envelopes. At this time, the Internal Audit Office will verify that each voter ballot contains the Fresno EOC seal; thereby ensuring that the ballot is indeed a legitimate ballot.
- Once all ballots have been separated, the ballots will be tallied by hand. The count will be recorded on tally sheets.
- A ballot will be voided if the voter intent is not clear or if too many candidates have been selected for an office.
- At least two people will be involved in the count. The Internal Audit Director will be present during the count and will be responsible for observing the count and verifying the tally counts completed.
- At the completion of the count, the Internal Audit Office will ensure that there are not more total votes than the number of ballots that were mailed out.
- Preliminary results will be posted in the reception area of the Fresno EOC Executive Office.
- Resolution of any challenged ballots will be made by the Board Secretary.
- Observers will be allowed but will not be permitted to handle any envelopes or ballots.
- Internal Audit will return to the post office at a later date and pick up any ballots received after the deadline. Internal Audit will void (but not open) any ballots received after the ballot return deadline, marking the ballot envelopes with "Void – Received after Deadline." Voided ballots will be retained with other election records.
- Internal Audit Office will be responsible for housing the ballots and election materials for a minimum of six months following the election.

The Internal Audit Office plans to develop additional audit procedures in the future based upon organizational needs, management requests, and workload of the Internal Audit Office. All additional procedures will be added to Section 5 or 6. Furthermore, Internal Audit reserves the right to update any of the specific audit procedures (included in Section 5) as needed.



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Internal Audit
Agenda Item #: 12B3	Director: Susan Shiomi
Subject: Internal Audit Plan	Officer: Jim Rodriguez

Recommended Action

Audit Committee recommends approval for full Board consideration of the 2021 Annual Internal Audit Plan.

Background

Article X, Sec.3 of Fresno EOC Bylaws states "... the Audit Committee shall oversee the internal audit department and have such other powers and perform such other duties as the Board may specify from time to time." The Internal Audit office has drafted the Fiscal Year 2021 Audit Plan. This Plan is drafted in accordance with The Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) Performance Standard 2010, which states that the "chief audit executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organization's goals." Additionally, Performance Standard 2020 states that the "chief audit executive must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations."

Audit management has the responsibility of determining where to best use our limited audit resources. An audit plan is a means to identify activities that have a higher risk and should be audited more intensely. The attached document reflects the plans of internal audit for fiscal year 2021 based on the current risk assessment, staffing, and goals. These plans may be adjusted for any changes in these criteria as they arise.

Key highlights include implementing Internal Audit Procedures and Reviews presented by Hudson Henderson & Company, Inc. regarding areas of noncompliance identified by the Office of Head Start Program Performance Report issued in January 2020. The internal audit plan will include review of new Internal Audit procedures, focusing compliance on Facility Cost Allocation, Federal Interest Calculations, and FEP Fixed Asset Listing review. There is also a follow-up review scheduled for Transit Services. Additionally, the Internal Audit plan will conduct spot checks on: Space utilization on federally-funded programs, cash handling and deposits, and petty cash monitoring.



Fiscal Impact

Indirect cost/administrative funding supports the mission of internal audit offices to provide operational and administrative assurances for the agency.

Conclusion

If approved by the Board, Internal Audit will follow the Internal Audit Plan for 2021.



Office of Internal Audit

ANNUAL AUDIT PLAN

FY 2021

DRAFT

Overview

The annual audit plan is a guide for the utilization of the department's resources during the fiscal year in order to address the risks of Fresno Economic Opportunities Commission (Fresno EOC). Audits and other projects selected for review and included on the annual audit plan are those areas that represent risk to the agency based on the various criteria described in this document.

The audit plan is a dynamic document that may change during the fiscal year as circumstances dictate. Continuous reassessment of risk, requests from management, changes in audit resources, and changes in the agency's organization or operations may result in changes to the plan. Any significant changes required of the plan will be presented to the Audit Committee for approval.

Mission Statement

The mission of the Internal Audit Office is to provide quality audit services in an independent, objective manner to assure financial and operational integrity, accountability, efficiency, effectiveness, and compliance with laws and regulations and agency policies and procedures.

Audit Committee

The Audit Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector and who are not on the Finance Committee. The Audit Committee shall assist the Board of Commissioners in fulfilling its oversight responsibilities by monitoring: (1) the overall systems of internal control and risk mitigation; (2) the integrity of the financial statements of the corporation; (3) compliance by the corporation with legal and regulatory requirements and ethical standards; (4) at the close of each fiscal year, shall present to the Board a financial report for the year audited by a licensed Certified Public Accountant; and (5) the selection, independence and performance of the agency's independent auditors. In addition, the audit committee shall oversee the Internal Audit department and have such other powers and perform such other duties as the Board may specify from time to time. (Fresno EOC Bylaws)

2021 Audit Committee Appointments

Daniel Martinez – Target Area D
Maiyer Vang – Center for New Americans
Zina Brown-Jenkins – Head Start CWPC
Ed Avila – Juvenile Court
Ruben Zarate – 14th Senatorial District
Alysia Bonner – Target Area F

Organization Chart of the Internal Audit Office

Susan Shiomi, MS, CIA, CGAP, CFE – Director of Internal Audit
Mary Xiong – Internal Auditor

The Internal Audit Office includes two professional internal auditors. Our audit staff holds professional certifications such as Certified Internal Auditor, Certified Government Auditing Professional, Certified Fraud Examiner, and a Master of Science in Fraud and Forensics degree. Staff members regularly attend continuing professional education sessions to maintain their professional proficiency and certifications.

Audit Plan

The Annual Audit Plan is a flexible commitment of the Internal Audit office. This plan is designed to examine programs or operations that in Internal Audit staff's professional judgment, demonstrate a high susceptibility to unfavorable events, or risk factors that could lead to a financial loss or an inability to meet Fresno Economic Opportunities Commission's objectives. This Plan will serve as the primary commitment for the Internal Audit Office to perform their responsibilities in an efficient manner consistent with the priorities established by the Chief Financial Officer and/or Audit Committee.

Due to the continual requests for audit services and/or special reviews that may arise, and the required testing for the planned audits, the Audit Plan will be monitored and revised as necessary throughout the year.

AUDIT PLAN – FISCAL YEAR 2021

Audit projects are described in the plan only in general terms. Specific objectives of each audit project will be determined and developed at the time the project is initiated based on a more detailed assessment of relative risks.

Fiscal Year 2021 Audit Plan	
The following projects are those the Audit Department plans to begin in FY2021:	
Financial Audits & Projects	
The Internal Audit Office may provide audit assistance to the external auditors/monitors and Fresno EOC's Finance Office during any Fresno EOC external audits/monitoring visits. Internal Audit will review all resulting management letter comments to determine if there is any impact upon the annual Internal Audit Plan.	
Compliance Audits	
The Internal Audit Office may conduct compliance audits to ensure compliance with Federal or State laws and/or requirements of grant agreements. These can include reviews of management practices and financial data to determine the extent to which a unit complies with applicable laws, government regulations and standards, contracts, and policies and procedures.	
Weatherization/Liheap	
Performance Audits	
The Internal Audit Office may conduct performance audits in order to provide an independent assessment of the performance of the organization, a program, or activity. Performance audits provide information to improve risk management and control systems within the various areas by evaluating compliance with policies and procedures.	
Head Start CSPP Allocations	
Federal Interest Calculations Procedures/Review	
FEP Fixed Asset Listing Procedures/Review	
FEP Allocation Charges Procedures/Review	
Unannounced Audits	
The Internal Audit Office may conduct unannounced audits, which are an effective way to prevent or detect fraud. These audits could include reviews of petty cash, incentive and bus tokens, cash receipts/deposits, fixed asset additions/deletions, employee verification, and operating parts and supplies inventory.	
FEP Allocation Charges (Finding #3) Conduct random "inventory" or space checks, to ensure suites noted for federal programs are in use.	
Cash Handling and Deposits	
Petty Cash Monitoring	
Follow-up Reviews	
Transit Review Follow-up	

Non-Audit Services

Internal audit will provide non-audit services upon request. Non-audit services are services other than audits or attestation engagements, including but not limited to providing analysis, research, and review. In order to maintain independence, non-audit services to the extent practicable will not include operational duties.

CSD File Transfer Protocol Services (Weatherization/Liheap)

Fresno EOC Board of Commissioners Target Area Elections

Pension Committee Employee Representative Election

Fraud, Waste and Abuse Investigations

The Internal Audit Office will investigate all credible fraud, waste, and abuse tips that could affect the organization and that can be handled within the expertise of the Internal Audit staff.

DRAFT



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: Internal Audit
Agenda Item #: 12B4	Director: Susan Shiomi
Subject: Single Audit Acceptance Letters	Officer: Jim Rodriguez, CFO

Background

The information presented is intended to keep the Audit Committee apprised of single audit acceptance letters received.

The Internal Audit office distributes copies of Fresno EOC's agency-wide and program-specific audited financial statements to various parties. In return, letters indicating acknowledgement of the receipt of the audits came from the following:

- Fresno Regional Workforce Development Board - Fresno Regional Workforce Development Board subcontracted federal funds to Fresno EOC. They have the responsibility to review and resolve audit reports and resolve findings that relate to their funds. In their review of Fresno EOC single audit, staff is pleased to share there were no findings pertaining to Workforce Innovation Opportunity Act (WIOA) agreements. Their review is closed with respect to WIOA Agreements.

February 3, 2021

Jim Rodriguez
Chief Financial Officer
Fresno Economic Opportunities Commission
1900 Mariposa Mall, Suite 300
Fresno, CA 93721

Chair
Jeffrey Hensley

Vice Chair
Dennis Montalbano

Board Members
Lenora Lacy Barnes
Paul Bauer
Edgar Blunt
Alysia Bonner
Raine Bumatay
Brian Chambers
Fely Guzman
Mike Karbassi
Scott Miller
Sherry Neil
Delfino Neira
Tommie Nellon
Joe Olivares
Sal Quintero
Chuck Riojas
Elizabeth Rivinius
Michael Silveira
Vasili Sotiropoulos
Shelly Tarver
Stuart VanHorn
Lydia Zabrycki

Executive Director
Blake Konczal

RE: Single Audit Act Requirement for Program Year Ending 2019

Dear Mr. Rodriguez:

On January 8, 2021, the Fresno Regional Workforce Development Board received the Audit Report issued by Kaku & Mersino, LLP Certified Public Accountants for Fresno Economic Opportunities Commission covering the period of January 1, 2019 through December 31, 2019.

Because we subcontracted federal funds to your agency, we have the responsibility to review and resolve audit reports and resolve findings that relate to our funds.

This audit meets the requirements of the Office of Management and Budget under Title II US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards.

There were no findings pertaining to our Workforce Innovation Opportunity Act (WIOA) agreements.

This audit is closed with respect to our WIOA agreements. It will not be necessary for you to respond to this letter, however, you should retain it in your files as supporting documentation.

Any issues raised through program or fiscal monitoring, special reviews or other means will be resolved separately from this audit.

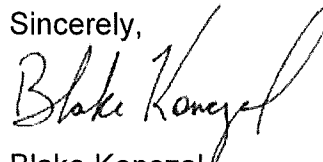
Furthermore, your agency is required to retain all records for a period of three (3) years from the date of final payments under our WIOA agreements, including this letter, and until all audits are complete and findings on all claims have been satisfactorily resolved.

Page 75 of 120

Jim Rodriguez
February 3, 2021
Page Two

If you have any questions, please call Homer O. Sales, Auditor/Monitor,
at (559) 490-7170.

Sincerely,

A handwritten signature in black ink, appearing to read "Blake Konczal". The signature is fluid and cursive, with the first name "Blake" and last name "Konczal" clearly distinguishable.

Blake Konczal
Executive Director

bk:mw

c: Emilia Reyes
Susan Shiomi
Rebecca Heinrich
Jeff Davis, Jr.
Phyllis Stogbauer
Cheryl Beierschmitt
Stephen DeWitt
Rebecca Moncivais
Homer O. Sales

BYLAWS COMMITTEE
Virtual – Board Effects – Zoom
Wednesday, February 17, 2021 at 5:00 PM

MINUTES

1. CALL TO ORDER

Catherine Robles, Chair, called the meeting to order at 5:09 PM.

2. ROLL CALL

Present: Catherine Robles, Charles Garabedian, Jimi Rodgers, Linda Hayes

Absent: Oliver Baines, Maiyer Vang, Lisa Nichols

3. APPROVAL OF NOVEMBER 9, 2020 MEETING MINUTES

November 9, 2020 By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: Garabedian **Second by:** Hayes

Ayes: Catherine Robles, Charles Garabedian, Jimi Rodgers, Linda Hayes

Nays: None heard.

4. 2021 EXPIRING TERMS

Karina Perez, Chief of Staff, provided an overview of the Commissioners expiring terms for 2021.

Public Comment: None heard.

No action required.

5. ELECTION MATERIALS

Perez provided an overview of the updated election materials and the chronology for the 2021 Board Election.

Public Comment: None heard.

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

Ayes: Catherine Robles, Charles Garabedian, Jimi Rodgers, Linda Hayes

Nays: None heard.

6. **BYLAWS REVISIONS**

Kenneth Price, Legal Counsel, provided an overview of the Bylaws revisions with recommended changes. Upon further review, the Committee members decided to schedule another Bylaws Committee Meeting for further discussion.

Public Comment: None heard.

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

Ayes: Catherine Robles, Jimi Rodgers, Linda Hayes

Nays: None heard.

7. **OTHER BUSINESS**

The next meeting is scheduled on Wednesday, May 19, 2021.

8. **PUBLIC COMMENTS**

None Heard.

No action required.

9. **ADJOURNMENT**



BOARD OF COMMISSIONERS MEETING

Date: March 24, 2021	Program: N/A
Agenda Item #: 12C2	Director: N/A
Subject: Bylaws Revisions	Officer: Emilia Reyes

Background

Bylaws Committee recommended review and discussion of the revised Agency's Bylaws.

Legal Counsel, Kenneth Price, provided a red line version of the Fresno EOC's Bylaws during the Committee Meeting for review and discussion during the on March 18, 2021.

The Committee agreed with Legal Counsel's recommendation and suggested to schedule an Ad Hoc Committee for further discussion.

The Bylaws Ad Hoc Committee members are Linda Hayes, Oliver Baines, Jimi Rodgers and Charles Garabedian.

MEMORANDUM

TO: Emilia Reyes, CEO
Fresno EOC Bylaws Committee

FROM: Kenneth J. Price
BAKER MANOCK & JENSEN, PC

DATE: March 16, 2021

RE: Updated Bylaws Draft

Kenneth J. Price
Attorney at Law
kprice@bakermanock.com

Fig Garden Financial Center
5260 North Palm Avenue
Fourth Floor
Fresno, California 93704
Tel: 559.432.5400
Fax: 559.432.5620
www.bakermanock.com

On February 17, 2021, the Fresno EOC Bylaws Committee met to discuss the latest version of the draft agency Bylaws. Based upon this discussion, I made several revisions to the document (in redline) for your consideration.

I am also attaching with this memorandum, a significantly revised version of the agency's Articles of Incorporation. As you may recall, the Articles had not been revised in 1965. This version contains the various elements that modern Articles typically have. Please note that I revised the specific purposes of the agency exactly the same way in both the Articles and Bylaws and would like for the committee to spend some time addressing these purposes for possible additional revision.

For our discussion, I am calling out a few of the more significant revisions in the Bylaws:

Article II – Purposes: As mentioned, I made several revisions to the agency's purposes without the benefit of input from the Committee. This language can be revised to better capture the purposes of the agency.

Article VI – Selection of Commissioners:

- This draft requires that prior to appointment, all Public Sector Commissioners complete an application adopted by the Board of Commissioners. There are certain new very general qualifications specified under Section A that appointees should meet. However, EOC might think about only seating applicants who complete an application detailing the EOC's appointment requirements. The statute is silent on whether or not a CAA has authority to reject a Public Sector appointment. Note that guidance merely states, that local agency officials should ensure that the nature and number of public officials serving on each agency board supports and promotes the goals of addressing poverty and fostering close coordination and partnerships between the CAA and appointing agencies.

- The statute is silent on term limits. I would like some guidance on whether or not such an idea has support. CSBG guidance states that many agencies find term limits helpful to keep boards "revitalized and current."

- Note change to Community Sector appointments. These appointments must be of an employee of the Community Sector organization or someone with a current and sustained relationship with the organization.

Article VII – Please review the language regarding excessive absences. Also, please note the one-year moratorium on employment of commissioners.

Article X – Please note the consolidation of standing committees per our discussions.

I am happy to discuss any additional questions that you might have during the ad hoc committee meeting.

KJP:tlw



**FRESNO COUNTY ECONOMIC OPPORTUNITIES
COMMISSION**

BYLAWS

~~MODIFIED-REVISED~~
~~OCTOBER-MARCH~~
~~2018~~2021



BYLAWS

ARTICLE I. NAME

The corporation's name shall be ~~the Fresno County Economic Opportunities Commission as stated in its articles of incorporation.~~ The corporation may be referred to herein as "~~Corporation~~organization" or "~~Agency~~."

ARTICLE II. PURPOSES & LIMITATIONS

1. **Purposes:** This Corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law. The specific and primary purposes of this Corporation are to undertake various charitable endeavors related to (i) developing, conducting and administering programs as a Community Act Agency formed under the Economic Opportunity Act of 1964, as subsequently amended; (ii) identifying areas of poverty in Fresno County; (iii) encouraging, stimulating and assisting in the development of anti-poverty projects, as well as promote self-sufficiency, by non-profit and public organizations; and (iv) implementing various economic development and service programs in Fresno County in such as areas as transportation, education, job training, nutrition, and related activities. This Corporation is also authorized to receive contributions and grants and to make donations to, and otherwise aid and support, legally permissible undertakings consistent with the above-stated purposes.

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2. **Limitations.** Notwithstanding any of the above statements of purposes and powers, this Corporation shall not, except to an insubstantial degree, engage in any activities, or exercise any powers that are not in furtherance of the specific and primary purposes of this Corporation and this Corporation shall not carry on any other activities not permitted to be carried on by (i) a corporation exempt from Federal income tax under Section 501(c)(3) of the Code, or (ii) corporate contributions to which are deductible under Section 170(c)(2) of the Code.

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~~The organization's purposes shall be as stated in its articles of incorporation.~~

ARTICLE III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

The ~~organization~~Corporation's Board of Commissioners (hereafter sometimes referred to as "Board" or "Commission") shall supervise, control and direct the business and affairs of the ~~organization~~Corporation. All Commissioners shall ~~fully~~ participate in the development, planning, implementation and evaluation of the programs offered by the ~~organization~~Corporation in its service of low income individuals and families.

Commissioners shall be focused on the total problem of poverty in the County as well as with the interests of their respective target areas and appointing entities. The Commissioners shall be responsible for reporting back to their appointing entities and target areas as well as informing the Commission as a whole regarding the problems and relevant activities of their areas and appointing entities.

ARTICLE IV. COMPOSITION OF THE BOARD

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Section 1: Community Services Block Grant (CSBG) Board Composition Requirements:

The Board shall consist of no more than twenty four (24) Commissioners, one-third from each sector described in this section below ~~(the "Tripartite")~~. The number of Commissioners may not be increased or decreased without a resolution of the Board, provided that no decrease shall have the effect of shortening the term of any incumbent Commissioner and the total number of Commissioners is divisible by three.

Public Sector Commissioners. One-third of the ~~Tripartite~~~~Tripartite~~ Board shall be elected or public officials, or their appointed representatives;

Target Area Commissioners. One-third of the ~~Tripartite~~~~Tripartite~~ Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that these Commissioners are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the ~~organization~~~~Corporation~~'s programs; and

Community Sector Commissioners. One~~—~~third of the ~~tripartite~~~~Tripartite~~ Board shall be officials or members of business, industry, labor, religious, law enforcement, education, social services, and/or multi-cultural organizations, or other major groups and interests in the community served.

Section 2: Head Start Board Composition Requirements

In order to meet Head Start requirements, the Board must also include:

- A. At least one Commissioner with a background and expertise in fiscal management or accounting.
- B. At least one Commissioner with a background and expertise in early childhood education and development.
- C. At least one Commissioner who is a licensed attorney familiar with issues that come before the governing body.

However, if a person described in any one of the three preceding sentences is not available to serve as a Commissioner, the Board shall use a consultant, or another individual with relevant expertise, with the required qualifications, who shall work directly with the Board.

- D. One Commissioner shall represent the Head Start Policy Council.

ARTICLE V. SELECTION OF COMMISSIONERS

After each prospective Commissioner has been selected to serve on the Board through the appropriate selection process described in the policies and procedures for the sector in which he or she proposes to serve, and has been determined by the Board (or a Committee thereof) to meet the qualifications set by the Board from time to time for service as a Commissioner, the Board shall vote whether to elect him or her to the Board. Prior to appointment by the applicable body, all Public Sector Commissioners shall complete an application to the Corporation as may be adopted from time to time by the Board of Commissioners.

A. Public Sector Commissioners. Public Sector Commissioners appointed from the following shall be considered for election to the Board:

- One Commissioner appointed by the Mayor of the City of Fresno;
- Two Commissioners appointed by the Fresno County Board of Supervisors;
- One Commissioner appointed by the Fresno County Superior Court Presiding Judge sitting in the Juvenile Department;
- One Commissioner appointed by the State Center Community College District Board of Trustees;
- One Commissioner appointed by a member of the California Assembly;
- One Commissioner appointed by a member of the California Senate; and
- One Commissioner appointed by a member of the U.S. Congress.

Each Public Sector Commissioner must (i) be a resident of Fresno County; and (ii) have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.

B. Target Area Commissioners. 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

Commented [KJP1]: The CSBG is silent on which agencies may appoint. Should this be revised?

within Fresno County that insure equal target area rural and urban representation and adopted by the Commission.

Fresno EOC Bylaws | 3



C. Community Sector Commissioners. 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~~Agency. The Commissioners shall be selected in accordance with the written policies and procedures established ~~from time to time~~ by the Commission.

ARTICLE VI. TERMS OF OFFICE

Each Commissioner shall serve a two-year term, or until the Commissioner sooner dies, resigns, is removed, or becomes disqualified. The January meeting of the Commission shall represent the beginning date for the term of office of a Commissioner first elected or appointed, or reelected or reappointed. A public official shall serve as a Public Sector Commissioner only while he or she continues to hold public office. A representative of a public official shall serve as a Public Sector Commissioner only while the public official who designated him or her continues to hold public office. An individual designated by a Community Sector Organization to serve as a Community Sector Commissioner shall so serve only while he or she continues to be ~~employed or has a current and sustained association associated~~ with the organization that designated the Commissioner.

ARTICLE VII. COMMISSIONERS

Section 1. Powers

A. General Corporate Powers. Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation, the business and affairs of the ~~organization~~Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Commission.

B. Organizational Jurisdiction. ~~For the purposes of California law, the jurisdiction of the Corporation shall be Fresno County. Notwithstanding the foregoing, the Corporation may conduct business outside of Fresno County.~~ ▲

CB. Specific Powers. Without prejudice to these general powers, and subject to the same limitations, the Commissioners shall have the power to:

1. Appoint or remove a Chief Executive Officer according to the policies set forth by the Commission.
2. Prescribe any and all powers and duties in the Chief Executive Officer that are consistent with law, with the Articles of Incorporation, and with these Bylaws, and fix the compensation of the Chief Executive Officer.
3. Approve all programs and budgets and shall oversee the enforcement of grant conditions. The Commission shall ~~conduct the affairs in~~ compliance with any and all requirements of the applicable Federal and State Law including, but not limited to, those laws requested by its funding sources, and any regulations promulgated thereunder.
4. Change the principal executive office or the principal business office in the State of California from one location to another; cause the ~~organization~~Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place

Commented [KJP2]: Note: The CSBG statute is silent on term limits. However, guidance says that many CAAs "find term limits helpful to keep boards revitalized and current." Should the bylaws impose such a requirement. Current board members could be grandfathered in for the purposes of term commencement.

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within ~~or outside the State of California~~ the Corporation's jurisdiction for the holding of any meeting or meetings of the Board, including annual meetings.

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5. Adopt, make and use a corporate seal; prescribe the forms of membership certificates, if applicable; and alter the form of the seal and certificates.
6. Borrow money and incur indebtedness on behalf of the ~~organization~~Corporation and cause to be executed and delivered for the ~~organization~~Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.

Section 2. Vacancies

Vacancies shall be deemed to exist on the occurrence of the following: death, resignation or removal of any Commissioner. The Board shall take steps to ensure that vacant seats are filled in a timely manner. Each successor shall hold office for the unexpired term of his or her predecessor or until the successor sooner dies, resigns, is removed or becomes disqualified.

A. Public Sector Commissioners. When a vacancy occurs in a Public Sector Board seat held by the representative of a public official, the Board shall request that the ~~public official~~ either take the seat himself or herself or put forth another representative to be elected by the Board. If the public official fails to take the seat himself or herself or to name another representative within the period specified by the Board, the Board shall select another public official to serve as a replacement Commissioner or to appoint a representative, subject to approval of the Board, to so serve.

B. Target Area Commissioners. Vacancies in the target area sector shall be filled using the same democratic process originally used to fill the seat.

C. Community Sector Commissioners. When a vacancy occurs in a seat held by an individual designated by a Community Sector Organization, the Board shall ask the Community Sector Organization that designated that individual to designate another individual, subject to approval by the Board, to fill the vacancy. Should that Community Sector Organization fail, within the period specified by the Board, to designate an individual to fill the vacancy, the Board shall select another Private Sector Organization to designate an individual, subject to approval of the Board, to fill the vacancy.

Section 3. Resignation

A Commissioner may resign from the Board by delivering his or her written resignation to the Chair, to a meeting of the Commission, or to the ~~organization~~Corporation at its principal office. The resignation shall be effective upon receipt unless specified to be effective at some other time. A Commissioner who has ceased to meet the qualifications for service as a Commissioner, as specified in these bylaws and by the Board from time to time, and/or for the Board seat to which he or she was elected, is deemed to have resigned as of the date he or she ceased to meet those qualifications.

Section 4. Removal

A. ~~Removal by Appointing Authority.~~ The appointing authority may remove ~~for any reason~~ and nominate at will a replacement Commissioner, who shall be subject to approval of the Board.

~~BA. Grounds for Removal by the Board.~~ ~~The Board may remove a~~A Commissioner ~~from the Board or -can be removed from the Board,~~ any Committee and from any office for the following reasons:

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1. Incapacity. The Board may remove a Commissioner, if in the opinion of the Board, the Commissioner is incapacitated or otherwise unable to carry out the duties of his or her office. The term incapacity shall also include a declaration of unsound mind by a final court order or conviction of a felony.

2. Cause. The Board may remove a Commissioner for cause on any of the following grounds:

- i. violation of the ~~organization~~Corporation's articles of incorporation, or bylaws, or conflict of interest policy, or Board resolutions or other policies,
- ii. repeated disruptions of Board or Committee meetings,
- iii. false statements on documents completed in connection with service as a Commissioner or Officer of the ~~organization~~Corporation,
- iv. fraudulent or dishonest acts or gross abuse of authority or gross abuse of discretion with reference to or negatively reflecting upon the ~~organization~~Corporation's programs or mission,
- v. a Target Area Commissioner moving outside of their Target Area, or
- vi. a Community Sector Organization that nominated the Commissioner ceases to exist or operate within Fresno County.

3. Superior Court judgment. A Commissioner may be removed by the Superior Court pursuant to Corporations Code section 5223 or final judgment by a court of competent jurisdiction for breach of the duty under Corporations Code sections 5230 et seq.

4. Negligence of Duties. The Board may remove a Commissioner for failure to consistently respond to emails or telephone calls requesting input from Board members, lack of follow-through on assignments, including submission of requested reports and/or lack of participation overall in the activities of the Board.

5. Excessive Absences. The Board ~~may shall~~ remove a Commissioner by resolution, after three (3) absences of regular meetings in a calendar year. A Commissioner may timely petition the Board to retain his or her Board seat so long as the Board determines, in its sole discretion, that there is good cause to excuse the excessive absences.

B. Procedure for Removal. The Commission shall follow the policy established for removal of Commissioners established by the Board from time to time.

Section 5. Conflicts of Interest

Subject to the articles of incorporation, bylaws and any applicable law, the Board shall adopt and implement a conflict of interest policy covering the ~~organization~~Corporation's Commissioners, Officers and such employees and other persons as may be specified in the policy. The conflict of interest policy shall comply with California Government Code sections 1090 and 87100, et seq., and Head Start regulations.

~~In compliance with Head Start regulations, Commissioners of the organization may not: have a financial conflict of interest with the organization or its delegate agencies; be employees of the Head Start or Early Head Start programs; or be immediate family members of any employees of the Head~~

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~~Start or Early Head Start programs. For this purpose, the term "immediate family member" means: a spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law~~

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~~and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members. Commissioners who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the organization in its dealings with any federal government departments or agencies.~~

~~Commissioners shall disclose in writing to the Secretary all relationships described in this section, not later than ten (10) days after becoming aware of any relevant conflict of interest.~~

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Section 6. Compensation of Commissioners

Commissioners may not receive compensation for serving on the Board or for providing services to the ~~organization~~Corporation. However, they may receive reimbursement (or advances, in the case of low-income sector Commissioners) from the ~~organization~~Corporation for reasonable and documented expenses incurred in the course of performing services as Commissioners. To the extent the ~~organization~~Corporation makes any such reimbursements or advances, it shall do so only in accordance with financial policies established from time--to--time by the Board.

Section 7. Employment of Commissioners

No ~~Commissioner member~~ shall be eligible to ~~accept be employed by the employment on the agency staff association until no less than six one (16) months-year~~ after the term or period of services as a Commissioner has terminated. ~~Likewise, no person who was a Commissioner, as an individual or executive of another organization, may contract with the Agency for a period of one-year after term or period of services as a Commissioner has terminated.~~ A member of an advisory board of the Commission shall be ineligible to accept employment until three (3) months after ~~terminating the termination from the term of period of~~ service on any association advisory board. However, any individual falling below the California or federal poverty guideline is automatically exempt from the above "waiting period" requirement, ~~but must so long as that individual~~ resigns from the Commission or advisory board at the time of acceptance of employment and such employment does not violate California or federal conflicts of interest law.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting

The annual meeting of the Board shall be held during the month of January each year, subject to postponement by the Board. The purposes of the annual meeting are to elect officers and to transact such other business as may come before the meeting. If the annual meeting is postponed, a special meeting may be held in its place, and any business transacted shall have the same force and effect as if transacted at the annual meeting.

Section 2. Regular Meetings

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 be held at least ten (10) times per year, generally on the fourth Wednesday of each month. At any regular meeting the agenda shall provide an opportunity for any person to present discussion regarding any matter of public interest that is within the subject matter jurisdiction of the Agency.~~

Section 3. Open Meetings~~Closed Session~~

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All Board and standing committee meetings will comply with the Ralph M. Brown Act (Government Code section 54950 *et seq.*). As part of such Brown Act compliance, the Board at all meetings shall provide an opportunity for the public to comment on any action or information item before the Board as well as public comment period for matters properly within the subject matter jurisdiction of the Corporation that is not otherwise on the agenda. Additionally, the Board may from time-to-time convene and take action in closed session so long as expressly authorized under the Brown Act.

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~~As permitted by law, upon an approved motion of the Board, the Board may enter closed session to discuss and vote on issues that are considered confidential.~~

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Section 4. Notice

Written notice of the time, date, location and agenda of each meeting of the Board shall be given to each Commissioner and made available to the public at least 72 hours before regular meetings or 24 hours before a special meeting. Commissioners must protest the lack of notice before the beginning of the meeting. Lack of notice does not preclude the Board from bringing up and/or taking action on items during the meeting, except as provided by law.

Section 5. Quorum

A majority of the number of Commissioners authorized pursuant to these bylaws constitutes a quorum of the Board for the transaction of business. A quorum or its absence shall be determined at the beginning of all meetings. For Board committee meetings, a quorum shall be 50% of the members of the Committee. The Board Chair's presence shall count towards the establishment of a quorum. Should a meeting not meet quorum requirements or lose the quorum at some point during the meeting, the meeting may proceed with informational items, however no action other than adjournment may be taken.

Section 6. Voting and Action by the Board

Unless a greater number is required by the ~~organization~~Corporation's articles of incorporation, these bylaws, ~~organization~~Corporation policies and procedures or by law, the act of a majority of the ~~C~~ommissioners at any meeting at which a quorum is present shall be an act of the ~~B~~oard. Each Commissioner shall have one vote (provided that he or she is not prohibited from voting on a particular matter due to a conflict of interest). Votes by proxy are prohibited.

Section 7. Parliamentary Procedure

Where necessary and in matters not covered by these bylaws, Robert's Rules of Order, Newly Revised, shall serve as a guide to proper procedure (but need not be followed strictly for valid action) at meetings of the Board and its Committees.

Section 8. Participation by Conference Telephone, Electronic Video Screen Communication or Electronic Transmission

Any Board member's participation in any meeting via electronic means shall comply with the Brown Act's limitations on technological conferences, as may be modified by Executive Order.

~~Members of the Board may participate in a meeting through use of conference telephone, electronic video screen communication or electronic transmission. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this section constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another, including members of the public. Participation in a meeting through use of electronic transmission by and to the organization, other than conference telephone and electronic video screen communication, pursuant to this subdivision constitutes presence in person at that meeting if both of the following apply:~~

~~A. Each member participating in the meeting can communicate with all of the other members concurrently.~~

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~~B. Each member is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the organization.~~

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~~If the commission goes into closed session during the meeting, any Commissioner appearing by electronic communication cannot participate in said closed session, due to the inability to insure the confidentiality of the proceedings.~~

Section 9. Action without a Meeting

~~No action by the Board may be taken without a meeting. An action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to that action. The written consent or consents shall be filed with the minutes of the proceedings of the Board. The action by written consent shall have the same force and effect as a unanimous vote of the Commissioners.~~

Section 10. Special Meetings

Special meetings may be called by the Chair or upon the written and signed request of ten (10) or more Commissioners, dated and specifying the items of business. Notice of any special meeting shall be given to each Commissioner and posted to the public at least twenty four (24) hours in advance of such meeting and shall specify the purpose of the meeting. No other business shall be transacted except the agenda items described in the notification.

Section 11. Adjourned Meeting

Any Commission meeting, annual or special whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the Commissioners represented at the meeting; but in the absence of a quorum, no other business may be transacted at that meeting, except as provided in this Article.

ARTICLE IX. OFFICERS

The officers of the Commission shall consist of a Chair, ~~First-Vice Chair, Second-Vice Chair,~~ Secretary, and Treasurer, all of whom shall be elected from the members of the Commission with the exception that the CEO shall be appointed to serve as Secretary. Such officers shall be elected to serve until the next annual meeting of the Commission or until their successors shall have been elected and qualify. No Commissioner shall hold more than one office at the same time.

Section 1. Duties of Officers

The duties and powers of the officers shall be as follows or as shall be set hereafter by resolution or policy of the Board of Commissioners:

- A. **Chair.** The Chair shall: (1) be the chief volunteer officer of the ~~organization~~Corporation, subject to the direction and control of the Board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special Committees with the approval of the Commission; (4) be ex-officio a member of all Committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission. The Chair shall be counted to determine the existence of a quorum.
- B. **~~First-Vice Chair and Second-Vice Chair.~~** In the absence of the Chair or the Chair's inability or refusal to act, the ~~First-Vice Chair and Second-Vice Chair as alternate,~~ shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.

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- C. **Secretary.** The Commission shall appoint the Chief Executive Officer, who shall serve as the Chief Administrative Officer and as Secretary to the Commission. The secretary shall be responsible for the recording and maintenance of records of all proceedings of the Board. This shall include the attendance of Commissioners at meetings, record of votes of all motions of all meetings of the Commission, and all Commission Committees. These records shall be kept in electronic or print files which shall be kept at the principal office of the Commission. The records shall be open at all reasonable times to the inspection of any Commissioner. Such files shall also contain the Commission's articles of incorporation and bylaws (as well as any amendments thereto) and the names of all Commissioners and the address of each. The secretary or his or her delegate shall give all notices that may be required by law or by these bylaws. The secretary shall perform such other duties and have such other powers as the commissioners shall determine from time to time.
- D. **Treasurer.** The treasurer shall: (1) oversee the ~~organization~~Corporation's financial management practices, subject to the direction and control of the Board; (2) ensure that the ~~Ce~~Commissioners understand the financial situation of the ~~organization~~Corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the ~~organization~~Corporation's principal office); (3) serve as Chair of the Finance Committee; (4) serve as an Authorized Check Signatory when the Chair is unavailable; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.

Section 2. Delegation of Duties

An officer may delegate the specific duties set forth above to another individual or receive assistance from another individual in performing such duties, so long as the Officer retains oversight and review of the work of the other individual and the records and documents prepared and distributed by that individual.

Section 3. Election

The Officers shall be elected each year by the Board at the Board's annual meeting. In the event that any or all of the Officers are not elected at the annual meeting, they may be elected at a subsequent Board meeting. Other Officers may be elected from time to time by the Board. The Board may from time-to-time adopt a Board elections policy providing for the procedures and implementation of Board elections.

Section 4. Term of Office

Each Officer shall hold office until the next annual meeting and until his or her successor is elected and qualified or until the Officer sooner dies, resigns, is removed or becomes disqualified.

Section 5. Removal of Officers

Any Commissioner can bring forth to the Bylaws Committee a recommendation for removal of an Officer to be heard by the Bylaws Committee. Removal of Officers shall follow the procedure in Article VII, Section 4.

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Section 5. Resignation of Officers

An Officer may resign by delivering his or her written resignation to the Chair, to a meeting of the Commissioners or to the Secretary. The Board Chair may relinquish their position as Chair by



notifying the Board or Secretary in writing. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

Section 6. Vacancies

The Board should promptly fill vacancies in the Officer positions, either at a regular meeting or at a special meeting called for that purpose. Each successor shall hold office for the unexpired term of his or her predecessor or until the successor sooner dies, resigns, is removed or becomes disqualified.

Section 8. Chief Executive Officer

The Board shall appoint and employ a Chief Executive Officer who, subject to the Board's direction and control, shall: manage the day-to-day affairs of the ~~organization~~Corporation; implement goals and policies established by the Board; report on and advise the Board and its Committees concerning the affairs and activities of the ~~organization~~Corporation; and prepare an annual administrative budget for the approval of the Commission.

The Chief Executive Officer shall be empowered to hire, supervise and terminate the ~~organization~~Corporation's other employees in accordance with personnel policies established by the Board. In addition, the Chief Executive Officer shall perform such other duties and have such other powers as the Board may determine from time to time. The Chief Executive Officer shall attend meetings of the Board and may attend meetings of its Committees..

The Board shall evaluate the Chief Executive Officer and set his/her compensation on an annual basis. The Board may remove the Chief Executive Officer at any time with or without cause. Removal without cause shall be without prejudice to the Chief Executive Officer's contract rights, if any, and the appointment of the Chief Executive Officer shall not itself create contract rights.

~~The Chief Executive Officer and all employed staff charged with the handling of Commission funds shall post with the Commission at the organization's expense a fidelity bond in an amount approved by the Commission.~~

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insurance should take care of this requirement unless it's a Head Start requirement.

ARTICLE X. COMMITTEES

The Board may establish one or more Committees (standing and/or ad hoc) and may delegate to any such Committee or Committees any or all of its powers, except the powers specified in section 5212 of the California Corporations Code.. Any Committee to which the powers of the Commissioners are delegated shall consist solely of Commissioners and shall, to the extent possible, reflect the ~~tripartite~~Tripartite composition of the full Board. Committee members and Chairs shall be appointed by the Board Chair and be approved by the Board and shall serve at the pleasure of the Board.

Each Committee shall keep a record of its actions and proceedings and, when required by the Board, shall make a report of those actions and proceedings to the Board. Unless the commissioners otherwise designate, Committees shall conduct their affairs in the same manner as is provided in these ~~Bylaws~~Bylaws for the conduct of the affairs of the Board of Commissioners, with such changes in the context of such provisions as are necessary to substitute the Committee and its members for the Board and its members; provided, however, that the time of regular meetings of Committees may be determined either by resolution of the Board or by resolution of the Committee, and that special meetings of a Committee may also be called by resolution of the Board. A quorum for any meeting shall be 50 percent of that Committee. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions of these bylaws. Each standing Committee shall comply with the Brown Act.

There shall be the following standing Committees: Executive, ~~Human Resources/Personnel/Pension~~ ("Personnel"), Finance/~~Audit/Infrastructure~~ ("Finance"), Bylaws, Audit, ~~Pension~~, Program Planning and Evaluation Committee and Infrastructure. The Board Chair shall appoint the Chair of each Committee who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended.

Section 1. Executive Committee

The Executive Committee shall be composed of the four (4) elected officers as well as the chairs of the ~~Audit~~, Bylaws, Program and Planning, ~~Human Resources/Personnel~~ and ~~Pension~~ Committees. This Committee shall have all the powers and authority of the Board of Commissioners, as allowed by law in the intervals between meetings of the Board, and is subject to the direction and control of the full Board.

The Executive Committee shall act on interim matters that cannot wait until the next Commission meeting. Its decision(s) are subject to approval by the Commission. The Executive Committee shall make a report of its actions and proceedings to the Board at the next meeting of the Board held after such actions or proceedings. The Executive Committee shall meet as necessary as determined by the Chair. An Executive Committee meeting may be called by the Chair or upon the written request of two (2) Committee members with 48 hours' notice.

Section 2. Finance Committee

The Finance Committee shall be composed of the Treasurer, who shall be its Chair, and four (4) other Commissioners, at least one from each ~~tripartite~~ Tripartite sector. The Finance Committee shall: (1) advise the Chief Executive Officer in the preparation and administration of the operating budget; (2) oversee the administration, collection, and disbursement of the financial resources of the ~~organization~~ Corporation; (3) advise the Board with respect to significant financial decisions, including the integrity of the financial statements of the Corporation; (4) the overall systems of internal control and risk mitigation; (5) oversee the compliance by the Corporation with legal and regulatory requirements and ethical standards; (6) at the close of each fiscal year, present to the Commission a financial report for the year audited by a licensed Certified Public Accountant; (7) advise the Board on the selection, independence and performance of the Corporation's independent auditors. (8) oversee the internal audit department; (9) establish outcome statements for meeting the Agency's infrastructure needs, and periodically monitor performances towards meeting these statements; (10) review, discuss and make recommendations to the Board relative to the Agency's plans for real estate acquisitions/development, property maintenance, and technology advancements, and procurement activities; (11) meet the community and Agency staff's infrastructure needs; and (12) have such other powers and perform such other duties as the Board may specify from time to time.

Section 3. Audit Committee

~~The Audit Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector and who are not on the Finance Committee. The Audit Committee shall assist the Board of Commissioners in fulfilling its oversight responsibilities by monitoring: (1) the overall systems of internal control and risk mitigation; (2) the integrity of the financial statements of the organization; (3) compliance by the organization with legal and regulatory requirements and ethical standards; (4) at the close of each fiscal year shall present to the Commission a financial report for the year audited by a licensed Certified Public Accountant; and (5) the selection, independence and performance of the organization's independent auditors. In addition, the Audit Committee shall oversee the internal audit department and have such other powers and perform such other duties as the Board may specify from time to time.~~

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Section 4. Bylaws Committee

The Bylaws Committee shall be composed of five (5) Commissioners, with at least one from each ~~tripartite~~Tripartite sector. The Bylaws Committee shall: (1) oversee Board member recruitment (including administering the target area Board member democratic selection process, recommending candidates for Public and Community Sector Board seats, and ensuring that the Board fills vacancies promptly), orientation, and training; (2) coordinate the Board's periodic evaluation process of itself and the organization's governance structure, policies and procedures; (3) coordinate periodic review

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of the ~~organizationCorporation~~'s articles of incorporation and bylaws; and (4) have such other powers and perform such other duties as the Board may specify from time to time.

Section 5. Program Planning and Evaluation Committee

The Program Planning and Evaluation Committee shall be composed of five (5) Commissioners, with at least one from each ~~tripartiteTripartite~~ sector. Subject to the direction and control of the full Board, the Program Planning and Evaluation Committee shall: (1) oversee implementation of the ~~organizationCorporation~~'s community needs assessment and strategic planning processes approved by the Board and conduct periodic reviews to determine to what degree the ~~organizationCorporation~~ is addressing the needs and goals identified through these processes; (2) shall discuss, review and recommend grant applications; (3) track the progress of the ~~organizationCorporation~~'s programs in meeting identified goals and objectives; (4) oversee the ~~organizationCorporation~~'s processes for outcome reporting for its programs; (5) review monitoring reports, evaluations, and other feedback on the ~~organizationCorporation~~'s programs provided by funding sources and other interested parties; (6) work with the ~~organizationCorporation~~'s staff and full Board to ensure that monitoring findings are addressed in a timely way; (7) oversee the regular evaluation of the ~~organizationCorporation~~'s programs by the ~~organizationCorporation~~'s Board and staff; and (8) regularly report to the full Board on these matters. In addition, the program planning and evaluation Committee shall have such other powers and perform such other duties as the Board may specify from time to time.

Section 6. Human Resources Committee

The Human Resources Committee shall be composed of five (5) Commissioners, with at least one from each ~~tripartiteTripartite~~ sector, two elected employee representatives, and two Pension Plan Trustees and shall (1) periodically review the ~~organizationCorporation~~'s personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the ~~organizationCorporation~~'s compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the ~~organizationCorporation~~'s employee benefits package; (4) receive information from the ~~organizationCorporation~~'s staff and attorneys on legal proceedings involving the ~~organizationCorporation~~'s employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis. ~~In addition, the Human Resources Committee shall have such other powers and perform such other duties as the Board may specify from time to time.~~

Section 7. Pension Committee

~~The Pension Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector, two elected employee representatives, and two Pension Plan Trustees. The Pension Committee meets on a quarterly basis to review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; (6) The Committee will provide employees with a diversified slate of investment options, and make changes to the funds offered as needed; and (7) have such other powers and perform such other duties as the Board may specify from time to time.~~

Section 8. Infrastructure Committee

~~The Infrastructure Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector and shall (1) establish outcome statements for meeting the agency's infrastructure needs, and periodically monitor performances towards meeting these statements; (2) review, discuss and make recommendations to the Board of Commissioners relative to the agency's~~

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~~plans for real estate acquisitions/development, property maintenance, and technology advancements, and procurement activities; (3) meet the community and agency staff's infrastructure~~

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~~needs; (4) provide employment opportunities for clients, students, and corps members by creating relationships among the agency's education and employment training programs; (5) promote procurement opportunities to small proprietors, women, and minority operated businesses and those certified as a Disadvantaged Business Enterprise (DBE) as it pertains to facilities management/maintenance, IT network, telecommunications, and real estate activities.~~

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ARTICLE XI. POLICIES AND PROCEDURES

Section 1. Annual Statement of Certain Transactions and Indemnifications

No later than the time the organizationCorporation gives its annual report, if any, to the Commissioners, and in any event no later than 120 days after the close of the organizationCorporation's fiscal year, the organizationCorporation shall prepare and mail or deliver to each Commissioner a statement of the amount and circumstances of any transaction or indemnification of any transaction(s) in which the agencyAgency, its parent or its subsidiary was a party, or in which any Commissioner or Officer had a direct or indirect financial interest.

Section 2. Fiscal Year

The fiscal year of the organizationCorporation shall be fixed by resolution of the Board of Commissioners and may be changed by the Board of Commissioners.

Section 3. Execution of Instruments

Except as the Board may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted and endorsed by the organizationCorporation shall be signed by the Chair or the Chief Executive Officer and checks drawn on any account of the organizationCorporation shall be signed by either the Chair, the Treasurer or the Chief Executive Officer (each an "Authorized Check Signatory") and, if in excess of any amount determined by the Board from time to time, countersigned by another Authorized Check Signatory. Unless authorized by the Board, no Officer, employee or agent shall have any power or authority to bind the organizationCorporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or for any amount.

Section 4. Agents

The Board may appoint agents who shall have such authority and shall perform such duties as may be prescribed by the Board. The Board may remove any such agent at any time with or without cause. Removal without cause shall be without prejudice to such person's contract rights, if any, and the appointment of such person shall not itself create contract rights.

ARTICLE XII. BONDING

The Board shall require all Officers of the organizationCorporation charged with handling of funds, and may require any other Officer, director, employee or agent, to be bonded for performance of their duties in such amount and by such bonding company registered in the state of California as shall be satisfactory to the board at the organizationCorporation's expense.



ARTICLE XIII. INDEMNIFICATION OF COMMISSIONERS, OFFICERS, EMPLOYEES, AND OTHER AGENTS

Section One. Actions Other Than By the Corporation.

The Board of Commissioners shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by, or in the right of, this Corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Corporations Code, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if that person acted in good faith and in a manner that person reasonably believed to be in the best interests of this Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of that person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

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Section Two. Actions By the Corporation.

The Board of Commissioners shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by, or in the right of, this Corporation, or brought under Section 5233 of the California Corporations Code, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that person is or was an agent of this Corporation, against expenses actually and reasonably incurred by that person in connection with the defense or settlement of that action if that person acted in good faith, in a manner that person believed to be in the best interests of this Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.02 for any of the following reasons:

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In respect of any claim, issue or matter as to which that person shall have been adjudged to be liable to this Corporation in the performance of that person's duty to this Corporation, unless, and only to the extent that, the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for the expenses and then only to the extent that the court shall determine:

Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

Section Three. Successful Defense By Agent.

To the extent that an agent of this Corporation has been successful on the merits in defense of any proceeding referred to in Sections 8.01 or 8.02, or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

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Section Four. Required Approval

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Except as provided in Section 8.03, any indemnification under this Article VIII shall be made by the Board of Commissioners only if authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 8.01 or 8.02, by any of the following:

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A majority vote of a quorum consisting of Board of Commissioners who are not parties to the proceeding; or

The court in which the proceeding is or was pending, upon application made by this Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this Corporation.

Section Five. Advance of Expenses.

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Expenses incurred in defending any proceeding may be advanced by this Corporation before the final disposition of the proceeding upon receipt of an undertaking by, or on behalf of, the agent to repay the amount of the advance unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VIII.

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Section Six. Other Contractual Rights

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No provision made by the Corporation to indemnify its Commissioners or Officers for the defense of any proceeding, whether contained in the Corporation's Articles of Incorporation or Bylaws, a resolution of the Board, an agreement or otherwise, shall be valid unless consistent with this Article VIII. Nothing contained in this Article VIII shall affect any right to indemnification to which persons other than Commissioners and Officers of this Corporation may be entitled by contract or otherwise.

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Section Seven. Limitations.

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No indemnification or advance shall be made under this Article VIII, except as provided in Sections 8.03 or 8.04, in any circumstances where it appears:

That it would be inconsistent with a provision of the Articles of Incorporation, Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

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Section Eight. Insurance.

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The Corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its agents, against any liability asserted against or incurred by any agent in such capacity or arising out of the agent's status as such, regardless of whether the Corporation would have the power to indemnify the agent against the liability under the provisions of this Article VIII; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the California Corporations Code.

~~The Board shall have the statutory power to indemnify the agents of the organization pursuant to the terms and conditions of section 5238 of the California Corporations Code, as amended. All provisions, definitions, powers and limitations set forth in 5238 are incorporated herein by this reference as though set forth fully and at length herein. Nothing herein shall prevent, preclude, impair or otherwise limit the power of the Board of Commissioners to obtain insurance as described in section 5238.~~

ARTICLE XIV. AMENDMENT OF BYLAWS

These bylaws may be altered, amended or repealed at any meeting of the Commissioners; provided that notice of the meeting must be provided to the Commissioners at least 14 days before the date of the meeting and must include the text of the proposed alteration, amendment or repeal.

ARTICLE XV. DISSOLUTION

In the event of dissolution of this Commission by act of the Commission or by operation of law, such dissolution shall be conducted in accordance with the laws of the State of California, in proceedings to which the Attorney General shall be a party.

**ARTICLES OF INCORPORATION
OF
FRESNO COUNTY ECONOMIC OPPORTUNITY COMMISSION**

I.

The name of this corporation is FRESNO COUNTY ECONOMIC OPPORTUNITY COMMISSION.

II.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

C. The specific and primary purposes of this corporation are to undertake various charitable endeavors related to (i) developing, conducting and administering programs as a Community Act Agency formed under the Economic Opportunity Act of 1964, as subsequently amended; (ii) identifying areas of poverty in Fresno County; (iii) encouraging, stimulating and assisting in the development of anti-poverty projects, as well as promote self-sufficiency, by non-profit and public organizations; and (iv) implementing various economic development and service programs in Fresno County in such as areas as transportation, education, job training, nutrition, and related activities. This corporation is also authorized to receive contributions and grants and to make donations to, and otherwise aid and support, legally permissible undertakings consistent with the above-stated purposes.

D. Notwithstanding any other provision of these Articles of Incorporation, this corporation shall not carry on any other activities not otherwise permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law); or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

III.

The name and street address in the State of California of this corporation's initial agent for service or process is Emilia Reyes, CEO, 1920 Mariposa Street, Suite 300 Fresno, California 93721.

IV.

A. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in, or intervene in, any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

B. This corporation is not organized, and shall not be operated, for pecuniary gain or profit. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net earnings or assets of this corporation shall ever inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

V.

Upon the dissolution or winding up of this corporation, the assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), or shall be distributed to an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), for its exempt purposes.

VI.

The liability of the directors of this corporation for monetary damages shall be eliminated to the fullest extent permissible under California law.

VII.

This corporation is authorized to indemnify the directors and officers of this corporation to the fullest extent permissible under California law.

VIII.

The corporation's street address and mailing address is 1920 Mariposa Street, Suite 300 Fresno, California 93721.

Dated: March __, 2021.

Emilia Reyes

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

February 2, 2021

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Carlos Lopez, CWPC Chairperson via ZOOM Call.

ROLL CALL

Roll Call was called by Margarita Mancilla, CWPC Secretary. The following Representatives were present: Marycruz Rojas Maravillas, Margarita Mancilla, Jessica Aquino, Tran Thao, Maria G. Moreno, Monica Rodriguez, Rafaela Sandoval, Yessenia Magallon, Katrina Bridges, Luisa Ponce, Cesia Munoz, Ofelia Sandoval, Alma Ramos, Soraya Ifticene, Maricela Velazquez, Candace Liles, Veronica Aguilera, Daniela Martinez, Ashleigh Rocker Greene, Emilia Juarez, Ana Torres Amezcua, Jolanna Grayson, Railene Zepeda, Blanca y Perez Torres, Brenda Marmolejo, Mayra Cedano-Heredia, Jazmin Naranjo, Maria Lara, Araceli Zavalza, Fawnda Cole, Carlos Lopez, Maribel Sierra, Ana Yareli Galarza, Tracy Banuelos, Sonia Tiznado, William Trigueros, Natisha Goins, LaVera Smith, Marlene Pena, Lupe Jamie-Mileham and Jimi Rodgers.

Carlos Lopez, CWPC Chairperson, informed Representative that meeting will move forward with Informational Items, due to lack of a full quorum.

**FRESNO EOC PROGRAM
REPORT – SANCTUARY &
SUPPORT SERVICES**

Jennifer Cruz, LGBTQ+ Program Manager for Fresno EOC Sanctuary & Support Services informed Representatives of services provided by the program.

Ms. Cruz presented a Power Point presentation which highlighted services provided at the Sanctuary & Support Services program.

- Safe Place Services
- Outreach Services
- Housing Navigation Services
- Emergency Shelter Services
- Youth Bridge Housing Services
- Central Valley Against Human Trafficking
- LGBTQ & Resource Center Services

At this time, Carlos Lopez, CWPC Chairperson, informed Representatives that a full quorum has been met and meeting will continue with Approval Items.

**APPROVAL OF PREVIOUS
CWPC MINUTES**

Carlos Lopez, CWPC Chairperson, informed Representatives of the January 12, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the January 12, 2021 CWPC Minutes as written and read was made by Ashleigh Rocker Greene and seconded by William Trigueros. Motion carried.

**COMMUNITY
REPRESENTATIVE REPORTS**

There were no Community Representative Reports given at tonight's meeting.

**FRESNO EOC
COMMISSIONERS' REPORT**

Jimi Rodgers, Fresno EOC Commissioner, informed Representatives, that Commissioner Zina Brown-Jenkins was unable to attend tonight's meeting to report on the November 18, 2020, December 2, 2020 and December 16, 2020 Fresno EOC Board meeting minutes. This information was sent to Representatives prior to tonight's meeting.

**FRESNO EOC
COMMISSIONERS' REPORT -
(Cont.)**

Ms. Rodgers gave a report from the December 28, 2020, EOC Board Meeting. Ms. Rodgers shared the following:

Introduction of New Commissioners:

- Jewel Hurtado, Target Area C
- Alysia Bonner, Target Area F
- Ed Avila, Public Official Appointment – Juvenile Court
- LeRoy Candler, Community Sector – National Association for the Advancement of Colored People

Election of Officers:

- Linda Hayes, Chair
- Maiyer Vang, First Chair
- Catherine Robles, Second Chair
- Charles Garabedian, Treasurer

Previous Commissioners Appreciation:

- Daniel Parra, 8 years of service
- Misty Franklin, 2 years of service
- Angie Isaak, 6 years of service
- Pastor Bruce McAlister, 8 years of service

Election of Access Plus Capital:

- Andrea Reyes
- Lisa Nichols

Motion to approve the November 18, 2020, December 2, 2020 and December 16, 2020 Fresno EOC Board meeting minutes as written and read was made by Veronica Aguilera and seconded by Maria G. Moreno. Motion carried.

**MONTHLY FINANCIAL
STATUS REPORTS**

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for December 2020. These reports were sent to Representatives prior to tonight's meeting.

Ms. Aquino reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of December 2020 and year-to-date.

Motion to approve the Monthly Financial Status Reports for December 31, 2020 for Early Head Start and Head Start was made by Veronica Aguilera and seconded by Ana Torres Amezcua. Motion carried.

ADA REPORTS

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

The Early Head Start monthly ADA for December 2020 is 56.68% for Center Base and 75.83% for Home Base.

The Head Start monthly ADA for December 2020 is 90.23% for Center Base and 91.82% for Home Base.

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 Early Head Start, Head Start Center Base and Home Base for December 2020 was made by Luisa Ponce and seconded by Sonia Tiznado. Motion carried.

**PERSONNEL COMMITTEE
REPORT**

Candace Liles, CWPC Personnel Committee 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.

**PERSONNEL COMMITTEE
REPORT – (Cont.)**

Ms. Liles reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for February 2, 2021.

**HEAD START HEALTH
SERVICES COMPLIANCE
REPORT (CENTER BASE/
HOME BASE)**

Marie Sani, Health Services Manager, and Lupe Zuniga, Home Base Services Manager, informed Representatives at tonight's meeting of the Head Start Health Services Compliance Report (Center Base/Home Base) for the period of August 1, 2020 through December 31, 2020. This information was mailed to Representatives prior to tonight's meeting.

The Head Start Program Performance Standards 1302.102 Achieving program goals we must monitor program performance use the data for continuous improvement and (d) Reporting (1) a program must submit:

- (i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually.

The Head Start Health Services Compliance Report is compiled from ChildPlus data and presented two times a year. In February and June the CWPC and Fresno EOC Board are informed of the number of children who completed a physical, dental exam and immunizations using this report.

This year with COVID-19 many doctors and dentists are not seeing patients. We are seeing a 10-30% drop from last year in the figures.

**HEAD START FY 2020-2021
HEAD START STRENGTHS,
NEEDS, INTEREST, PARENT
(SNIP) SURVEY RESULTS**

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Head Start FY 2020-2021 Head Start Strengths, Needs, Interest, Parent (SNIP) Survey Results. This information was sent to Representatives prior to tonight's meeting.

The SNIP survey is completed annually by Head Start parents/caregivers. It is distributed at the beginning of each school year to inform staff of the family's strengths, needs and interests.

The outcome of the survey are used as one of many tools to guide the overall program planning process. Staff also utilize this data to plan for parent workshops according to parents' interest and/or needs.

This year, the SNIP Survey was sent to parents/caregivers by mail or email in October 2020. We sent out a total of 1,808 but received a total of 1,100 completed surveys from Center Base and Home Base.

**EARLY HEAD START/
HEAD START ELIGIBILITY,
RECRUITMENT, SELECTION,
ENROLLMENT AND
ATTENDANCE (ERSEA)
SELECTION CRITERIA**

Joanna Villalobos, Early Head Start ERSEA Coordinator, informed Representatives of the Early Head Start/Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Selection Criteria. This information was sent to Representatives prior to tonight's meeting.

The Early Head Start and Head Start Selection Criteria is a process by which children are selected into the program.

According to the Head Start Program Performance Standards a program must annually establish a selection criteria that weight the prioritization of selection of participants, based on community needs identified in the Community Needs Assessment §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individual Disabilities Education Act (IDEA) (20) U.S.C. 1400 et seq.) and other relevant family or child risk factors (1304.14 (a)).

Ms. Villalobos shared that last year the Fresno EOC Planning & Evaluation Committee made recommended revisions to the both Selection Criteria. This school year (2020-2021) no revisions were made to the Early Head Start Selection Criteria and the Head Start Selection Criteria.

POSITIVE SOLUTIONS FOR PARENTING CLASS

Doreen Fischer, informed Representatives at tonight's meeting of the upcoming Parenting Classes for Early Head Start and Head Start parents. This information was mailed to delegates prior to tonight's meeting.

Positive Solutions for Families is an evidence based curriculum which was designed to be included in the Teaching Pyramid Framework implemented in our program.

The curriculum consists of 6 modules designed to increase parents' understanding of the importance of:

- Building positive relationships
- The difference between acknowledgment and praise.
- Setting expectations.
- Play and communication.
- Why children do what they do.
- Friendship skills, emotional literacy, managing strong emotions, problem-solving.

Ms. Fischer shared that the Positive Solutions for Families Parenting Classes are free and space is limited. The five (5) weeks learning experience will consist of:

- Learn new positive approaches to parenting
- Gain further knowledge about your child's behavior
- Help your child strengthen their social and emotional skills

Virtual classes will be provided via ZOOM.

English classes are from 1:00 p.m. to 2:30 p.m. on Wednesdays beginning February 17, 24 through March 3, 10, 17, 2021.

Spanish classes are from 2:30 p.m. to 4:00 p.m. on Wednesdays beginning February 17, 24 through March 3, 10, 17, 2021.

Ms. Fischer, encouraged all parents to participate in the Parenting Classes.

QUALITY IMPROVEMENT PLAN (QIP)

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Quality Improvement Plan (QIP). This information was sent to Representatives prior to tonight's meeting.

The Fresno EOC Administrative staff have received frequent feedback from the Administration for Children and Families through our Program Specialist at Region IX. On December 16, 2020 Linda Hayes, EOC Chair, Emilia Reyes, CEO, Jim Rodriguez, Chief Financial Officer, Rosa M. Pineda, Early Care & Education Director and Nidia Davis, Program Support Director, met with Region IX Office of Head Start to discuss the options available to EOC to consider in order to close the QIP we are currently under. EOC agreed to pay to the Federal government to eliminate Federal interest in the Fresno EOC Executive Plaza in the amount \$1,941,814. Fiscal issues were resolved prior to December 31, 2020 which our corrective action period closed.

EARLY HEAD START/ HEAD START MONTHLY PROGRAM UPDATE REPORT (PUR)

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR). 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.

SELF-ASSESSMENT

Veronica Galvan, Quality Assurance Manager, informed Representative of the upcoming Self-Assessment for Head Start 0 to 5 program. This information was sent to Representative prior to tonight's meeting.

The Head Start 0 to 5 program must conduct a self-assessment that uses program data including aggregated child assessment data, professional development data and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established in the Head Start Program Performance Standards.

Throughout the program year the data will establish the effectiveness of the professional development and family engagement systems in promoting school readiness; communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual Self-Assessment. The final Self-Assessment findings will be submitted to the responsible Health and Human Services (HHS) official.

The Self-Assessment will be conducted the week of March 1 through March 5, 2021. In addition to program staff, Early Head Start/Head Start families and Fresno EOC Board member are invited to attend and actively participate in meetings. All Self-Assessment meetings will be conducted via ZOOM.

Self-Assessment Orientation Training is scheduled for Thursday, February 25, 2021 from 8:30 a.m. to 10:00 a.m. via ZOOM.

ANNOUNCEMENTS

Jolanna Grayson, CWPC Historian, made the following Announcements:

- A. March 2, 2021 – Next CWPC Meeting Via ZOOM at 6:00 p.m.
- B. March 16, 2021 – Next Executive Board Meeting Via ZOOM at 6:00 p.m.
- C. March 29 – April 5, 2021 – Spring Break (No School)
- D. April 6, 2021 – Next CWPC Meeting Via ZOOM at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Yessenia Magallon and seconded by Maria G. Moreno. Motion carried.

The meeting adjourned at 7:44 p.m.

Submitted By:

Esther Lepe
Recording Secretary

FRESNO EOC SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

On-Line through Ring Central
Tuesday, February 9, 2021

MINUTES

I. Meeting called to order by Jeanne Starks at 10:06 a.m.

II. Roll call facilitated by Terry Allen

Voting Members	Prese	Excus	Abse	Non-Voting Members	Prese	Excus	Abse	Staff	Prese	Excus	Abse	Guests
Michael Allen, Community Rep			X					Michelle Tutunjian	X			Andrea Madriguel, FSU Intern Patricia Billeadeau, SOUL Case Manager
Terry Allen, Ed.D., Retired Teacher Rep	X							Emilia Reyes		X		
Edward Avila, EOC Commissioner			X									
Jerome Countees, EOC Commissioner			X									
Jeff Davis, Director Employ & Training	X											
Corinne Florez, Community Rep	X											
Larry Metzler, Cultural Arts Rotary Interact Club			X									
Mike Petrovich Ph.D, Retired Mental Health Rep	X											
Chuck Riojas, Community Member	X											
Jimi Rodgers, EOC Commissioner	X											
Jeanne Starks, Chair , Retired Law Enf Juv Prob	X											
Jane Thomas, Director EOC Health Services		X										
Benita Washington, FSU Social Worker Rep		X										
Parent Rep Maria Amaro Morales Alt Parent Rep:	X											
Student Rep's (2) Rebecca Luna, Manuela Torres Alternative Student Rep., Ezequel Ayala,	X		X									
Rena Failla, Staff Rep	X											
Courtney Griffin, Staff Rep	X											
Sam Hairston, Career	X											
Joseph Turner, Teacher Rep	X											
Mark A Wilson, Principal	X											

III. Approval of Minutes

The November 10, 2020 minutes were approved as read. M/S/C Rodgers/Davis

IV. 2020-2021 Safe School Plan

Dr. Wilson shared with the Governing Council the annual Safe School Plan and the new bell system that was installed at SOUL over the holiday break. The bell system gives SOUL the opportunity to set different alarm sounds for the various emergency drill schedules that need to be routinely practiced. The Safe School Plan provides guidance and protocols for staff to follow during times of emergency preparation or in the event of an on campus emergency. The Safe School Plan must be approved and submitted to Fresno Unified by March 1. A motion was made to approve the 2020-2021 Safe School Plan. M/S/C Allen/Rodgers

V. 2020-2021 CSI Grant Funding

The California Department of Education has reviewed and approved the 2020-2021 Every Student Succeeds Act (ESSA) Comprehensive Support and Improvement (CSI) Local Education Agency (LEA) Funding for SOUL. As a condition of funding, the LEA, must partner with stakeholders, including teachers and parents to locally develop and implement a

CSI plan in the 2021-2022 school year. In addition, CSI interventions, strategies, and activities must align to the goals, actions, and services identified in the LEA's LCAP. All CSI goals are in full alignment of SOUL's charter and LCAP goals, as well as Fresno EOC's strategic goals. A motion was made to ratify the 2020-2021 CSI Grant Funding. M/S/C Petrovich/Riojas.

VI. 2019-2020 School Accountability Report Card

Dr. Wilson reported on the 2019-2020 School Accountability Report Card (SARC). Yearly, SOUL produces an annual report card that summarizes student assessment results that is disaggregated by student subgroups. The information also includes SOUL's graduation rates, teacher qualifications, along with other indicators. Additionally, SOUL provides information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources and demographics. Every California school is required by state law to publish a School Accountability Report Card by February 1 of each year. The SOUL Governing Council did not meet in January 2021, consequently, this report is presented to the Governing Council as a ratification item. A motion was made to ratify the 2019-2020 School Accountability Report Card. M/S/C Riojas/Rodgers

VII. SOUL Update

SOUL's demographic information for the school enrollment and updates as reflected on the Principal's report were reviewed by the council. Additional items discussed:

- Dr. Wilson presented to the Governing Council "Preparing the 2021-2024 Local Control and Accountability Plan" through a power point presentation. The LCAP multi page budget reflects how we justify expenditures, how we can increase and improve student services and the effectiveness of the plan developed. He also shared the process and timeline that will be used to accomplish the completion of this comprehensive plan.
- Rena Failla reported that WASC has formally sent a letter stating that SOUL will continue for the next three years. SOUL's WASC Accreditation and Charter Petition will be up for renewal in 2023.
- Ezequiel Ayala shared his post-secondary plans to enlist in the United States Army.
- Patricia reported on the Christmas wreaths that were given to the residents of Rehabilitation Center of Fresno and the SOUL store that students were able to go through and pick up personal items, household products and even Christmas gifts for their families. The next student Interact meeting will be held February 22nd.
- Courtney Griffin stated that we are still distributing meals to our families that request them.

VIII. Other Business

The next Governing Council meeting will be held on Tuesday, March 9, 2021 from 10:00am-11:30am.

IX. Public Comment

None at this time

X. Adjournment of Meeting

The meeting was adjourned at 11:32 am

Submitted by Terry Allen ED.,D.



Wednesday, March 24, 2020

CEO REPORT

Background

The information presented below is intended to keep the Board apprised of the Chief Executive Officer and staff's community involvement on behalf of the Board.

FRESNO EOC AGENCY WIDE EFFORTS

Head Start 0 to 5 Application

We had our federal Head Start review, and we would like to thank the finance team and commissioners who participated.

We also had our Head Start 0 to 5 In-Service where we discussed our hopeful outlook, the new vision, and the next steps, which have been updated. Mentions: Fresno Bee

Equity and Inclusion Updates

The Leadership Team has completed two of the three scheduled sessions of the Equitable Outcomes with Results-Based Accountability Training, with the last of the trainings scheduled for this coming Friday, March 12. This training sets the foundation for the implementation of equity planning for the organization as a whole and departments individually. The Executive Leadership Team has begun to receive their full individual IDI Assessment debriefs, including strengths and focus on intercultural development.

The Assessment Team has begun the development of tools to gather organizational feedback on the five impact areas:

1. Assessment, Measurement, and Research
2. Marketing and Customer Service
3. Leadership and Accountability
4. Diversity and Inclusion Vision, Strategy and Business Case
5. Diversity and Inclusion Learning and Education

The Inclusion Team is planning events to commemorate Cesar Chavez Day, focusing on sharing knowledge about the history of Chavez and the politics of immigration and labor laws. Lastly, in recognition of International Women's Month, each week, the Equity and Inclusion newsletter will include a story related to Women's issues and history.

Commissioners One on One

I am still meeting with commissioners one on one. If you haven't signed up, please contact Elionora Vivanco by email Elionora.Vivanco@fresnoeoc.org

Board Retreat Update

As a reminder, our board retreat has been rescheduled to April 16-17, 2021. Location: Double Tree. Mark your calendars!

FRESNO EOC Donation update

Charles Garabedian, Jr. Donates Youth Art Contest Prize Money

We thank our generous Board Commissioner, Charles Garabedian, Jr., who donated \$600 for prize money to our Rural Food Express Bus Youth Art Contest winners. Your generosity is much appreciated.

Former Mayor, Lee Brand Donates to VAC

Our former mayor, Lee Brand, was kind enough to select our Valley Apprenticeship Connections program as one of ten organizations to receive leftover campaign contributions. VAC will receive \$25,000. Mentions: [KMJ](#), [The Business Journal](#), [GVWire](#)

COMMUNITY WIDE EFFORTS

Zero Fare Clean Air Act - PASSED!

You may remember this story from the last CEO Connect email. This time, we are happy to report the City Council passed the Zero Fare Clean Air Act. Free FAX bus fares started March 1st and will last until the end of the COVID-19 emergency order. 70% of our Fresno FAX riders earn \$20,000 or less per year. This includes single mothers, low-income residents, and women of color using these services to go to work or school. Free fares will help all of Fresno by encouraging more passengers to ride public transportation and improving our air quality in the Central Valley. Providing free rides to Fresno residents will move us one-step closer to providing equitable services in our community.

Mentions: [Fresno Bee](#), [KMJNow](#)

Transit Systems in the News

I had an opportunity to meet with our Transit Systems program and see their vision to implement new changes based on our operational assessment recommendations. These changes will create continuous improvements for Transit Systems to better serve our community. You might have noticed our Transit Systems is in the news last month for providing transportation for participants to receive COVID-19 vaccinations. This service is available to those who are 65 and older. Mentions: [ABC30](#)

Advance Peace Fresno

We had our first Town Hall meeting and introduced our staff, the work we do, and how our community can be involved.

We have had our first advisory board meeting in February. Our advisory board members:

- Kirk Haynes - Chief Probation Officer

- Kathryn Forbes - Gender, Law, and Public Policy professor at Fresno State
- Oliver Baines - Former city council member CEO of central valley NMTC
- Andy Levine - Lead organizer with Faith in the Valley & Fresno State professor
- Emilia Reyes, CEO for Fresno EOC
- Simon Biasell-Moshrefi – Community Pastor
- JePahl White - Community Leader

We are excited by the connections we have made and the continuing efforts for change in our community.

Also in Advance Peace Fresno News: Former NBA player **Matt Barnes** stopped by our office on March 3 and discussed his passion for building safer communities. Last month, Barnes took on the role of National Director of Social Advocacy for Advance Peace. Read the full story [on our website](#).

Advance Peace in National News

- Berkeley study found that California gun violence program: Advance Peace, saves lives and saves taxpayers millions. Read the study on [UC Berkeley news](#).
- New York Mayor Bill de Blasio announced yesterday that the Advance Peace strategy will be tested in five precincts across as many boroughs. The pilot program will start in July, [read the article here](#).

Mentions: [Fresno Bee](#), [GV Wire](#)

Zoo Board

I have been selected to be a part of the Fresno Chaffee Zoo Board of Directors who are responsible to implement the zoo's mission: Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation.

Rural Food Express Bus Art Contest

The art contest is currently underway through the end of the month. Youth under 18 can enter their art samples in person or on our website. Share with your organizations - the more kids that have the chance to share their artwork, the better. All of the details are located on our [website](#).

COVID-19 Vaccinations

More and more people are being vaccinated every day, and our community's health is improving. You may have caught our Gaston Middle School vaccination clinic on the news. Vaccinations are in full swing, and we have had a total of 2,293 vaccinations administered at nine vaccination events. This month, we have 2,720 appointments at eight vaccination clinics scheduled. **Mentions:** [ABC30](#), 2nd story from [ABC30](#). [Your Central Valley](#)

COVID-19 Equity/Testing Tuesdays

Testing Tuesday is on hold while we are ramping up our vaccination clinics. More to come!

Healthy Harvest/Cosecha Sana

To date, we have received nearly 1,000 calls, and 97% of those have been for in-home quarantine support or rental assistance. On February 22, 2021, the Legislature passed Assembly Bill (AB) 85, an immediate action budget bill that included a one-time \$24,020,000 General Fund allocation to the California Department of Social Services (CDSS) to expand the Housing 4 Harvest (H4H) support services program. The expansion provides state funding for counties to offer wraparound services (including financial assistance) to agricultural workers self-isolating in hotels and those who choose to self-isolate or quarantine in their homes. Based on Fresno County's agricultural worker population size and projected number of participants, the county allocation will be in Tier One and will have the ability to request funds on a reimbursement basis to serve up to 1,200 ag workers. Fresno EOC is currently working with the Department of Public Health to develop a contract to begin these services as quickly as possible.

Expanded Food Distributions

The City of Fresno provided us with a grant of \$250,000 to expand our food distributions on the Westside of Fresno. With these funds, we are supporting five religious and nonprofit organizations.

- Westside Church of God
- Saint Rest EDC
- Fresno United
- West Fresno Family Resource Center
- Stones of the Community

We are thankful to expand and provide food to areas of concentrated poverty and food insecurity. We are hopeful this will make a positive impact in the lives of families in our community.

Thank You to Our Partners

With our initiatives, we are making progress in discovering service gaps, and with everyone's help, we will continue to listen and lift unheard voices in our community. By working together, we can continue the fight against injustice and poverty.