



# Board Meeting

September 22, 2021 at 6:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/87657361491>

Meeting ID: 876 5736 1491

1-669-900-6833



## BOARD MEETING AGENDA

SEPTEMBER 22, 2021 At 6:00 P.M.

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### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Pledge of Allegiance to be led by Linda Hayes

Action

Presenter

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### 2. ROLL CALL

A. Roll Call - 6

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### 3. APPROVAL OF JUNE 23, 2021 MINUTES

A. June 23, 2021 Board Meeting Minutes - 7

Approve

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### 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.)

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### 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.)

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### 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)

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### 7. TRANSFORMING AND INSPIRING

A. Food Services - 10

Information

Escobar

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### 8. STRATEGIC PLANNING OVERVIEW

A. Strategic Planning Overview - 11

Information

Kilday

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### 9. SCHOOL OF UNLIMITED LEARNING

A. 2021-2022 Independent Study Board Policy - 14

Approve

Tutunjian

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### 10. APPROVAL OF CONSENT AGENDA

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

#### A. Human Resources Committee Items – August 16, 2021

Approve

1. May 17, 2021 Human Resources Committee Meeting Minutes - 19

2. HR Scorecard – Q2 2021 (Information) - 21

3. 2022 Health Plan - 23

4. Personnel Policies and Procedures Manual - 27

5. 2021 Q2 Legal Summary (Information)

**B. Program Planning and Evaluation Committee Items      Approve**  
**– August 24, 2021**

1. June 8, 2021 Program Planning and Evaluation Committee Meeting Minutes - 171

2. Energy Services: Subcontractor Agreement Extensions - 176

3. Head Start 0-5: May and June Program Update Reports (PUR) - 178

4. Advance Peace: American Rescue Plan Grant - 183

5. Health Services: Oral Health Program Mini-Grant - 184

6. Food Services: FY 2021-2022 Food Services Agreements - 185

7. Sanctuary and Support Services: Homeless Youth Services Contract - 187

8. Training And Employment Services: Families & Workers Fund: Recover Up Grant - 189

9. Training And Employment Services: Proud Parenting Program Grant - 191

10. Training And Employment Services: YouthBuild AmeriCorps Education Award - 193

11. Training And Employment Services: Urban South Youth Services Monitoring Review (Information) - 195

12. Training And Employment Services: FY 2021-22 Youth Services Contract (Information) - 205

13. Training And Employment Services: Corps Age Eligibility Changes (Information) - 206

14. Transit Systems: Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project - 207

15. Strategy And Resource Development: CSBG CARES Act Rapid Cycle Impact Project - 209

16. Strategy And Resource Development: 2021 CSBG Monitoring Report (Information) - 211

17. Strategy And Resource Development: Grant Tracker (Information) - 217

18. Access Plus Capital Fund Report (Information) - 222

**C. Pension Committee Items – September 2, 2021      Approve**

1. May 20, 2021 Pension Committee Meeting Minutes - 224

2. 403(B) Plan Amendments - 227

3. 401(A) Plan Restatement - 236

4. Plan Financials and Investment Report - 241

5. Retirement Plan Demographics (Information) - 246

## **D. Finance Committee Items – September 8, 2021**

1. June 14, 2021 Finance Committee Meeting Minutes - 261
2. Financial Reports - 264
3. Enterprise Vehicle Lease Agreement - 271
4. Led Green Light Equipment Leases - 274
5. Non-Competitive Procurement (Information) - 276
6. Health Insurance Report (Information) - 278
7. Investment Report (Information) - 280
8. Variance Reports (Information) - 281

## **E. Program Planning and Evaluation Committee Items – September 14, 2021** **Approve**

1. August 24, 2021 Program Planning and Evaluation Committee Meeting Minutes - 329
2. Sanctuary And Support Services: Homeless Youth Emergency Services and Housing Program - 334
3. School Of Unlimited Learning: Elementary and Secondary School Emergency Relief III Expenditure Plan - 335
4. Head Start 0-5: Program Update Report (PUR) - 343
5. Head Start 0-5: Head Start Director - 347
6. Head Start 0-5: 2020 Head Start 0-5 Budget Modification - 349
7. Head Start 0-5: 2021 Head Start 0-5 Cost of Living Adjustment - 365
8. Energy Services: 2022 Low Income Home Energy Assistance Program - 378
9. Energy Services: ARPA LIHEAP PY 2021 - 385
10. Strategy And Resource Development: Grant Tracker (Information) - 389

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## **11. ADVISORY BOARDS**

**Accept**

- A. February 18, 2021 Local Conservation Corps Advisory Board Meeting Minutes - 393
- B. May 11, 2021 SOUL Governing Council Meeting Minutes - 398
- C. May 20, 2021 Local Conservation Corps Advisory Board Meeting Minutes - 400
- D. June 1, 2021 Head Start County Wide Policy Council Minutes - 403
- E. July 6, 2021 Head Start County Wide Policy Council Minutes - 408
- F. July 20, 2021 SOUL Governing Council Meeting Minutes - 414
- G. August 3, 2021 Head Start County Wide Policy Council Minutes - 416

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

- A. CEO Report - 420

**Information**

**Reyes**



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**13. COMMISSIONERS' COMMENT**

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**14. NEXT MEETING:**

Wednesday, October 27, 2021 at 6:00p.m.

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**15. ADJOURNMENT**



## BOARD OF COMMISSIONERS ROLL CALL 2021

| Commissioner                   | Term Expiration | Target Area or Appointing/Nominating Org. | 1/27 | 2/24 | 3/24 | 4/16 | 5/26 | 6/23 | 9/22 | 10/27 | 11/17 | 12/15 |
|--------------------------------|-----------------|---|------|------|------|------|------|------|------|-------|-------|-------|
| ARAMBULA, AMY                  | Dec 2022        | 31st Assembly District                    | P    | P    | P    | P    | P    | P    |      |       |       |       |
| AVILA, ED                      | Dec 2022        | Juvenile Court                            | P    | P    | P    | P    | P    | P    |      |       |       |       |
| BAINES, OLIVER                 | Dec 2022        | 16th Congressional District               | P    | P    | P    | P    | O    | P    |      |       |       |       |
| BONNER, ALYSIA                 | Dec. 2022       | Target Area F                             | P    | P    | P    | P    | P    | P    |      |       |       |       |
| BROWN-JENKINS, ZINA            | Dec 2022        | Head Start CWPC                           | P    | P    | P    | P    | P    | P    |      |       |       |       |
| CANDLER, LEROY                 | Dec 2022        | NAACP                                     | P    | P    | P    | P    | P    | P    |      |       |       |       |
| COUNTEE, JEROME                | Dec 2021        | SCCCD                                     | P    | O    | P    | O    | P    | P    |      |       |       |       |
| DE JESUS PEREZ, FELIPE         | Dec 2021        | Target Area A                             | P    | P    | P    | P    | P    | P    |      |       |       |       |
| GARABEDIAN, CHARLES            | Dec 2021        | Board of Supervisors                      | P    | P    | P    | P    | P    | P    |      |       |       |       |
| HAYES, LINDA R.                | Dec 2022        | Target Area H                             | P    | P    | P    | P    | P    | P    |      |       |       |       |
| HURTADO, JEWEL                 | Dec 2022        | Target Area C                             | P    | P    | P    | P    | P    | P    |      |       |       |       |
| JAIME-MILEHAM, LUPE            | Dec 2022        | FCSS                                      | P    | P    | P    | O    | P    | P    |      |       |       |       |
| KING BRIAN                     | Dec 2021        | Mayor's Appointment                       | P    | O    | P    | P    | P    | P    |      |       |       |       |
| LEON, REY                      | Dec 2022        | Target Area B                             | P    | O    | O    | P    | P    | O    |      |       |       |       |
| MARTINEZ, DANIEL               | Dec 2021        | Target Area D                             | P    | P    | P    | P    | P    | P    |      |       |       |       |
| MARTINEZ, JAMES                | Dec 2021        | Fresno Reel Pride                         | P    | P    | P    | P    | P    | P    |      |       |       |       |
| McCOY, BARIGYE                 | Dec 2022        | Board of Supervisors                      | P    | P    | P    | P    | P    | P    |      |       |       |       |
| NICHOLS, LISA                  | Dec 2021        | Target Area E                             | P    | P    | P    | P    | P    | O    |      |       |       |       |
| REYES, ANDREA                  | Dec 2022        | Economic Development Corporation          | P    | P    | P    | P    | P    | P    |      |       |       |       |
| ROBLES, CATHERINE              | Dec 2021        | Target Area G                             | P    | P    | O    | P    | O    | O    |      |       |       |       |
| ROBLES, ITZI                   | Dec 2021        | SEFCEDA                                   | P    | P    | P    | P    | P    | O    |      |       |       |       |
| RODGERS, JIMI                  | Dec 2021        | Association of Black Social Workers       | P    | P    | P    | P    | P    | P    |      |       |       |       |
| VANG, MAIYER                   | Dec 2021        | Fresno Center for New Americans           | P    | P    | P    | P    | P    | V    |      |       |       |       |
| ZARATE, RUBEN                  | Dec 2021        | 14th Senatorial District                  | P    | P    | P    | O    | P    | O    |      |       |       |       |
| 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  
June 23, 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, Jerome Countee, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers.

**Absent:** Rey Leon, Lisa Nichols, Catherine Robles, Itzi Robles, Maiyer Vang, and Ruben Zarate.

**3. APPROVAL OF MAY 26, 2021 MINUTES**

A. May 26, 2021 Board Meeting Minutes

Public Comment: None heard.

**Motion by:** Candler    **Second by:** Jaime-Mileham

**Ayes:** Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers.

**Nayes:** None heard.

**4. PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

**5. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

Public Comment: None heard.

**6. POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

**7. TRANSFORMING AND INSPIRING**

Michelle Tutunjian, Chief Operating Officer, presented a video to celebrate Pride Month for the month of June. Tutunjian introduced Savun Sean, and Jackelyn Madrigal who shared their experience with the LGBTQ program and thanked Fresno EOC for their support during the pandemic.

Public Comment: None heard.

No action required.

**8. HURON BROADBAND**

Elizabeth Jonasson, Strategy and Communications Officer, presented an education video regarding Broadband with Mayor, Rey Leon, to inform the need of internet services in the rural area.

Public Comment: None heard.

No action required.

**9. HEAD START ANNOUNCEMENT**

Emilia Reyes, Chief Executive Officer, announced the exciting news of Head Start 0 to 5 receiving the award of \$42 million to continue to provide services to children and families. Reyes, thanked staff and the community for their support.

Public Comment: None heard.

No action required.

**10. 2021-22 CONSOLIDATED APPLICATION**

Mark Wilson, Chief Academic Officer/Principal, provided an overview and recommended Board approval of the 2021-2022 Consolidated Application to provide categorical funding for the School of Unlimited Learning.

Public Comment: None heard.

**Motion by:** Rodgers    **Second by:** King

**Ayes:** Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Jerome Countee, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers,

**Nayes:** None heard.

**11. COMMUNITY ACTION PLAN (CAP)**

Jonasson provided an overview and recommended Board approval of the 2022/2023 Community Needs Assessment and Community Action Plan.

Public Comment: None heard.

**Motion by:** Jaime-Mileham    **Second by:** Rodgers

**Ayes:** Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Jerome Countee, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers,

**Nayes:** None heard.

**12. 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.

### **13. SUMMARY OF GRANT TRACKER**

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

Public Comment: None heard.

No action required.

### **14. APPROVAL OF CONSENT AGENDA**

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

**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, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers,

**Nayes:** None heard.

Public Comment: None heard.

### **15. ADVISORY BOARDS**

**Motion by:** Jaime-Mileham      **Second by:** Reyes

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, LeRoy Candler, Jerome Countee, Felipe De Jesus Perez, Charles Garabedian, Linda Hayes, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, James Martinez, Barigye McCoy, Andrea Reyes, and Jimi Rodgers,

**Nayes:** None heard.

Public Comment: None heard

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

Reyes shared the 2<sup>nd</sup> annual Illuminate Pride event will be held on June 26<sup>th</sup> in Downtown Fresno from 5:00 p.m. 9:00 p.m. and encourages Commissioners and staff to attend and support the LGBTQ community.

Reyes, announces effective June 21<sup>st</sup> Jack Lazzarini is the new Chief Program Officer. Lazzarini will oversee WIC, Health & Dental, and Head Start 0 to 5.

Public Comment: None heard.

### **17. COMMISSIONERS COMMENT**

Board Chair, Hayes, announce Commissioner Maiyer Vang has resigned from her role as a Fresno EOC Board of Commissioner due to other commitments.

Commissioner Avila, would like the opportunity to discuss at a future board meeting how we can educate ourselves regarding fentanyl epidemic.

No action required.

### **18. NEXT MEETING:**

Wednesday, September 22, 2021 at 6:00p.m.

### **19. ADJOURNMENT**

Public Comment: None heard.

No action required.



## BOARD OF COMMISSIONERS MEETING

|  |                                    |
|--|------------------------------------|
| <b>Date:</b> September 22, 2021            | <b>Program:</b> Food Services      |
| <b>Agenda Item #:</b> 7A                   | <b>Director:</b> Jon Escobar       |
| <b>Subject:</b> Transforming and Inspiring | <b>Officer:</b> Michelle Tutunjian |

### Background

The information presented during this item is intended to keep the Board apprised on various agency programs as well as highlighting clients we serve.



## BOARD OF COMMISSIONERS MEETING

|   |                                  |
|---|----------------------------------|
| <b>Date:</b> September 22, 2021             | <b>Program:</b> Executive Office |
| <b>Agenda Item #:</b> 8A                    | <b>Director:</b> Yen Kilday      |
| <b>Subject:</b> Strategic Planning Overview | <b>Officer:</b> Heather Brown    |

### Background

We are embarking on a journey that includes the community, Fresno EOC staff, and the Board of Commissioners to develop a 2022-2025 Strategic Plan for Fresno EOC. The challenge is to define Fresno EOC's role in bringing people from poverty to prosperity through a strategic vision. The stages to this journey include two parts—1. Defining the impact we want to see on poverty in Fresno County and 2. Developing the culture we need to drive impact. Attached is the roadmap for the strategic planning process.

### Core Values, Mission, and Vision Series

The Board will be guided through a series of sessions to develop the Fresno EOC's Vision, Mission, and Core Values—which will form the foundation for the strategic planning process. There will be three 3-hr sessions in which the Board will be navigated through conversations on Fresno EOC's Core Values, Mission, and Vision. There will be meetings in between these general sessions with the Ad Hoc Strategic Planning Committee to advance work in preparation for the next meeting.

The entire strategy and identity of Fresno EOC will stem from these sessions with the Board. The Executive Team will take the Vision, Mission, and Core Values that the Board has created to develop a strategic plan for impacting the community and aligning the culture at Fresno EOC.

### Session Details

| Module Focus   |
|--|
| <p><b>Core Values - 3-hr session 1 of 3</b></p> <p>Key Goal/Objective of the session: To establish the beliefs and philosophies that guide the work of EOC</p> <p><i>Synopsis: Establishing core values is the foundation for the entire organization. Core values are the bedrock of the organization's vision, mission, goals, objectives and everyday interaction with customers, our employees and the community at large. The same values that we share about our interactions with our clients have to also permeate our interactions with each other. Otherwise, our interactions with them will feel false or phony. Likewise, if employees do not feel that the values apply to their interactions with each other, it is difficult to promote those same values.</i></p> |

### **Ad Hoc Strategic Planning Committee - 60-90 min sessions 1 of 3**

#### **Mission - 3-hr session 2 of 3**

Key Goal/Objectives of the session: To rediscover the reason for Fresno EOC's existence

*Synopsis: Building on the core values established in the first session, the second session will focus on identifying the mission of the agency. This process includes distilling everyone's understanding of the core work of Fresno EOC into a mission statement that reflects the core values and work of Fresno EOC.*

### **Ad Hoc Strategic Planning Committee - 60-90 min sessions 2 of 3**

#### **Vision - 3-hr session 3 of 3**

Key Goal/Objectives of the session: To construct a compelling vision for the agency that shares with the community where Fresno EOC is going and why they are going there.

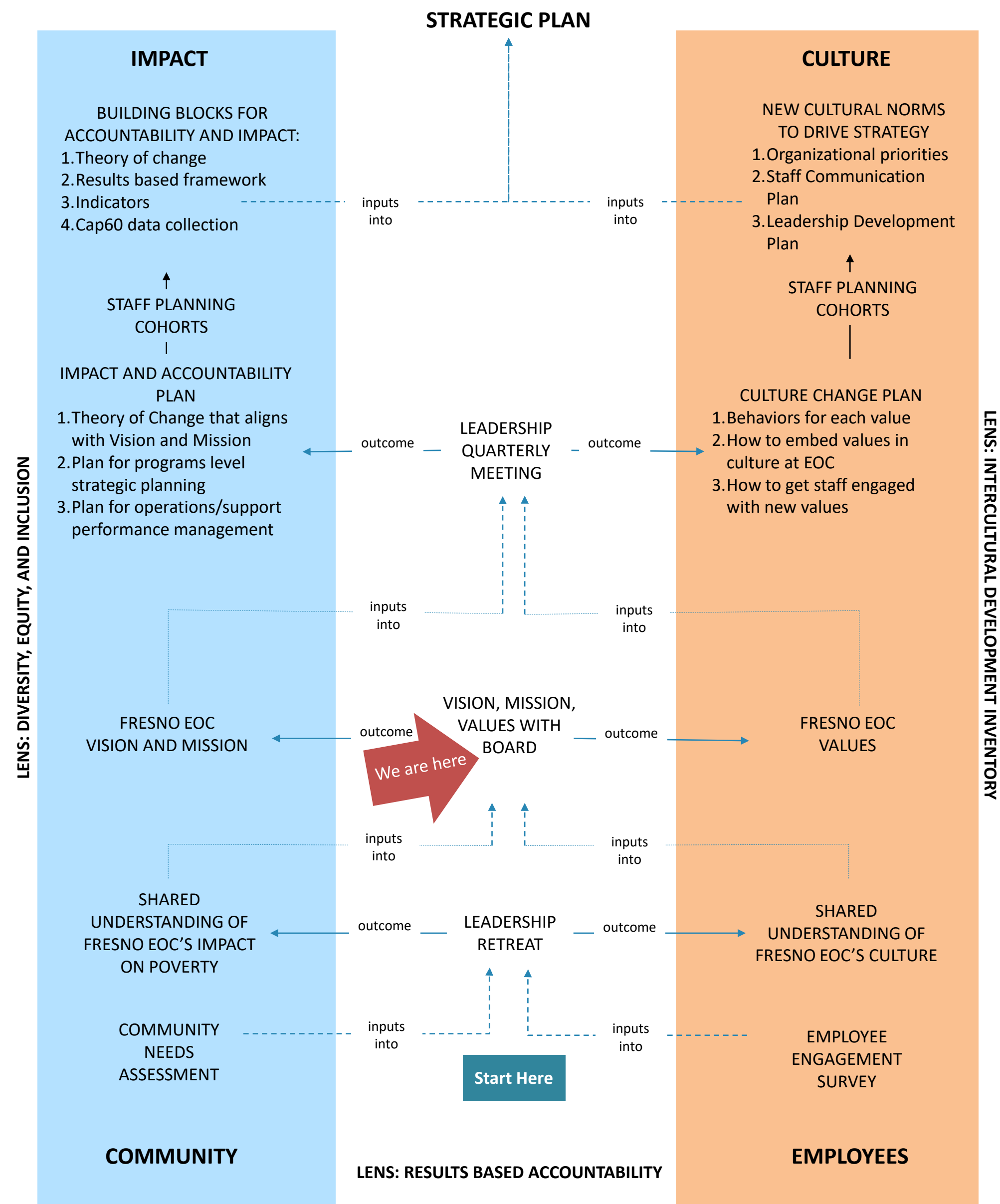
*Synopsis: The final session will focus on constructing a compelling vision for the agency building upon the previous sessions. This vision will set the direction for the agency, staff, and work in the community.*

Ad Hoc Strategic Planning Committee  
60-90 min sessions 3 of 3

### **Projected Timeline for Strategic Planning:**

|                   |   |
|-------------------|---|
| Oct 2021          | Board General Sessions: 1) Core Values, 2) Mission, 3) Vision                           |
| Nov 2021          | Quarterly Leadership Retreat: Present Core Values, Mission, & Vision to Leadership team |
| Nov-Dec 2021      | Staff Engagement: Embedding Core Values, Mission, and Vision into the Agency            |
| Nov 2021-Jan 2022 | Development of Program Results Frameworks (RBA strategic planning for programs)         |
| Jan-Mar 2022      | Draft 2022-2025 Strategic Plan  |
| Mar 2022          | Presentation to Board at Annual Retreat   |







## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                          | <b>Program:</b> School of Unlimited Learning |
| <b>Agenda Item #:</b> 9A                                 | <b>Director:</b> Mark A. Wilson, Ed.D,       |
| <b>Subject:</b> 2021-2022 Independent Study Board Policy | <b>Officer:</b> Michelle L. Tutunjian        |

### Recommended Action

Staff recommends approval to adopt the 2021-2022 Independent Study Board Policy.

### Background

On July 9, 2021, Governor Gavin Newsom signed Assembly Bill 130 (AB 130) into law. AB 130 addresses Local Educational Agency (LEA) responses to the COVID-19 pandemic. In order to generate apportionment for Independent Study in the 2021-2022 school year, all LEAs must have adopted and implemented board policies that meet specific criteria (EC Section 51747). AB 130 added new elements that have been included in SOUL's board policy.

Since 1998, SOUL has offered an Independent Study Program. The additions to the Independent Study Board Policy meets the AB 130 mandate, which are highlighted to reference.

### Fiscal Impact

None

### Conclusion

On September 14, 2021, SOUL staff presented a draft of the 2021-2022 Independent Study Board Policy in a public hearing to the SOUL Governing Council. The Council recommended the SOUL 2021-2022 Independent Study Board Policy for full Board approval.

The Fresno Economic Opportunities Commission/School of Unlimited Learning  
Board Policy: Independent Study

The Fresno EOC Board of Commissioners authorizes independent study as an optional alternative instructional strategy for eligible students at the School of Unlimited Learning Charter School whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. [0420.4](#) - Charter Schools)

(cf. [6011](#) - Academic Standards)

(cf. [6143](#) - Courses of Study)

(cf. [6146.1](#) - High School Graduation Requirements)

(cf. [6181](#) - Alternative Schools/Programs of Choice)

(cf. [6200](#) - Adult Education)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code [51747](#); 5 CCR [11700](#)). **If parents choose to return to classroom instruction from Independent Studies, a transition plan will be implemented no later than within five instructional days.**

**Coursework assigned to students in Independent Study will be standards aligned and equivalent to the quality and intellectual challenge of classroom instruction. Students will have access to all courses offered by SOUL for graduation and approved as creditable under the University of California A-G admissions criteria.**

Parents/guardians of students who are interested in independent study shall contact School of Unlimited Learning Guidance Counselor Coordinator. The Fresno EOC Chief Executive Officer or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the charter school's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

The Fresno EOC Chief Executive Office or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code [51747](#)) The written agreement shall specify the length of time in which each independent study assignment must be completed. **The maximum length of time allowed between the assignment and the date the assignment is due is one week.**

Progress must be evaluated and deemed satisfactory for continued IS participation and placement. When a participating student misses two assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet in person with each participating student at least once a week for a minimum of one hour per week for synchronous instruction and to discuss the student's progress, review the student's work, administer and correct student assessments, and assign new work.

(cf. [5147](#) - Dropout Prevention)

Missing appointments with the supervising teacher without valid reasons also may trigger an evaluation to determine whether the student should remain in independent study. A multi-tiered system of support will be available to all students to address barriers in attendance, academics, social/emotional health and to provide strategies for reengagement into the school setting.

The School of Unlimited Learning Principal shall report a minimum of quarterly to the Fresno Board of Commissioners Board through the SOUL Governing Council the number of students participating in independent study, the average daily attendance generated for apportionment purposes, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and The SOUL Principal or designee shall determine areas for program improvement as needed.

(cf. [0500](#) - Accountability)

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [6162.5](#) - Student Assessment)

## EDUCATION CODE

[17289](#) Exemption for facilities

[41976.2](#) Independent study programs; adult education funding

[42238](#) Revenue limits

[44865](#) Qualifications for home teachers and teachers in special classes and schools

[46300-46307.1](#) Methods of computing average daily attendance

[47612.5](#) Independent study in charter schools

[48204](#) Residency based on parent employment

[48206.3](#) Home or hospital instruction; students with temporary disabilities

[48220](#) Classes of children exempted

[48340](#) Improvement of pupil attendance

[48915](#) Expulsion; particular circumstances

[48916.1](#) Educational program requirements for expelled students

[48917](#) Suspension of expulsion order

[51225.3](#) Requirements for high school graduation

[51745-51749.3](#) Independent study programs

[52206](#) Gifted and talented education; use of independent study to augment program

[52522](#) Adult education alternative instructional delivery

[52523](#) Adult education as supplement to high school curriculum; criteria

[56026](#) Individuals with exceptional needs

[58500-58512](#) Alternative schools and programs of choice

## FAMILY CODE

[6550](#) Authorization affidavits

## CODE OF REGULATIONS, TITLE 5

[11700-11703](#) Independent study

[19819](#) State audit compliance

## COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

## EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Independent Study Operations Manual, 2000 Edition

Elements of Exemplary Independent Study

Approaches to Satisfying No Child Left Behind Act of 2001 Teacher Requirements for Independent Study in Secondary Schools, January 28, 2010

## WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

The School of Unlimited Learning's Independent Study Board Policies were approved by the SOUL Governing Council on September 14, 2021.



## HUMAN RESOURCES COMMITTEE MEETING

May 17, 2021

5:00 PM

### MINUTES

#### 1. CALL TO ORDER

Committee Chair, Barigye McCoy, called the meeting to order at 5:07 PM.

#### ROLL CALL

Roll was called and a quorum was/was not established.

**Commissioners Present:** Barigye McCoy, Jimi Rodgers, Maiyer Vang

**Commissioners Absent:** Daniel Martinez, Linda Hayes

**Others Present:** Mike Garcia, Elizabeth Jonasson, Vanessa Schneider, Melissa Soto, Jennifer Tierce

#### 2. APPROVAL OF PREVIOUS MINUTES

February 16, 2021 Meeting Minutes

Public Comment: None heard.

**Motion by:** Jimi Rodgers **Second by:** Maiyer Vang *to approve the February 16, 2021 meeting minutes.*

**Ayes:** Barigye McCoy, Jimi Rodgers, and Maiyer Vang.

**Nayes:** None.

#### 3. HR METRICS

##### A. 2021 First Quarter Scorecard

Starting 2021 the metrics look a bit different due to meeting quarterly and data being presented in a quarterly format. There is more turnover at this time than 2020.

Turnover has increased as well. However, half of them were on call or temporary assignments that ended. Rodgers asked about anticipated turnover for the next quarter and into the fall. Mike Garcia stated that we see more turnover in July (3<sup>rd</sup> quarter) due to HS 0 to 5 staff expecting to return beginning of August and deciding not to before the school year starts.

Commissioner Vang asked if there were updates on the HS 0 to 5 contract. Garcia advised that Emilia would be the best person to get those updates from but we should have more information at the next quarterly meeting.

Public comment: None heard.

No action required.

4. **LEGAL SUMMARY**

Two lawsuits against Fresno EOC, the first one is from 2019 and depositions just finished, and the next step is coming soon. A new case was filed in February but there are no updates, the lawyer suggests if there is no communication in next few months to consider it closed.

16 WC cases – 4 closed have closed and 3 are pending closure. If these all go through, we could be at single digit WC cases.

Rodgers asked what programs these cases came from. Garcia advised both employment lawsuits are from Transit. The majority of the workers compensation cases are from Transit, followed closely by Head Start.

Public comment: None heard.

No action required.

5. **OTHER BUSINESS**

The next scheduled meeting is August 16, 2021.

6. **PUBLIC COMMENTS**

None heard.

7. **ADJOURNMENT**

*The meeting was adjourned at 5:18 PM*

Respectfully submitted,

Barigye McCoy  
Chair





## BOARD OF COMMISSIONERS MEETING

|  |                                 |
|--|---------------------------------|
| <b>Date:</b> September 22, 2021        | <b>Program:</b> Human Resources |
| <b>Agenda Item #:</b> 10A2             | <b>Director:</b> N/A            |
| <b>Subject:</b> HR Scorecard – Q2 2021 | <b>Officer:</b> Michael Garcia  |

### Background

The following information is intended to provide the HR Committee a high-level snapshot of Human Resources quarterly activity. The information is broken down into the six strategic goal areas that the program has identified:

- Talent
- Compensation & Benefits
- Safety & Worker's Compensation
- Systems & Data
- Employee Relations & Engagement
- Training & Development

# Fresno EOC Human Resources Scorecard

Quarter 2

## What's Trending in HR?

Key

Exceeded Goal

Met Goal

Below Goal

### Talent

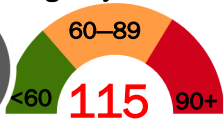


21 Recruitment Hires

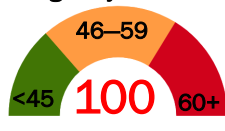
16 Agency Promotions



Avg. Days to Fill <sup>1</sup>



Avg. Days to Hire <sup>2</sup>



134 Separations

20 Accept another job

5 At will

11 End temp assignment

2 Health reasons

5 No notice or reason

1 Other Resignation

11 Personal reasons

77 Reduction in force/layoff

2 Retirement

Net Gain/Loss

-113 staff



### Systems & Data



No additional features activated in ADP.

### Compensation & Benefits



81.4% of Benefit Eligible Staff have enrolled in Medical benefits



83.6% of Benefit Eligible Staff have enrolled in Dental benefits

National enrollment average of benefit eligible employees is 78%

### Employee Relations & Engagement



24 staff terminated within first year of employment

| Turnover Tracker |            |
|------------------|------------|
| Year             | Fresno EOC |
| Q2-2020          | 2.08%      |
| Q2-2021          | 12.12%     |

### New Hire Survey Highlights

14 Respondents

Did New Hire Orientation meet your expectations?

Yes-100%

Is your supervisor available to answer your questions in a timely manner? Yes-100%

Do you feel you were provided sufficient training to successfully perform your job duties and responsibilities? Yes-100%

### Safety & Worker's Compensation



4 Injuries requiring medical treatment

2 Improper lifting technique

1 Slip/trip/fall

1 Lack of situational awareness

4 Preventable

Injury Type

3 Sprain/Strain

1 Contusion



### Training & Development



15 Trainings conducted

139 total participants

358 training hours earned



Most Popular: SMART Goals

Average Training Rating: 4.1/5.0



Poverty Fighters Podcast Episodes

April-Kevin Williams

May-Equity Series

June-Tom Francis (Transit Systems)

<sup>1</sup> Time to fill-posting date to hire date

<sup>2</sup> Time to hire-date applied to hire date



## BOARD OF COMMISSIONERS MEETING

|                                  |                                 |
|----------------------------------|---------------------------------|
| <b>Date:</b> September 22, 2021  | <b>Program:</b> Human Resources |
| <b>Agenda Item #:</b> 10A3       | <b>Director:</b> N/A            |
| <b>Subject:</b> 2022 Health Plan | <b>Officer:</b> Michael Garcia  |

### Recommended Action

The Human Resources Committee recommends review and approval for full Board consideration the Agency's 2022 Health Plan updates.

### Background

Below is a detailed breakdown of the proposed Health Plan Updates for 2022.

#### 1. Flexible Spending Account (FSA) plans.

Currently, Fresno EOC offers FSAs, allowing staff to claim expenses, which occurred in the plan year (e.g. January 1, 2021 – December 31, 2021) by the end of the first quarter of the following year, March 31, 2021. Any unclaimed money beyond this date is forfeited by the employee.

Staff recommends the additional feature of a rollover for the FSA plan. This will allow employees to carry-over up to \$550 of unused funds into the new plan year.

#### 2. Tele-Health Services.

At this time, Telehealth services are not included in current benefit offerings and the addition of a telehealth network would allow staff to have even greater flexibility and control over their benefit services. Tele-health services are growing in popularity and provide individuals, fast, convenient ways to have an appointment with a doctor at any time.

Staff along with its benefits broker, Alliant, reviewed three provider quotes which ranged in price from \$1.25 - \$4.13 PEPM, the services and fees provided by each carrier varied. Teladoc Health was determined to be the best option for Fresno EOC staff.

These services have additional costs and are generally built around a Per Employee Per Month (PEPM) fee structure plus other additional fees.

#### 3. 2022 Medical and Dental Plan

Staff recommends an increase in both employee and employer benefit plan rates to anticipate an expected 1.63% increase in benefit costs and move closer to industry standard cost shares.

The 2021 Health Plan rate updates keep up with rising health care costs and continues to gradually adopt strategies reflecting industry standards and best practices.

Fresno EOC offers the following Health Plan options to benefit eligible staff:

- Traditional PPO Plan
  - with Wellness Incentive
  - without Wellness Incentive
- High Deductible Health Plan (HDHP) with Health Savings Account (HSA)
- Sub On-Call Plan
- Vision (included with all Health Plans)
- Dental with Medical
- Dental Only

Health care costs are continually on the rise and after a detailed analysis of our plan by our insurance broker, Alliant, they are projecting a 1.63% increase in overall health care plan costs for 2022. This represents an increase in funding by approximately \$165,173 as shown below.

| Alliant Initial Analysis       |              |
|--------------------------------|--------------|
| 2021 Current Total Plan Cost   | \$10,182,852 |
| 2022 Projected Total Plan Cost | \$10,348,605 |
| <b>Difference</b>              | (\$165,173)  |
| Percentage                     | 1.63%        |

#### Agency Cost Share Structure Goal for Employer/Employee

In 2019 the Board approved the strategy to gradually streamline toward the following Employer (ER) and Employee (EE) cost share structure for health plans. This goal has been factored into the review for 2022.

- Traditional PPO      80% ER – 20% EE
- Wellness Incentive    85% ER – 15% EE
- HDHP                  85% ER – 15% EE

#### Two Year Historical Reference of Increases:

- Plan Year 2020 – ER contributions increased by 5%. EE monthly premium contribution increased from 1.2 – 5.5%
- Plan Year 2021 – ER contributions increased by 5.6%. EE monthly premium contribution increased from 0 – 23%.

#### Health Plan Rate Changes

Changes to Employer/Agency Health Plan 2022 monthly contributions are as follows:

| 2022 EMPLOYER/AGENCY MONTHLY CONTRIBUTIONS |                      |                   |
|--|----------------------|-------------------|
| Medical W/Dental                           |                      |                   |
| Coverage Category                          | Current Contribution | 2022 Contribution |
| EE Only                                    | \$594.00             | \$600.00          |
| Employee +Child(ren)                       | \$1,074.00           | \$1,086.00        |
| Employee +Family                           | \$1,428.00           | \$1,442.00        |
| Employee +Spouse                           | \$1,194.00           | \$1,206.00        |

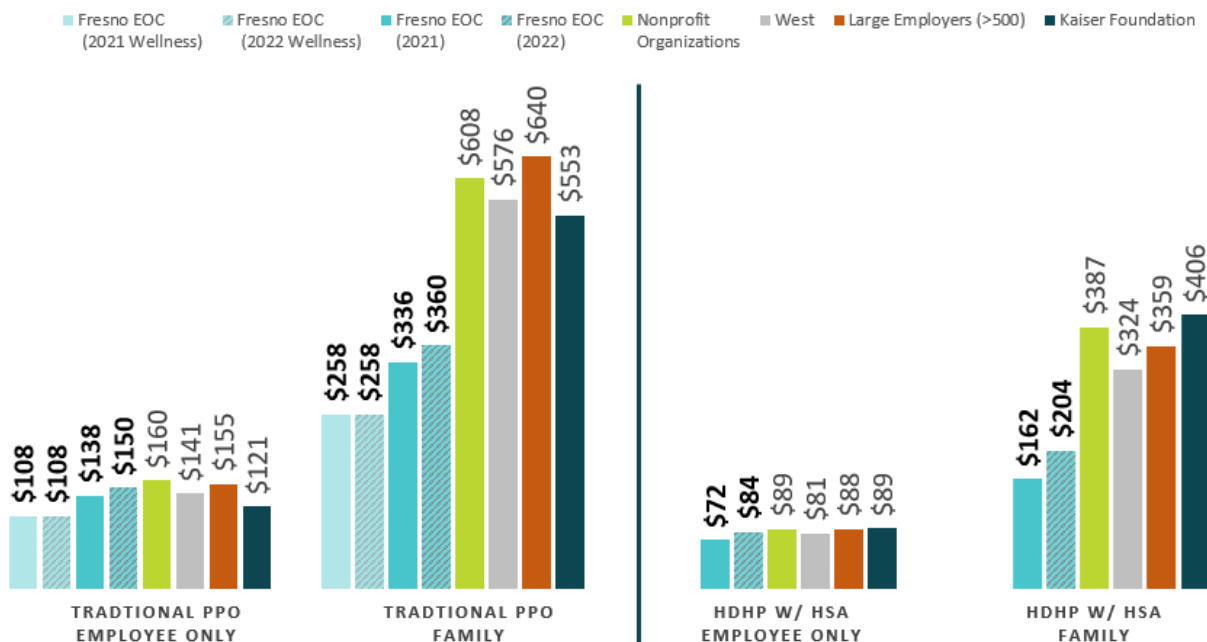
These changes will increase Employer/Agency contributions by approximately 1.0%. Based on current enrollment, the above increases will generate an estimated \$85,344 annually.

Changes to Employee Health Plan monthly premium rates for 2022 are as follows:

| 2022 EMPLOYEE MEDICAL PREMIUMS |                 |              |                    |              |                 |              |
|--------------------------------|-----------------|--------------|--------------------|--------------|-----------------|--------------|
| Coverage Category              | TRADITIONAL PPO |              | WELLNESS INCENTIVE |              | HDHP            |              |
|                                | Current Premium | 2022 Premium | Current Premium    | 2022 Premium | Current Premium | 2022 Premium |
| EE Only                        | \$138.00        | \$150.00     | \$108.00           | \$108.00     | \$72.00         | \$84.00      |
| Employee +Child(ren)           | \$252.00        | \$270.00     | \$192.00           | \$195.00     | \$132.00        | \$153.00     |
| Employee +Family               | \$336.00        | \$360.00     | \$258.00           | \$258.00     | \$174.00        | \$204.00     |
| Employee +Spouse               | \$282.00        | \$300.00     | \$210.00           | \$216.00     | \$144.00        | \$171.00     |

These changes would increase Employee premiums an average of 8.5%. Based on current enrollment, the above increase will generate an estimated \$82,980 annually.

These proposed changes will continue to keep benefit offerings below or competitive to industry averages. Alliant has provided the following benchmark information for comparison:



These increases will set the Traditional PPO and Traditional PPO Wellness options at the target cost share of 80%/20% and 85%/15% respectively. The HDHP options will move closer to the proposed 85%/15% cost share and would now be at 87.5%/12.5%.

#### Dental Plan Rate Changes

The Agency is proposing rate changes to Dental Without Medical plan rates as well. Since the Dental With Medical Rates are bundled in with the medical costs, those increases are built into the proposed medical rate increases. The new rates will be as follows:

| 2022 DENTAL WITHOUT MEDICAL |                      |                   |                 |              |
|-----------------------------|----------------------|-------------------|-----------------|--------------|
| Coverage Category           | EMPLOYER             |                   | EMPLOYEE        |              |
|                             | Current Contribution | 2022 Contribution | Current Premium | 2022 Premium |
| EE Only                     | \$32.00              | \$32.00           | \$24.00         | \$27.00      |
| Employee +Child(ren)        | \$76.00              | \$77.00           | \$36.00         | \$39.00      |
| Employee +Family            | \$78.00              | \$79.00           | \$66.00         | \$69.00      |
| Employee +Spouse            | \$76.00              | \$77.00           | \$48.00         | \$51.00      |

#### **Fiscal Impact**

1. The changes to FSA costs would be minimal with the addition of a rollover option for staff.
2. The proposed addition of the Teladoc Health option would result in a \$3.55 PEPM cost, with an estimated annual cost of \$30,715. Fresno EOC intends to use premiums and reserves to cover this cost. The Agency expects to see an overall savings to office visits with the addition of this plan.
3. The proposed rate changes would result in a 1% increase to employer costs resulting in an additional \$85,344 annually. The employee premiums will increase by an average of 8.5% resulting in an additional \$82,980 annually. Overall, this will result in an annual increase of \$168,324.

#### **Conclusion**

If the full board does not approve the 2022 Health Plan Updates:

1. The FSA enrollment options will remain the same and staff will not be able to rollover funds into the next plan year.
2. The benefit offerings will not include tele-health options for staff, which will require to staff to continue to only have the option of in-person visits or seeking out their own tele-health alternatives outside of benefit coverage.
3. The medical and dental plan rates will not be able to change and there will not be sufficient funds to support the expected 1.63% increase in overall benefit costs for the next year. Failure to increase rates will require the Agency to supplement the projected increase through other means. Staff must be informed of plan changes 60-days prior to their occurrence, which would require noticed by November 1.



## BOARD OF COMMISSIONERS MEETING

|  |                                 |
|--|---------------------------------|
| <b>Date:</b> September 22, 2021                          | <b>Program:</b> Human Resources |
| <b>Agenda Item #:</b> 10A4                               | <b>Director:</b> N/A            |
| <b>Subject:</b> Personnel Policies and Procedures Manual | <b>Officer:</b> Michael Garcia  |

### Recommended Action

The Human Resources Committee recommends review and approval of the Revised Agency's Personnel Policies and Procedures Manual.

### Background

The Policies and Procedures manual is periodically updated and/or new policies are created to comply with all new state or federal laws, rules and regulations and other recommended changes.

Attached are the policies with the proposed changes in a redline version and below are the sections being recommended:

- A. Policy 2040 – Discretionary Bonus Incentive Policy
- B. Policy 3070 – Vaccination Policy
- C. Policy 5045 – Child Support Referral
- D. Policy 7060 – Severance Pay

### Fiscal Impact

N/A

### Conclusion

If approved, the Personnel Policies and Procedures Manual will be updated accordingly. If not approved, Personnel Policies and Procedures Manual will remain unchanged and will not comply with recent state or federal laws, rules and regulations or other recommended changes.



Fresno  
**Economic  
Opportunities  
Commission**

## **PERSONNEL POLICIES & PROCEDURES MANUAL**

APPROVED DECEMBER 19, 2018  
REVISED APRIL 3, 2019  
REVISED JUNE 24, 2020  
REVISED NOVEMBER 30, 2020



## INTRODUCTION TO PERSONNEL POLICIES & PROCEDURES MANUAL

**PURPOSE:** To communicate Fresno EOC's personnel policies and procedures to employees, supervisors, and managers.

**POLICY:** It is the policy of Fresno EOC that the Personnel Policies and Procedures Manual should be used as summaries of basic personnel policies, practices, and procedures for the Agency.

### PROCEDURES:

#### I. GENERAL STATEMENTS

This Manual contains summaries of Fresno EOC personnel policies and procedures and should not be read as including the details of each policy. Not all of Fresno EOC's policies and procedures are set forth herein. Only some of the more important ones have been summarized. The summaries are being provided for informational purposes only. Under no circumstances shall these summaries be constructed to act as or create any type of express or implied employment contract with any employee of Fresno EOC. This Manual supersedes and replaces all previous Personnel Policies and Procedures Manuals.

Fresno EOC reserves full discretion to add to, modify, or delete provisions of this Manual at any time, in whole or in part, without advance notice, consent or approval unless otherwise required by law.

Only the Chief Executive Officer has the authority to enter into any employment or other agreement that modifies Fresno EOC policy. Any such modifications must be in writing and signed by the Chief Executive Officer. Nothing in these summaries is intended to alter or affect the basis of employment with Fresno EOC. No oral statements or representations can change the provisions of this Manual.

#### II. AGENCY PROPERTY

All Manuals are the property of Fresno EOC and are assigned to the job position and not to the individual. The Human Resources Officer is responsible for distribution of the Manuals to directors, program directors, department heads and supervisors who, in turn, are responsible for safeguarding the materials and inserting approved changes. The current policy manual can be accessed on the intranet by all employees.

#### III. POLICY INTERPRETATION

Department heads and supervisors should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification or current information regarding the status of any particular policy, procedure, or practice should be referred to the Human Resources Officer.

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|                                       |
|---------------------------------------|
| <b>POLICY 1010 EMPLOYMENT AT WILL</b> |
|---------------------------------------|

**PURPOSE:** To inform employees of their at-will status within the Agency.

**POLICY:** It is the policy of Fresno EOC to observe the requirements of all federal and state laws and regulations pertaining to the at-will statement.

**REFERENCE:** CA Labor Code § 2922

**PROCEDURE:**

Employment with Fresno EOC is ~~a~~-voluntary-~~one~~ and is subject to termination by employees or Fresno EOC at-will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will status of Fresno EOC employees.

This policy of employment at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement, for a term longer than one month, approved at the discretion of the Chief Executive Officer or the Board of Commissioners, whichever is applicable; these personnel policies are not a contract of employment.

## POLICY 1020 EQUAL EMPLOYMENT OPPORTUNITY POLICY

**PURPOSE:** To affirm Fresno EOC's policy of nondiscrimination and to assign responsibility for its operation and continuous review.

**POLICY:** It is the policy of Fresno EOC to recruit, employ, evaluate, transfer, and promote qualified personnel without distinction to race (including hair texture and protective hairstyle), color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), request for pregnancy disability leave, religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, request for leave for a serious health condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, request for family care leave, criminal background (Fair Chance Act), or for any other reason prohibited by law or regulation and not work related. All such discrimination is unlawful.

**REFERENCE:** Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), the Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. §§ 793 et seq.), the Vietnam Era Veterans' Readjustment Assistance Act and Uniformed Service Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4211 et seq., 4301 et seq.), the Federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2615), the Equal Pay Act of 1963, the Fair Employment and Housing Act (Gov. Code § 12900 et. seq.), California Labor Code § 1102.1, Title II of the Genetic Information Nondiscrimination Act of 2008, GINA, California AB 887, California SB 600, California Fair Pay Act (SB 358), California AB 987, Gender Nondiscrimination Act.

### PROCEDURES:

#### I. COMMITMENT

Fresno EOC is committed to equal opportunity employment for all employees and applicants. Employment decisions will comply with all applicable laws prohibiting discrimination in employment.

**Accommodating Disabilities and Religious Beliefs:** To comply with applicable laws and ensure equal opportunity to qualified individuals with disabilities or religious beliefs, Fresno EOC will make reasonable accommodations for the known physical and mental limitations or religious beliefs of an otherwise qualified applicant or employee unless undue hardship on Fresno EOC would result. An employee or applicant who requires an accommodation to perform the essential functions of the job should contact his/her/their supervisor or Human Resources and request such accommodation. The individual with the disability or religious belief should specify what accommodations he or she/they needs to perform the job. Fresno EOC will then conduct an investigation to identify barriers for the employee to performing the job, and possible accommodations, if any, which will help resolve the limitation. If the accommodation is reasonable and will not impose an undue hardship or pose a direct threat to the health and safety of the employee or coworkers, Fresno EOC will make the accommodation. If there is more than one reasonable accommodation that will not impose an undue hardship, Fresno EOC will identify and select the accommodation(s) that will be made for the applicant or employee. In considering possible accommodations, Fresno EOC cannot eliminate essential functions of a position. Fresno EOC will not discriminate or retaliate against employees or applicants for making reasonable accommodation requests.

Fresno EOC will not tolerate any pay discrimination based on sex per the California Equal Pay Act and will not retaliate against employees for discussing wages.

Each person with authority to hire, transfer, promote, evaluate, adjust salaries, issue corrective action, terminate an employee, or to effectively recommend such action, is responsible for ensuring compliance with this policy.

## **II. RESPONSIBILITY**

A. The Human Resources Officer is responsible for the dissemination of information regarding this policy, its implementation, and to monitor compliance by employees.

B. Policy Dissemination: To ensure compliance with this policy, employees and members of the community-at-large must be made aware of the Agency's policy and commitment to Equal Opportunity Employment.

All advertisements for employment with Fresno EOC will include the phrase "Equal Opportunity Employer, or EOE" to ensure that candidates for employment internally and from recruitment sources such as community organizations, state agencies, secondary schools and colleges, are aware of the Agency's policies on Equal Opportunity Employment.

## **III. RECRUITMENT**

A. Fresno EOC is committed to a diverse workforce which is reflective of the communities we serve.

B. Available open positions within the Agency are included on the Intranet/Internet which is updated regularly by Human Resources.

C. Notices of open positions are sent to the State Employment Development Department.

## **IV. ADVANCEMENT OPPORTUNITIES**

A. It is the expressed goal of Fresno EOC to assist all employees in developing their skills and abilities to their maximum potential.

B. Employees are encouraged to apply for consideration for promotional opportunities within Fresno EOC. All qualified employees who apply for an advancement opportunity will receive equal consideration. Selection for promotion, training and transfer opportunities will be based on the employee's ability to perform the essential functions of the position and meeting the qualifications of the new position, with or without reasonable accommodation, along with other factors (see Policy 1120, Transfers and Promotions).

C. To the extent possible, training may be provided to assist employees in meeting established requirements and qualifications for advancement. Fresno EOC retains the right to select a candidate that is already qualified.

D. Performance evaluations are completed to assess an employee's job performance in relationship with established performance criteria for job classification and to identify training needs for improved performance.

Ongoing evaluation will be made of the Agency's policies, procedures and practices to ensure non-discrimination and equal opportunity.

## POLICY 1025 DIVERSITY POLICY

**PURPOSE:** Fresno EOC places a high importance on diversity and inclusion, not only because it makes sense, but because it is the right thing to do. Fresno EOC ~~We~~ aspires to be a workplace that works for everyone. Fresno EOC ~~We~~ believes that diversity and inclusion are essential to organizational effectiveness and excellence, and that services are enhanced when organizations are reflective of the communities being served. Moreover, Fresno EOC ~~we~~ seeks to provide a fair and inclusive work environment that will nurture, develop and respect the talents and differences of all employees equally, to give the Agency a competitive advantage, and promote the development of people from all sectors.

**POLICY:** It is the policy of Fresno EOC to employ the talents of all segments of society by enhancing our ability to recruit, hire, promote and retain a more diverse workforce. This policy seeks to create a culture of collaboration, flexibility, and fairness to enable individuals to participate and contribute to their full potential towards common goals.

**REFERENCE:** 76 Fed. Register 163

### PROCEDURES:

#### I. DEFINITION

Diversity describes an environment where the talents and attributes of all employees are respected, valued, and utilized to efficiently and effectively pursue organizational objectives. These attributes include a broad spectrum of characteristics including, but not limited to, race, color, ethnicity, national origin, gender, age, religion, religious belief, culture, language, disability, sexual orientation, gender identity, gender expression, sex-~~stereotype~~, transgender, transitioning or perceived to be, socioeconomic status, family structures, geographic differences, diversity of thought, education, technical expertise, life experiences, physical and mental ability, political affiliation, veteran status and other characteristics that make our employees unique.

#### II. COMMITMENT

Fresno EOC is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual attributes, differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talents of our employees represent a significant part of not only our culture, but our reputation and our ability to achieve.

The Agency has found that success in achieving diversity requires commitment from the organization's leadership at both the Board and staff levels. This commitment must be well thought out and extend over time, with an understanding that there must be a continued commitment to maintain our diverse workforce. Achieving diversity is an ongoing process which the Agency believes will lead to a more innovative, pluralistic, and economically productive Agency.

Fresno EOC draws upon the diverse life experiences of our employees and encourages the full and active participation of every employee.

We promote Fresno EOC as an Agency that respects, values, and nurtures diversity as a dynamic and integral part of our collective experience and identity.

#### III. OBJECTIVES

Fresno EOC strives to be a model Agency by leveraging diversity and fostering inclusion to deliver the best service possible to those we serve.

The Agency promotes diversity within its own organization in order that it may:

- reflect the racial, ethnic and other characteristics of those living in the communities served
- promote greater understanding of and respect for the diversity within these communities
- recognize and amplify these communities' "voices"
- build on the strengths of its employees and develop emerging leaders
- achieve the highest level of effectiveness and well-informed decision-making

#### IV. RESPONSIBILITY

The Agency will advance these objectives by:

- promoting a diverse Board, advisory council(s) and staff
- improving access for all those needing the programs and services of the Agency
- supporting self-development efforts of traditionally underrepresented groups to become equal participants within the Agency
- supporting specific efforts within the Agency and the community that address diversity and inclusion
- creating specific efforts that promote leadership development and build the capacity of employees
- actively seeking to be informed by all viewpoints
- promoting awareness of the value of diversity within the Agency and the community
- having a visible presence in all communities
- advocating for diversity in the community
- expecting respectful communication and cooperation between all employees
- encouraging teamwork and employee participation through the representation of all groups and employee perspectives in collaborative efforts and group-work settings
- recognizing work/life balance by offering accommodating work schedules
- requiring all employees to attend trainings to enhance their knowledge to fulfill this responsibility
- training all new hires on diversity awareness during new hire orientation
- identifying and addressing barriers that impede diversity

Fresno EOC's diversity initiatives are applicable, but not limited, to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a diverse work environment.

Any employee found to have engaged in~~exhibited~~ any ~~inappropriate~~ conduct or behavior in contrast with this diversity policy against others may be subject to corrective action up to and including termination (see Policy 5025, Counseling and Corrective Action).

No employee shall be retaliated against for raising a good-faith concern about another employee(s) who is believed to have violated this policy.



## POLICY 1030 POLICY AGAINST HARASSMENT

**PURPOSE:** To provide a work environment free of unlawful harassment.

**POLICY:** It is the policy of Fresno EOC to be committed to providing a workplace free of harassment.

**REFERENCE:** Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), the Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. §§ 793 et seq.), the Vietnam Era Veterans' Readjustment Assistance Act and Uniformed Service Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4211 et seq., 4301 et seq.), the Federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2615), the Equal Pay Act of 1963, the Fair Employment and Housing Act (Gov. Code § 12900 et. seq.), California Labor Code § 1102.1, Title II of the Genetic Information Nondiscrimination Act of 2008, GINA, California AB 887, California SB 600, California SB 358, California AB 987, Gender Nondiscrimination Act. FEHA (Gov. Code § 12940 (h), 29 C.F.R. § 1604.11, §11019(b) and §11009(e), Fair Employment and Housing Council §11031., [California AB 1825](#), [Gov. Code §12950.1](#), [12950](#)

### PROCEDURES:

#### I. PROTECTED CATEGORIES

Categories protected from harassment include: race ([includes hair texture and protective hair styles](#)), color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), [request for pregnancy disability leave](#), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, [request for leave of a serious health condition](#), [request for family care leave](#), marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, [criminal background \(Fair Chance Act\)](#), or for any other reason prohibited by law or regulation and not work related.

#### II. HARASSMENT

A. Definition: Harassment includes regular, pervasive, and unwelcome verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when: (1) submission to the conduct is made either an explicit or implicit condition of employment: (2) submission to or rejection of the conduct is used as the basis for an employment decision: or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

California law defines harassment as: verbal harassment, such as epithets, derogatory comments or slurs; physical harassment, such as assault or physical interference with movement or work; visual harassments such as derogatory cartoons, drawings or posters; sexual favors such as employment benefits in exchange for unwanted sexual advances.

B. Prohibited Harassment Conduct: Prohibited and unlawful harassing conduct can take many forms including, but is not limited: to slurs, jokes, derogatory statements, gestures, pictures, or cartoons based on protected categories.

C. Sexual Harassment: Sexually harassing conduct includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

California prohibits sexual harassment because of a person's: gender; pregnancy; childbirth, breastfeeding (and related medical conditions); sexual orientation; gender identity; gender expression; and transgender status. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited unlawful sexual harassment includes, but is not limited to, the following behavior:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs and jokes of a sexual nature.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
8. Abusive or bullying behavior.
9. Physical conduct: touching, assaulting, impeding or blocking movements.

All such harassment is unlawful. Fresno EOC strongly disapproves of and will not tolerate harassment of employees, unpaid interns, and volunteers by any client, commissioner, co-worker, customer, manager or supervisor.

### III. MANDATORY TRAINING

Fresno EOC requires at least two hours of classroom or other effective interactive training and education regarding sexual harassment and abusive conduct prevention to all supervisory employees and at least one (1) hour of classroom or other effective interactive training and education regarding sexual harassment and abusive conduct prevention to all nonsupervisory employees. Every two years, supervisory employees must receive two (2) hours of training and non-supervisory employees must receive one (1) hour of training. New nonsupervisory employees will be provided one (1) hour of training within six months of hire. New supervisory employees will be provided two (2) hours of training within six months of assuming theirthe assumption of a supervisory position. Fresno EOC may provide this training in conjunction with other training provided to the employees.

### IV. COMPLAINT PROCEDURE

An employee who believes ~~he/she is~~ they are the subject of unlawful harassment or observes another employee being unlawfully harassed shall provide a written or verbal complaint to Human Resources or a supervisor as soon as possible after the incident. If the supervisor is not available or is allegedly subjecting the employee to what the employee believes to be unlawful harassment, the employee must provide a complaint, in writing if possible, to another supervisor or the next level of management. If the supervisor or the next level of management does not resolve the matter to the employee's satisfaction, the employee should bring the matter to the attention of a Director.

If the employee is unable or reluctant to report the incident(s) to the immediate supervisor or to the succeeding management level, then the employee is required to contact the Human Resources Office to permit Fresno EOC

to appropriately respond to the complaint, including stopping the purported harassment, investigating and monitoring for retaliation.

The complaint should include details of the incident(s), name(s) of the individual(s) involved, and name(s) of any witness(es) and be provided to a supervisor and succeeding levels of management, etc., as described above. The complaint must then be forwarded to the appropriate director and Human Resources Officer to the extent the director is not the purported harasser. The Human Resources Office will be responsible for investigating the complaint with the exception of complaints filed against the Chief Executive Officer and/or Board of Commissioner(s). All complaints filed against the Chief Executive Officer and/or Board of Commissioner(s) will be investigated by outside legal counsel.

A supervisor that has been made aware of or has observed any harassment must notify the Human Resource Office immediately.

Every reported complaint of harassment will be investigated thoroughly, promptly, objectively, and in a discreet manner. The contents of the investigation will be treated confidentially to the extent possible and limited to those who need to know. The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

#### **IV. REMEDIAL ACTION**

If Fresno EOC determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate corrective action, up to and including termination. The complainant will be advised of the results of the investigation consistent with existing employee confidentiality policies. Fresno EOC will not retaliate against any employee for filing a complaint or participating in an investigation related to the complaint. Fresno EOC will not tolerate or permit retaliation. All employees are encouraged to report any incidents of harassment forbidden by this policy. Complaints will be quickly and fairly resolved. In addition to notifying Fresno EOC about harassment or retaliation complaints, affected employees may also direct their complaints to the Federal Equal Employment Opportunity Commission or the nearest office of the California Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations of the facts.

## POLICY 1040 MANAGEMENT FLOW, OPEN COMMUNICATION

**PURPOSE:** To describe the Agency's Management Flow and to provide an informal means of Open Communication with management.

**POLICY:** It is the policy of Fresno EOC to encourage employee participation in decisions affecting himself/herself/them and his/her/their daily professional responsibilities. An employee who has job-related interests, suggestions or questions is encouraged to initiate discussion with his/her/their supervisor(s). The Agency believes that employee job-related interest, suggestions or questions are best addressed through this type of informal open communication.

### PROCEDURES:

#### I. MANAGEMENT FLOW

The work of all employees will be assigned, directed, and reviewed by supervisory personnel.

A. Supervisor/Manager: The primary role of each supervisor is to provide a link between management and non-management employees. Accordingly, supervisors are expected to communicate the goals and policies of management and the Agency to the employees that report to them. Supervisors are also expected to communicate back to management the suggestions, interests, concerns and complaints of his/her/their employees. This level of supervision generally reports to Program/Project Directors.

B. Program/Project Directors: Program/Project Directors are responsible for the day-to-day operation of individual programs/projects and for supervision of component personnel. Program/project decisions regarding operational, personnel, fiscal, or funding agency matters require the approval of the assigned director. This level of supervision generally reports to an Officer.

C. C - Level Positions: C-Level positions are responsible for the administration and management of assigned departments/programs and supervision of Program/Project Directors. Major decisions regarding operational, personnel, fiscal, funding agency or legal matters may require the approval of the Chief Executive Officer ~~or the Chief Programs Officer~~. This level of supervision generally reports to an Officer or the Chief Executive Officer.

D. Chief Executive Officer: The Chief Executive Officer is responsible for implementing the Board of Commissioners' policies. The Chief Executive Officer is responsible for all major decisions affecting the use of Fresno EOC resources to meet its mission, purpose, and vision, including policy, fiscal, and legal matters. The Chief Executive Officer supervises agency Officers, certain program/project directors and assigned support staff.

E. Board of Commissioners: The Board of Commissioners, duly composed under the provisions set forth in the by-laws, has the corporate responsibility for the Agency. The Board of Commissioners is responsible for the employment and assignment of the Chief Executive Officer.

#### II. INFORMAL OPEN COMMUNICATION PROCESS

Employees are encouraged to raise work-related interests, suggestions, and questions to their immediate supervisor as soon as possible. It is anticipated that the immediate supervisor is in the best position to resolve issues, answer questions, and process suggestions. Employees are encouraged to raise and pursue discussions of work-related concerns.

If the employee does not feel comfortable discussing certain issues with the supervisor, then the employee may discuss the issue with any level of management including Human Resources (see Policy 1050, Grievance and Problem Solving).

The Agency will attempt in each instance to explain the result to the employee and maintain confidentiality. No employee will be retaliated against for raising a good-faith concern.

## POLICY 1050 GRIEVANCE AND PROBLEM SOLVING

**PURPOSE:** This policy establishes a mechanism through which an employee may obtain prompt, serious consideration of conflicts due to differences, differences of opinion, or other causes relating to his/her/their employment.

**POLICY:** It is the policy of Fresno EOC to encourage employee participation in decisions affecting himself/herself/them and his/her/their daily professional responsibilities. This applies to all Fresno EOC employees.

### PROCEDURES:

#### I. DEFINITION OF GRIEVANCE

A “basic grievance” is defined as a claim that the Agency, coworker, or third party has violated a policy regarding the manner in which an employee was treated. Basic grievances do not involve claims of:

Possible discrimination on the basis of race, color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, citizenship status, military or veteran’s status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person’s relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, or for any other reason prohibited by law or regulation and not work related. Employees wishing to pursue claims of such discrimination must follow the Complaint Procedures (see Policy 1030, Policy Against Harassment).

Disputes over salary range or salary/rate of pay as well as disputes over a supervisor’s judgment regarding job performance or professional competence should be brought to the next level of management. Although problems of this nature are not covered by the Grievance and ~~Problem Solving~~~~Problem Solving~~~~Problem Solving~~ Policy, an employee with these concerns is encouraged to discuss them with the next level of management, such as: Director, ~~pProgram~~~~Chief Programs~~ Officer, or the appropriate contact within the Human Resources Office.

Agency decisions to terminate at-will employment are not subject to the grievance procedure.

A. Responsibility: Human Resources is responsible for implementing this policy and providing oversight during the process to ensure compliance by employees and all levels of management. Management is responsible for ensuring that employees may use this process without fear of retaliation. Management continues to have the right to institute, resolve, modify, change or elect not to follow previous practices. The grievance process is not to be used to establish new rights or abolish existing rights or duties. Policies will take precedence over past practices when these are in conflict. Employees are responsible for abiding by these policies and procedures and for bringing it to the attention of management and/or Human Resources in any significant concern regarding the treatment of staff.

Employees, for their part, should be aware of the policies and follow the steps outlined above.

B. Confidentiality: The contents of the investigation will be treated confidentially to the extent possible and limited to those who need to know. Only those with a business need to know should be told about the employee’s grievance, and the final determination.

#### II. GRIEVANCE PROCEDURE

A. Grievance: An employee who has a disagreement concerning an interpretation of a written policy or procedure may initiate the grievance process. The employee should exhaust all informal means to resolve the issue, such as verbal discussions with ~~his/her~~their direct supervisor, and/or the next level of management, and/or HR staff prior to filing a formal Grievance (see Policy 1040, Management Flow and Open Communication).

The grievance process or the informal process (see Policy 1040, Management Flow, Open Communication) must be initiated by the employee within ten (10) working days after ~~they/he/she~~ knew or should have known of the event causing the complaint. Should the employee pursue an informal process first, the reporting employee shall preserve ~~their/his/her~~ right to still file a Grievance under this policy and must file ~~their/his/her~~ Grievance within ten (10) working days after an informal decision has been rendered. All Grievances initiated outside of these time limitations will not be considered.

The employee initiates the Grievance by giving the supervisor or next level of management ~~his/her~~their written statement that includes: 1) a brief description of the incident, including date(s) and names of any witness(es); 2) the policy, practice, rule or procedure the employee believes was violated (if known); 3) date(s) and decision(s) of any informal process pursued; and 4) the specific action requested. The statement must include the employee's signature and the date the employee signed the Grievance.

The Grievance will be forwarded to the Human Resources Office. Human Resources will determine if the Grievance satisfies the elements of this policy and give instructions as to the proper investigation and written response. The written response must be sent directly to the employee within five (5) working days of its receipt by Human Resources. A copy of the response and all corresponding evidence will be forwarded to and/or kept with Human Resources.

If the employee is not satisfied with the response, ~~he/she~~the employee has five (5) working days to contact Human Resources to initiate the next step of the Grievance process – Grievance Review Panel. The request must also be submitted in writing and must include why ~~the employee~~he/she feels the response was not satisfactory. If the employee does not request a Grievance Review within the time frame, the grievance will be considered resolved.

B. Review Panel: When a request is made for a review of a Grievance, Human Resources will then convene an ad hoc Review Panel to give the Grievance a final review. The Panel will consist of three (3) members: two from management who were not previously involved in the Grievance and do not work in the same program, and the third member will be from Human Resources. The Review Panel will consider the document(s), investigation(s), and decision(s) of the Grievance and may conduct further investigations if needed. The Review Panel will respond in writing to the employee within ten (10) working days or will be notified in writing if additional time is needed. A copy will be forwarded to Human Resources. The decision of the Review Panel will be final.

If, at any time during the Grievance Process, either the investigating supervisor, Human Resources or the Review Panel wishes to interview any of the involved parties, they may do so.

Additional time can be authorized for any part of the process when extenuating circumstances occur.

The Agency may refuse to accept, or cease to process, a grievance if it is learned that the employee has sought remedy for the same or a similar complaint outside of the ~~agency~~Agency.

### III. DOCUMENTATION

The employee must use the Grievance and Problem Solving Form. As set forth above, there are a number of places where written communication is required. That communication will typically take the form of a memorandum.

The Agency believes that the Grievance and Problem Solving Policies and Procedures will be of benefit to both the Agency and to employees. Employees feel empowered by knowing there is a process by which their voice can

be heard. Supervisors or managers benefit by passing unresolved disputes to a higher management level, where they can be properly handled. In addition, built-in time limits encourage prompt resolution of problems.

No employee will be retaliated against for raising a good-faith concern.



## POLICY 1060 PERSONNEL RECORDS

**PURPOSE:** To collect, use, and retain employee information required for business or legal reasons, provide employees with a means of reviewing records, and to control and limit internal and external release of information.

**POLICY:** It is the policy of Fresno EOC to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements.

**REFERENCE:** California Labor Code §1198.5, §432

### PROCEDURES:

#### I. PERSONNEL INFORMATION

Fresno EOC only maintains personnel information that is necessary for the conduct of its business and as required by federal, state, or local law. Personnel records are confidential and employee information will be obtained, used, and retained in a manner to protect each individual's privacy. The personnel record of any employee is a file used to determine that employee's qualifications for employment, promotion, additional compensation, termination, or other corrective action.

#### II. RESPONSIBILITY

A. Human Resources Office: The Human Resources Office is responsible for overseeing recordkeeping for all personnel information and will specify what information will be collected and how it should be stored and secured.

B. Employee: Employees have a responsibility to keep their personnel records up to date. The Human Resources Office must be immediately notified in writing or through Employee Self Service (ESS) of any changes in personal data such as address, telephone number, marital status, number of dependents, tax withholding status, and person(s) to notify in case of an emergency. All eligible employees participating in any of Fresno EOC's benefit plans must maintain a current listing of dependents covered under the plan and current beneficiary designations for any of Fresno EOC's insurance, disability, or retirement plans.

#### III. INSPECTION OF RECORDS

A. Employees: An employee (or former employee) may inspect his/her/their own personnel record at a reasonable time and with reasonable notice, but no later than 30 calendar days from the date Fresno EOC receives the request.

An inspection by the employee must be requested in writing to the Human Resources Office and will be scheduled at a mutually convenient time. Records that are considered to contain sensitive or confidential information, such as letters of reference or materials pertaining to a pending criminal investigation, will be excluded from the inspection, and all inspections must be conducted in the presence of a designated member of the Human Resources Office.

An employee has the right to request copies of his/her/their own personnel file, but may be charged the actual cost of copying. The employee can designate a representative if authorized in writing. An employee may submit a statement for his/her/their file if he/she/they dispute the accuracy, completeness, truthfulness, or relevance of any particular document in the file.

Employees have no right to inspect the personnel files of any other employee except as specified in Section B below.

B. Supervisors: Only supervisory and management employees who have a business need-to-know may inspect the files of an employee. The inspection must be approved by the Human Resources Officer.

Personnel files are the property of Fresno EOC and may not be removed from the premises.

#### IV. RELEASE OF INFORMATION

~~Employees are to refer a~~All requests from outside Fresno EOC for personnel information concerning applicants, employees, and past employees to ~~T~~the Work Number at 800.367.5690 using Employer Code 03148505 Human Resources Office. The ~~Work Number~~Human Resources Office will release personnel information only ~~in writing and only~~ after obtaining the written or e-signature consent of the individual involved. If The Work Number is unable to provide the information requested, the request may be forwarded to the Human Resources Office. Exceptions may be made to cooperate with investigatory or legal requirements.

#### V. EMPLOYMENT REFERENCE REQUESTS

Any employee who receives an employment reference request for any information concerning a past or present employee of Fresno EOC should refer written requests or persons making requests to the Human Resources Office without engaging in any conversation or communication about the individual. The Human Resources Office will verify limited general information, such as dates of employment and position held. A written disclosure authorization and release will be required before any information is furnished.

#### VI. SUBPOENAS

Fresno EOC Human Resources Office is the designated recipient when accepting legal documents regarding Fresno EOC's personnel matters.

## POLICY 1070 EMPLOYMENT CLASSIFICATIONS

**PURPOSE:** To establish a policy governing classifications of employees and to establish standard terminology to provide common understanding in reference to Fresno EOC employees.

**POLICY:** It is the policy of Fresno EOC to have employment classifications for each position within the Agency. Depending upon employment status, each employee is classified in one of four status categories: full-time regular, part-time regular, temporary, or on-call/substitute. The classification and the number of hours worked each week determine eligibility for benefits. For payroll and overtime purposes, each employee is classified as either exempt or non-exempt.

**REFERENCE:** 29 U.S.C. § 213(a)(a) (FLSA); 29 C.R.R. pt. 541; 8 Cal. Code Reg. §§ 11010-11040, 11060--11150, 1(A) (Cal. Wage Order Nos. 4-89, 9-90); 8 Cal. Code Reg. § 11050, 1(B) No. 89, Cal. Wage Order 5-2001); California Labor Code § 3353.

### PROCEDURES:

#### I. FULL-TIME REGULAR EMPLOYEES

An employee who is regularly scheduled to work thirty-five (35) to forty (40) hours per week for a period of indefinite duration is referred to as a full-time regular employee. Full-time regular employees are eligible to participate in the benefit program as defined in Policy 3040, Insurance Benefits.

#### II. PART-TIME REGULAR EMPLOYEES

An employee who is regularly scheduled to work less than the full-time workweek for a period of indefinite duration is referred to as a part-time regular employee. Part-time regular employees who work thirty (30) hours or more per week are eligible to participate in the benefit program as defined in Policy 3040, Insurance Benefits.

#### III. TEMPORARY EMPLOYEES

A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period, usually not to exceed one (1) year in any funded position. When the need arises, Fresno EOC will hire employees for a temporary period or contract out, using a temporary contract service or agency independent of Fresno EOC.

Temporary employees do not become regular employees as a result of the passage of time. Temporary employees are encouraged to apply for open positions, but will not be given special consideration for the temporary position they occupy should the position become a regular full-time or part-time position. If the temporary employee qualifies for a vacant position, ~~the introductory period will end after one year from the seniority date. an introductory period will still be required. Time spent in the temporary position does not qualify for credit toward completion of the introductory period.~~

Temporary employees may be eligible to participate in health insurance program benefits as defined in Policy 3040 ~~or other benefits as required by law~~. An employee whose status changes from temporary to full-time regular or part-time regular, working more than 30 hours, will become eligible for benefits (see Policy 3040, Insurance Benefits).

#### IV. ON-CALL/SUBSTITUTE EMPLOYEES

On-call/substitute employees are those who are not regularly scheduled to work. They work only as needed and are called in for the purpose of providing relief on short notice or in the event of an unexpected absence by another employee. On-call/substitute employees must meet the minimum qualifications for the job classification in which hired.

Substitute/On-Call employees do not become regular employees as a result of the passage of time. Substitute/On-Call employees are encouraged to apply for open positions, but will not be given special consideration should the substitute/on-call position become a regular full-time or part-time position. If the Substitute/on-call qualifies for a vacant position, the introductory period will end after one year from the seniority date.

On-call employees may be eligible to participate in health insurance program benefits as defined in Policy 3040, Insurance Benefits, or as otherwise required by law. Employees can be removed from the on-call list at any time with or without cause or prior notice.

## **V. REINSTATED EMPLOYEES**

A reinstated employee is an employee who is rehired to the same position within ~~thirtyninety~~ (930) calendar days from the employee's last separation date. The employee will be reinstated with ~~his/her~~their original date of hire. For purposes of benefits that accrue, entitlement will be restored to original hire date. Manager and higher-level higher-level reinstatements must have CEO approval. A reinstated employee may enroll in other benefits based upon eligibility consistent with these policies and as required by law.

## **VI. REHIRED EMPLOYEES**

A rehired employee is an employee who is rehired following a break in service in excess of ~~thirtyninety~~ (930) days from the employee's last separation date, for other than an approved leave of absence. Manager and higher-level rehires must have CEO approval. A rehired employee is considered a new employee from the effective date of ~~his/her~~their re-employment for all purposes, including benefit eligibility except ~~as to~~ Paid Sick Leave (See Policy 3035, Paid Sick Leave).

## **VII. SENIORITY DATE**

Seniority date is defined as the date of hire or rehire date, whichever is later.

## **VIII. EXEMPT/NON-EXEMPT EMPLOYEES**

Exempt employees by definition are exempt from earning overtime compensation (see Policy 1080, Determination of Exempt and Non-exempt Status). Non-exempt employees are all those who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws (see Policy 2010, Pay Procedures).

## POLICY 1080 DETERMINATION OF EXEMPT AND NON-EXEMPT STATUS

**PURPOSE:** To establish a policy governing the determination of exempt and non-exempt employees.

**POLICY:** For the purpose of salary administration and labor law compliance, it is the policy of Fresno EOC, to classify employees as either exempt or non-Exempt on the basis of whether the jobs to which they are assigned meet the tests for the executive/managerial, administrative, professional, computer professional, or outside salesperson exemptions as outlined below.

**REFERENCE:** California Industrial Welfare Commission Orders 4, 5 and 9. Fair Labor Standards Act, as amended.

### PROCEDURES:

#### I. DEFINITIONS

A. Non-exempt: The term “non-exempt employee” means employees are covered by overtime provisions of the California wage and hour laws or the Federal Fair Labor Standards Act. Employees in this category are entitled to overtime pay for work in excess of eight (8) hours in a single workday or forty (40) hours in one workweek. Such employees include, but are not limited to, those listed in California's Industrial Welfare Commission Orders 4, 5, and 9 (see Policy 2010, Pay Procedures).

B. Exempt: The term “exempt employee” means that employees are exempt from the overtime, meal period, and rest period provisions of the California wage and hour laws or the Federal Fair Labor Standards Act. Such employees include employees who meet the criteria for certain exemptions and/or qualify as exempt including the executive/managerial, administrative, professional, computer professional, or outside salesperson exemptions.

1. Executive/Managerial Exemption: Managerial or executive employees are those who manage all or part of an organization and supervise other employees. An employee qualifies for the executive exemption from overtime when the following conditions are met:
  - The primary duty must be management of the organization, or of a customarily recognized office or subdivision;
  - In most cases, the employee must customarily and regularly direct the work of at least two or more other employees therein;
  - The employee must have the authority to hire and fire, or to command particularly serious attention to recommendations on such actions affecting employees;
  - The employee must customarily and regularly exercise discretionary power;
  - The employee must spend more than 50 percent of working hours performing managerial tasks. Exempt duties include interviewing, selecting and training employees; setting pay rates and work hours, evaluating employees' performance, handling workers' complaints, disciplining employees, planning and distributing work, deciding on types of work materials and supplies to be used and providing for the safety of employees; and
  - The employee's monthly compensation is not less than two times the state minimum wage for full time employment or meets federal exempt status requirements.
2. Administrative Exemption: An employee qualifies for the administrative exemption from overtime when the following conditions are met:
  - Customarily and regularly exercises discretion and independent judgment in the performance of “intellectual” work which, in the context of an administrative function, is office or non-manual work directly related to management policies or the general

business operations of the Agency, and regularly and directly assists an exempt administrator, or performs under only general supervision, work along specialized or technical lines requiring special training, experience or knowledge, or executes special assignments and tasks under only general supervision;

- Devotes more than 50 percent of work time to the activities described above; and
- The employee's monthly compensation is not less than two times the state minimum wage for full time employment or meets federal exempt status requirements.

Three types of administrative employees may qualify for an exemption if they meet one of the following three:

- a. Executive assistants or administrative assistants to whom executives or high-level administrators have delegated part of ~~his/her~~their discretionary powers may have enough authority to qualify for the administrative exemption.
- b. Staff employees, who are functional rather than department heads.
- c. Employees who perform special assignments under only general supervision may qualify for the administrative exemption. These include many who work away from the premises.

3. Professional Exemption: An employee qualifies for the professional exemption from overtime when the following conditions are met:

- The employee is engaged in work which is primarily intellectual, managerial or creative, and which requires exercise of discretion and independent judgment;
- The employee is engaged in a learned profession where the educational requirement for the job is very advanced, meaning that the employee must have a degree or certificate requiring at least one year of specialized study in addition to completion of a four-year college course. The employee's work is of such a nature that its product cannot be standardized with respect to time and the employee has control over hours of work;
- The employee is licensed or certified by the State of California in one of the following nine professions: law, medicine, dentistry, pharmacy, optometry, architecture, engineering, teaching or accounting. Registered nurses are not considered to be exempt professional employees unless they individually meet the administrative, executive or professional criteria described in the wage order; and
- The employee's monthly compensation is not less than two times the state minimum wage for full time employment or meets federal exempt status requirements.

4. Computer Professional Exemption: An employee qualifies for the computer professional exemption from overtime when the following conditions are met:

- The employee is primarily engaged in work that is intellectual or creative;
- The employee is primarily engaged in work that requires the exercise of discretion and independent judgment;
- The employee is primarily engaged in duties that consist of one or more of the following;
- Applying systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
- Designing, developing, documenting, analyzing, creating, testing, or modifying computer systems or programs, including prototypes, based on and related to user or system design specifications;
- Documenting, testing, creating, or modifying computer programs related to the design of software or hardware for computer operating systems. The employee is highly skilled and proficient in the theoretical and practical application of highly

specialized information to computer systems analysis, programming, and software engineering; and

- The employee is paid at least the minimum hourly rate set annually by the state.

5. Outside Sales Exemption: An employee qualifies for the outside sales exemption from overtime when the following conditions are met:

- They are 18 years of age or older; and
- The employee spends at least 50 percent of all work time away from the place of business, selling tangible or intangible items, or obtaining orders or contracts for products, services or use of facilities.

## II. SALARY BASIS

All non-exempt employees are paid on an hourly basis. Exempt employees are paid a salary on a bi-weekly basis regardless of the quality or quantity of hours worked. Exempt employees may not be docked pay for the following reasons:

- Violating an Agency policy unless it is a violation of a safety rule of major significance.
- Serving on a jury if ~~he/she~~they performs any work during a week in which ~~he/she~~they serves.
- Absences of less than a day.

Subject to the exceptions below, an exempt employee must receive full salary for any week in which any work is performed without regard to the number of days or hours worked. However, an employee need not be paid for any workweek in which no work is performed.

- Deductions may be made when the employee is absent from work for a full day or more for personal reasons, other than sickness or accident.
- Deductions may be made for absences of a day or more occasioned by sickness or disability if the deduction is made in accordance with the sick time policy which provides for loss of compensation occasioned by both sickness and disability. Deductions may be made before an employee has qualified under the plan and after an employee's leave balance has been exhausted.
- Deductions may be made for hours taken as intermittent or reduced Family Medical Leave Act/California Family Rights Act (FMLA/CFRA) leave.
- Offsetting may be made for amounts received as jury or witness fees, or for military pay.

## III. TEMPORARY ASSIGNMENTS AND EXEMPTION

An employee who does not perform exempt duties on a regular basis will not be exempt for a temporary assignment unless ~~he/she~~the employee works the exempt job and meets the duties and remuneration tests for at least one month. Employees who are in training for an exempt position are not exempt unless they actually are performing the duties of the exempt position.

## POLICY 1090 RECRUITMENT, SELECTION, AND EMPLOYMENT

**PURPOSE:** To describe the procedure for recruiting and selecting employees for vacant positions at Fresno EOC and to confirm the responsibility of the Human Resources Office with respect to recruitment, selection, placement, and employment.

**POLICY:** It is the policy of Fresno EOC to be an equal opportunity employer and to select individuals for employment upon the basis of ~~his/her~~their qualifications and the ability to perform the job to be filled. Persons applying for positions with Fresno EOC will be considered without regard to race, color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, genetic information, sex stereotype, transgender, transitioning or perceived to be, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law. Fresno EOC is committed to effective recruitment and hiring of a diverse workforce.

**REFERENCE:** Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), the Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. §§ 793 et seq.), the Vietnam Era Veterans' Readjustment Assistance Act and Uniformed Service Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4211 et seq., 4301 et seq.), the Federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2615), the Equal Pay Act of 1963, the Fair Employment and Housing Act (Gov. Code § 12900 et. seq.), California Labor Code § 1102.1, Title II of the Genetic Information Nondiscrimination Act of 2008, GINA, California AB 887, California SB 600, California SB 358, California AB 987, Gender Nondiscrimination Act, California Fair Pay Act (SB 358), Fair Credit Reporting Act, AB1008.

### PROCEDURES:

#### I. RECRUITMENT

A. General: ~~The Agency programs Human Resources Office~~ has the primary responsibility of overseeing the recruitment process ~~consisting of assisting the hiring program with recruiting and screening. The Human Resources Office is responsible for maintaining the application tracking system. Human Resources may assist programs' will make the arrangements for with guiding the hiring process. hiring and placing employees in vacant positions. All employment contacts will be originated by representatives of this office. This includes direct contact with prospective employees and recruitment sources.~~

B. Personnel Requisition: Requisitions for additions or replacements to the workforce must be ~~completed generated~~ by the supervisor ~~in the applicant tracking system and approved by the next level of management and Human Resources, and approved by an Officer prior to commencing the recruitment effort. The requisition must detail: the date needed, employment status (temporary, part time, regular, etc.), job title, program and/or component, pay grade, hours, any special talents required, employee being replaced, advertising preference and include an updated approved job description.~~

C. Internal/External Recruitment: The Human Resources Office facilitates access to the applicant tracking system. The hiring program will be responsible for the determination of who meets the minimum requirements per the approved job description. Also to the extent possible, the Agency's commitment to diversity should be an important factor in determining whether to recruit externally and assessing a candidate's consideration for interview. The Agency deliberately seeks diverse groups of people and ~~promotes a diverse ensure that they are adequately represented in our~~ workforce. Fresno EOC will establish outreach programs to seek qualified minority applicants with the potential to serve our Agency.



1. Fresno EOC supports a policy of making opportunities available for employees to advance within Fresno EOC through the use of an internal job posting system. Fresno EOC will try to fill job openings above entry level by promotion from within when a qualified internal candidate exists (see Policy 1120, Transfers and Promotions). However, when there is not a strong pool of qualified internal applicants, Fresno EOC will seek qualified external applicants. In addition, Fresno EOC will give consideration to any known qualified applicant(s) who are on layoff status before recruiting applicants from outside the organization (see Policy 7050, Layoffs). Fresno EOC maintains sole discretion of all personnel decisions. Veterans will be given ~~preferences~~special consideration when filling job openings with qualified external applicants. Veterans must provide documents of veteran status at time of interview to be given ~~preferences~~special consideration. If no documents are provided at time of interview, no ~~preference~~special consideration will be given.
2. Announcements of open positions will be placed on the Fresno EOC Intranet and/or distributed and posted on Fresno EOC official boards and will include such information as job title, pay grade, job description, qualification requirements, ~~and the application deadline~~. Employees who feel they are qualified for the position must ~~apply for consideration, submit a completed online employment application prior to the filing deadline (see Policy 1120, Transfers and Promotions)~~. The employee may or may not be interviewed for the position.
3. In addition to seeking job candidates internally, external recruitment may also be required to ensure a strong pool of qualified applicants. Along with the posting of the Job Announcement on Fresno EOC's website, in the Human Resources Office and work locations, the following referral sources may be used to obtain new employees: (a) employee referrals, (b) ~~former employees who resigned in good standing and are eligible for rehire~~ (c) nonprofit and state agencies, (d) government employment services, (e) schools, (f) ~~newspaper advertising~~, and (g) other organizations and resources as may be deemed necessary to reach the appropriate labor market and to attract qualified applicants.
4. During the recruitment, interviewing, and hiring process, no statement should be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment contract is to be used and authorized by the Chief Executive Officer.

D. Application Process: When applicants are considered for job openings, the following procedures should be followed:

1. Any applicant for employment must complete an employment application online in order to be considered for employment. Applications for all open positions will be accepted by the applicant tracking system until the filing deadline.
2. The Human Resources Office will consider requests for reasonable accommodation of disabilities and will determine what, if any, accommodations will be made for the application process.
3. The hiring program will screen the applications to determine whether applicants meet the minimum requirements as set forth in the job description. The Human Resources Office will assist with screening, as requested. All applicants must meet the minimum qualifications of the position to be considered for interview. ~~The hiring program will provide the Human Resources Office with a list of candidates to be contacted for interview.~~ The hiring program or Human Resources may conduct a phone interview. ~~The program~~Human Resources will schedule interviews and may request any supporting documents required for the position at that time. ~~Applicants may check the status of their application at any time by accessing the applicant tracking system.~~

If the applicant does not provide the required documentation within the time designated, ~~he/she/they~~ will be considered as an applicant who has not met the minimum qualifications of the position and will not be eligible to interview. ~~Human Resources will notify all applicants who do not meet the minimum qualifications for the position by email.~~

## II. SELECTION

### A. Interview Process

1. Panel Interview: Selected applicants who meet the minimum requirements for an open position may be invited to meet with a designated interview panel. This panel will interview, evaluate, and rank the order of eligible candidates. One or more interviews may be conducted with applicants to determine suitability for employment, depending upon the level of the position. When applicable, subsequent interviews may consist of internal/external content area experts from a variety of fields related to services offered within the program. ~~The program manager/director will review the results of the interview process, and make a recommendation to the designated Officer for final approval. For Director level and higher positions, the Human Resources Office must review and approve the interview panel prior to interviews.~~
2. Rating sheet: The rating sheets are not the sole criteria in determining the best candidate for the position. Other factors as described below may contribute to the final decision.

B. Employment Tests: Employment tests which measure the knowledge, skills, and abilities needed to perform a job may be necessary to evaluate an applicant's qualifications. For example, typing, computer skills, and physical skills tests may be used, provided they are designed for the purpose of testing the essential job functions. In most cases, these tests will be arranged or conducted by the Human Resources Office.

C. Reference Checks: All employment is subject to the receipt of acceptable references. Reference checks should be conducted prior to the final selection and should be limited to candidates who are seriously being considered. The Reference Check form will serve as a guide to those areas which generally warrant verification and investigation. The following sources of pre-employment reference will be used whenever possible and appropriate: (1) previous employers, (2) business references, (3) personal references, (4) educational institutions attended, and any other references deemed appropriate for the position. It is important that backgrounds in employment and education, if necessary, be verified. The ~~hiring program~~ ~~Human Resources Office~~ will conduct the reference checks, unless otherwise designated.

D. Background Checks: Background checks will be conducted on job applicants applying for positions involving security, confidentiality, financial responsibility or as required by law. Fresno EOC will use a third party agency to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to: ~~that pertaining to~~ an individual's past employment, education, character, criminal records, and credit checks as permitted by law, etc. This process is conducted to verify the accuracy of the information provided by the applicant. Fresno EOC will ensure that all background checks are held in compliance with all federal and state statutes.

Fresno EOC will notify the job applicant, in writing, that it is conducting a background check, provide the name of the third party agency conducting the background check, identify the purpose of the background check, and identify that the background check may contain information on the applicant's character, general reputation, personal characteristics, and mode of living. Additionally, applicants will be given a pre-disclosure form on which they may check a box indicating a wish to receive a copy of any investigative report prepared regarding them. If the box is checked, the company performing the background check will send a copy of the report to the applicant.

The copy must contain the name, address, and telephone number of the person who issued the report and how to contact that person and, if adverse action is taken based on the report, the name of the investigative consumer reporting agency. In addition, if Fresno EOC conducts a credit check on an applicant and uses the information

obtained as the basis for an adverse employment decision (e.g. refusal to hire), Fresno EOC must disclose to the applicant that its action was based on the credit report and the information contained in that report. Fresno EOC will provide a notice to the applicant that ~~he/she/they~~ has the right to dispute the accuracy or completeness or any of the information in the report.

E. Final Selection: A review and analysis of the application form, interview, and reference check should provide sufficient information to assess and make the final selection of the best qualified applicant. If an applicant is rejected on the basis of reference information, the reference source and information provided will be kept confidential.

F. Email Notification: The ~~hiring manager Human Resources Office~~ will make every effort to keep the applicants informed of their status throughout the process.

~~G. Eligibility List: Eligibility lists may be established for positions which frequently become vacant. An eligibility list for a position will be maintained for a maximum of one year. Candidates on the eligibility list need not be interviewed for the same position for which eligibility has been established while the list remains in effect.~~

H. Fairness: Fresno EOC has a zero-tolerance policy against employees suspected of or showing prejudiced behaviors and/or actions contrary to Fresno EOC's Diversity and EEO policies. Such employees will not be able to participate in the recruitment and selection process until they have attended a diversity-related training program. Fresno EOC will under no circumstances tolerate the misrepresentation of its Diversity Policy in the form of prejudiced employee behavior.

Behaviors and/or actions by employees that violate Fresno EOC policies and procedures are subject to corrective action, up to and including termination.

### III. EMPLOYMENT

A. Offer of Employment: Following a decision and recommendation of the supervisor to hire the applicant, ~~and approval of the designated Officer, the Human Resources Office~~ hiring program will make a verbal ~~and written~~ offer of employment. The offer of employment will include the job title, pay rate, employment status (temporary, regular, part-time, etc.), and employment date and any other information required by law. The offer of employment and continued employment may be contingent upon the satisfactory completion of employment requirements including, but not limited to: reference checks, fingerprint clearance, criminal background checks, investigations, verifications, tuberculosis screening, physicals, and drug and alcohol testing. The Human Resources Office is responsible for generating the official written offer of employment following satisfactory completion of employment requirements.

When the offer is made to an internal applicant, the hiring program and the applicant's supervisor are responsible for determining the start date.

Due to State licensing requirements, certain positions may require individuals offered employment to be fingerprinted and have such records filed with the State Department of Social Services before beginning work with Fresno EOC. Fresno EOC shall bear the cost of filing with the State. The fingerprinting information will be maintained in a confidential manner for use by Fresno EOC, and will not be utilized or forwarded to any other individuals, employers, or employment placement agencies.

If the background, medical, or any other subsequent investigation discloses any misrepresentation on the employment application or information indicating that the individual is not suited for employment with Fresno EOC, the applicant will be refused employment, or, if already employed, may be terminated. If the background and/or credit check of the applicant results in a refusal to hire, termination, or other adverse employment action, the applicant will be notified as identified in section II-(d) herein.

### IV. SUSPENSION OF COMPETITION

In certain circumstances, competition for positions may be suspended by the Chief Executive Officer. No suspension of competition shall be general in its application. In addition, such suspension shall be sensitive to the Agency's Equal Employment Opportunity Policy and diversity commitments.

## V. PERSONNEL PROCEDURES RELATING TO HEAD START ~~0 TO 5/EARLY HEAD START~~

The following personnel procedures relate to the hiring of Head Start ~~0 to 5/Early Head~~ personnel and are meant to supplement the Fresno EOC's Personnel Policies & Procedure Manual. These provisions are based on Federal mandates of the Head Start Program.

A. Recruitment: The Head Start ~~0 to 5 County-Wide/Early Head Start~~ Personnel Committee (CWPC) is responsible for reviewing and approving all changes to Head Start ~~0 to 5/Early Head Start~~ job descriptions initiated by program staff and/or Human Resources.

Head Start ~~0 to 5/Early Head Start~~ recruits for employees in a variety of ways. Job Fairs are held as needed annually and individual job positions are posted throughout the year. Recruitment efforts will be designed to reach out to all areas of our community consistent with the agency's commitment to diversity. Initial screening of applicants is completed by Head Start ~~0 to 5 staff/Early Head Start staff~~. Those applicants meeting the minimum job requirements are eligible for an interview.

B. Selection: Once all applicants are screened, an interview is scheduled for those that meet the minimum qualifications. More than one interview may be required, when deemed necessary. Interviews are scheduled by the appropriate Head Start ~~0 to 5/Early Head Start~~ program staff with assistance of the Human Resources Office. The interview panel will be conducted by parents and staff. The Program Administrative Assistant/ Education Liaison or other designated staff will facilitate the interviews. The interview panel will make a recommendation to the ~~County Wide Policy Council~~ (CWPC) for hiring once interviews are completed. In the event that a parent cannot be present during the interview, the panel will proceed with the interviews and the recommendation for hire(s) and eligibility list(s) are will be presented to the CWPC Executive Board and/or the CWPC for approval as an informational item.

In compliance with the Head Start Act of 2007, the CWPC is ~~responsible for decisions regarding to be informed of~~ the employment of program staff. Once hiring recommendations have been approved, all hires must pass fingerprint clearances as outlined in California regulation and a National Sex Offender Registry check. Clearances must be obtained prior to employment. In addition, the CWPC is also responsible for ~~approving~~ participating in the hiring and termination of key program staff (i.e. Chief Executive Officer, Chief Financial Officer, Chief Program Officer, Chief Administrative Officer and Head Start ~~0 to 5~~ Director).

In filling the position of the Head Start ~~0 to 5 Director and Early Head Start Program Director~~, representatives from the ~~CPWC Executive Board Office~~, CWPC, Fresno EOC Board and other Fresno EOC programs may participate in the interview process. When applicable, subsequent interviews may consist of internal/external content area experts from a variety of fields related to services offered in the Head Start ~~0 to 5~~ program. Upon approval of the Chief Executive Officer, the application and recruitment information will be forwarded to the Head Start Regional Office for review and recommendation.

If an acceptable applicant is not selected, the entire process, as outlined above, will start over.

## POLICY 1100 INTERNSHIP AND VOLUNTEER PROGRAMS

**PURPOSE:** To describe the procedure for recruiting and selecting interns for programs that utilize internships through local colleges, universities, vocational schools, and other established groups.

**POLICY:** It is the policy of Fresno EOC, as an equal opportunity employer, to select individuals for internships solely upon the basis of their qualifications and ability to perform the internship to be filled. Persons applying for internships with Fresno EOC will be considered without regard to race, color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, or for any other reason prohibited by law or regulation and not work related.

**REFERENCE:** Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), the Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. §§ 793 et seq.), the Vietnam Era Veterans' Readjustment Assistance Act and Uniformed Service Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4211 et seq., 4301 et seq.), the Federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2615), the Equal Pay Act of 1963, the Fair Employment and Housing Act (Gov. Code § 12900 et. seq.), California Labor Code § 1102.1, Title II of the Genetic Information Nondiscrimination Act of 2008, GINA, California AB 887, California SB 600, California SB 358, California AB 987, Gender Nondiscrimination Act, California Fair Pay Act (SB 358), Fair Labor Standards Act.

### PROCEDURES:

#### I. INTERNSHIPS

Unpaid Internships: Unpaid internships must be in compliance with the Fair Labor Standards Act and California wage and hour laws. The Human Resources Office must be notified in regards to unpaid internships and all paperwork must be reviewed for compliance and be maintained in the Human Resources Office. The Agency will work to ensure that underprivileged groups be afforded internship opportunities.

#### II. VOLUNTEERS

Fresno EOC is committed to involving volunteers directly within the Agency to contribute to the delivery of our services, provide different skills and perspectives, and offer opportunities for participation. A volunteer is a person who freely offers to take part in an enterprise or undertake a task. Volunteering is the practice of a person working on behalf of others to take part in enriching themselves/himself/herself and his/her/their communities. Volunteers should have no expectation of compensation or other benefits for their volunteered time to the Agency.

#### III. SELECTION

A. Interview: Selected students who meet the minimum requirements for an internship may be invited to meet with a Program Director or designee. This individual will interview and evaluate potential intern candidates. One or more interviews may be conducted with intern candidates to determine suitability for internship. The internship supervisor/Program Manager/Director will conduct/review the results of the interview process, and make a recommendation to the next level of management/responsible Officer for final selection/appointment.

Volunteers should be interviewed by the program manager/director to ensure fit with the needs of the program.

B. Reference Checks: All interns are subject to the receipt of acceptable references. Reference checks must be conducted prior to the final selection. Referrals from the school requesting the internship are acceptable as a reference.

C. Background Checks: Due to State licensing requirements, certain positions may require individuals offered internships or volunteer opportunities to be fingerprinted and have such records filed with the State Department of Social Services before beginning an internship with Fresno EOC. Fresno EOC shall bear the cost of filing with the State. The fingerprinting information will be maintained in a confidential manner for use by Fresno EOC, and will not be utilized or forwarded to any other individuals, employers, or employment placement agencies. If the background check indicates that the individual is not suited for an internship, the internship will not be offered.

D. New Hire Orientation: Interns and volunteers attend New Hire Orientation as necessary.

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| <b>POLICY 1110 OUTSIDE EMPLOYMENT</b> |
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**PURPOSE:** To define outside employment.

**POLICY:** It is the policy of Fresno EOC to provide guidelines for employees who engage in outside employment.

**PROCEDURES:**

Employees are required to provide notice prior to commencing outside employment to their supervisor so that Fresno EOC can evaluate whether a conflict exists. New employees should notify their supervisor upon hire. Employees may engage in any outside employment, including self-employment, at the discretion of Fresno EOC, if it does not:

1. Create a conflict of interest;
2. Adversely affect their availability for work;
3. Interfere with the fitness or ability to productively perform their employment with Fresno EOC.

Employees who engage in outside employment contrary to the above may be asked to terminate their outside employment or may be subject to corrective action, up to and including termination.

## **POLICY 1120 TRANSFERS AND PROMOTIONS**

**PURPOSE:** To provide guidelines for employee transfers and promotions.

**POLICY:** It is the policy of Fresno EOC to provide internal employment opportunities to employees through transfers from one job to another within a department, from one department to another, or from one program to another. Fresno EOC endeavors to promote from within and may consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in Fresno EOC's best interest.

### **PROCEDURES:**

#### **I. DEFINITIONS**

A. Transfers: A request for a voluntary transfer is not automatic and must be consistent with the internal recruitment process (see Policy 1090, Recruitment, Selection, and Employment). A voluntary transfer occurs when an employee requests a transfer from one position to another within the same pay grade, or from a position in one office or program to an equivalent position in another office or program.

Fresno EOC may request that an employee be transferred for the benefit of the Agency.

A transfer can consist of moving an employee from one cost center to another at the same pay, pay grade, and hours, and within the same program.

B. Promotions: A promotion is the advancement from a position in one pay grade to another position in a higher pay grade and involves a change in job duties and a distinct increase in job responsibilities. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, program manager/director, and/or the Human Resources Office. No candidate shall be advanced solely on the basis of being from an underprivileged or underrepresented group.

C. Temporary Assignments and Transfers: Management reserves the right to make temporary assignments or transfers. A temporary assignment or transfer may include the following: (1) a short duration assignment or where cross-training is involved, (2) a temporary transfer within an office or small work unit, (3) a transfer where it is necessary to accommodate an employee requesting a temporary transfer to an alternative position due to pregnancy or to allow intermittent or reduced schedule leave allowed under the Family and Medical Leave Act (FMLA), or (4) where necessary to accommodate an employee requesting reasonable accommodation under the Americans with Disabilities Act.

#### **II. ELIGIBILITY**

To be eligible for a voluntary transfer or promotion, employees must meet the requirements of the new position, and have a satisfactory performance record.

The hiring manager recruiting to fill the vacancy should communicate with the employee's current supervisor to discuss attendance, performance and conduct of the employee as a part of the reference process. The hiring manager will also coordinate the start date with the current supervisor to establish a transition period prior to the employee leaving ~~his/her~~their program.

#### **III. APPLICATION PROCESS**

A. Job Postings: Job openings within Fresno EOC will be posted on Fresno EOC official boards (see Section I (C) of Policy 1090, Recruitment, Selection, and Employment).



B. Application Request: The employee must complete and submit an online employment application to the Human Resources Office. Applications based on posted job openings must comply with the procedures described (see Section I (C) of Policy 1090, Recruitment, Selection, and Employment). Employees who meet the minimum requirements may apply for the position (see Section II (A) of Policy 1090, Recruitment, Selection and Employment).

#### IV. SALARY AND BENEFITS

A. Salary: Pay for transfers and promotions will be handled as follows:

1. An employee transferred to a job within the same pay grade will continue to receive ~~his/her~~their existing rate of pay.
2. An employee promoted to a job in a higher pay grade will move to the minimum of the new pay grade or receive a 5% increase, whichever is higher.
3. An employee who is transferred due to: corrective action reasons, lack of work, budgetary reasons, reorganization, or at ~~his/her~~their own request to a job in a lower pay grade will usually be paid at ~~their~~his/her former rate, unless the former exceeds the maximum rate of the new job in which case the employee will be paid the maximum rate of the new job.

## POLICY 1130 ORIENTATION

**PURPOSE:** To facilitate the new employee's introduction to Fresno EOC and to ensure that all new employees, including interns, are adequately oriented in: the organizational mission, vision, and structure, benefits, performance expectations, rules of conduct, job safety, and policies and procedures.

**POLICY:** It is the policy of Fresno EOC to provide orientation to a new employee as the final step in the hiring process. Employees, interns, and volunteers (as required) should be made to feel welcome and a part of the Agency from the very first day on the job.

**REFERENCE:** The Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603, Immigration Act of 1990 Pub. L. 101-649, Sec. 535(a), Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Pub. L. 104-208, Div C, 110 Stat. 3009

### PROCEDURES:

During the orientation process, each employee will receive an introduction that covers the history and operation of Fresno EOC, personnel policies and procedures, benefits, safety, and the new job. Employees, interns, and volunteers (as required) must attend an orientation session. The responsibility for new employee orientation is shared by the Human Resources Office and the individual's supervisor. The specific items of information to be covered by each are outlined below.

#### I. HUMAN RESOURCES OFFICE

New employee orientations are scheduled by the Human Resources Office. New employees are required to attend an orientation within the first month of their employment. It is important that orientation be conducted by the Human Resources Office to ensure that employment eligibility requirements are met, paperwork is completed properly and timely, questions answered, and consistency is maintained.

The Human Resources Office will convey information in the following areas:

##### A. Introduction

1. Welcome to Fresno EOC
2. History and overview of Fresno EOC
3. Employment - Performance Expectations

##### B. Required Forms

1. Withholding Allowance Certificate (W-4)
- ~~2.~~ Employment Eligibility Verification - Form I-9
  - ~~2.~~
    - a. (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.
    - ~~a-b. Employees must submit acceptable documentation within three (3) business days from date of hire to establish identity and authorization to work in the United States as required by USCIS.)~~
3. Personal Information/Employee Orientation Checklist
4. Auto Insurance Declaration, if applicable
5. Agency Property Agreement, if applicable
6. Acknowledgement of Policies and Procedures
7. Acknowledgement of Requirement to Report Suspected Child Abuse
8. Employee Rights Form
9. Receipt of Job Description

10. Anti-Harassment and Anti-Discrimination Acknowledgement Form
11. Confidentiality Statement

C. Employee Benefits

1. Health and Wellness Benefits
2. Group Life and Accidental Death & Dismemberment Insurance
3. Retirement plan summary description
4. 403(b) retirement information (voluntary)
5. Holidays/Vacation/Sick time

D. Rules & Procedures

1. Personnel Policies & Procedures
2. Alcohol/Drug-Free Workplace Policy
3. Diversity Policy and Policy Against Harassment
4. Requirement to Report Suspected Child Abuse
5. Domestic Violence, Sexual Assault or Stalking Victim Leave

E. Pay Procedures

1. Pay schedule & distribution of paychecks
2. Deductions & direct deposit
3. Performance evaluations

F. Safety

1. Reporting work injuries
2. Injury and Illness Prevention Program & Safety Handbook
3. Agreement to abide by safety rules

**II. DEPARTMENTAL/PROGRAM ORIENTATION**

It is the supervisor's responsibility to conduct the following general departmental orientation and evaluation activities for a new employee:

A. First Day

1. Review job description with new employee.
2. Give new employee a tour of the department/program and any instructions pertaining to the job that may be necessary for getting started.
3. Discuss hours of work and attendance requirements.
4. Provide required safety training and safety equipment.

B. First Week

1. Hold an informal question-and-answer session with the employee for coaching and development.
2. Review performance expectations with new employee.
3. Provide on-the-job training and safety training unique to the area in which the employee is working.

C. During First Six Months

1. Conduct informal evaluations during the first thirty (30) to sixty (60) days of employment.
2. Conduct a ~~midpoint~~formal performance review with the employee at six (6) months.
3. Hold question-and-answer sessions with employee.
4. Discuss the employee's goals for the next evaluation period.
5. Attend other training(s) as required.

## POLICY 1140 INTRODUCTORY PERIOD

**PURPOSE:** To define the initial period of employment and evaluation for employees.

**POLICY:** It is the policy of Fresno EOC for all employees to be subject to an initial introductory period. During this initial period, Fresno EOC will evaluate the employee and job performance.

### PROCEDURES:

#### I. INTRODUCTORY PERIOD

A. New Hires: The introductory period applies to regular full- and part-time employees, commences on the date of hire, and lasts twelve (12) months. During this time, supervisors should carefully observe the performance of the employee and provide constructive feedback. Supervisors should have performance conversations with their employees on a regular basis. A formal evaluation will be conducted at the midpoint and end of the introductory period, and every 12 months thereafter. Nothing in this section changes or augments the at-will status of an employee.

B. Reinstatement: An employee that separates employment and is reinstated within 90 days will retain ~~his/her~~their status. An employee in introductory status at time of separation will need to work the remaining time in the original twelve (12) month introductory status to be eligible for regular status (see Policy 1070, Employment Classifications).

C. Rehire: An employee that separates employment and is rehired after 90 days will be subject to a new introductory period (see Policy 1070, Employment Classifications).

#### II. WRITTEN PERFORMANCE EVALUATION

Supervisors are required to complete a written evaluation of the employee's job performance in a timely manner. The evaluation will be forwarded to the Human Resources Office with appropriate signatures for recording and placement in the employee's personnel file.

#### III. TERMINATION

Failure of an employee to meet acceptable standards of performance and/or conduct during the introductory period may result in termination pursuant to Fresno EOC's At-Will Policy.

A recommendation for termination should be submitted in writing to the program manager/director, and responsible Officer for review. Action to terminate must have the prior approval of responsible Officer. The Human Resources Officer shall give assurance that all procedures for termination have been followed. Employment with Fresno EOC is a voluntary one and is subject to termination by employees or Fresno EOC at will, with or without cause, and with or without notice, at any time (see Policy 1010, Employment At-Will).

A transferred or promoted employee who is unable to perform satisfactorily in ~~his/her~~their new job may, at the discretion of management, be returned to ~~his/her~~their previous position, if a vacancy exists, or may be terminated.

## POLICY 1150 HOURS OF WORK, PUNCTUALITY, AND ATTENDANCE

**PURPOSE:** To inform employees of the requirement of reporting to work and being on time and to establish a procedure for reporting tardiness and absences.

**POLICY:** It is the policy of Fresno EOC that attendance and punctuality are required for the efficient operation of the Agency. Regular attendance and punctuality are essential duties of every position.

**REFERENCE:** CA Labor Code 233-234, 246.5, 551-552, 556; AB 1522, AB 304, SB 3

### PROCEDURES:

#### I. HOURS OF WORK

The general working hours for Fresno EOC are from 8:30 a.m. to 5:00 p.m., Monday through Friday, except recognized holidays. The general workweek for Fresno EOC employees consists of 37.5/40 hours per week. The workweek begins on Sunday and ends on Saturday.

#### II. MEAL BREAK PERIODS AND REST PERIODS

Employee meal break periods are important to productivity and employee health. Employees who work at least five (5) consecutive hours will be provided an unpaid 30-minute meal break period. Employees may not take their meal break period later than the end of the fifth hour of work, or take a meal break period of less than 30 minutes without prior authorization from their supervisor. For example, an employee who begins working at 8 a.m. must begin their meal break period by 12:59 p.m. If the employee's shift will be completed in no more than six hours, this meal break period may be waived by mutual agreement of the employee and the Agency. In such instances, the employee must stop working and clock out by the end of the sixth hour. Employees are entitled to a second unpaid 30-minute meal break period if they work 10 or more hours in one workday. The second meal break period may be waived if the employee's shift will be completed in 12 hours and the employee did not waive the first meal break period. The second meal break period must be taken before the end of the 10th hour of work.

Non-Exempt Employees are required to clock-in and clock-out for meal break periods. The meal break period will not be included in the total hours of work per day and is not compensable. Non-exempt employees are to be completely relieved of all job duties while on meal break periods. Employees not relieved of all duties during meal break periods; not provided a timely meal break period; or who received a shortened or missed meal break period will receive one-hour penalty pay for each occurrence. Employees must notify their supervisor of any occasion when meal break periods were not provided in accordance with the above policy. Otherwise, Fresno EOC will assume the missed, short or delayed meal break period was voluntarily taken and no premium pay will be provided.

The normal ~~lunch~~ meal break period will be taken between 11:00 a.m. and 2:00 p.m. or may vary depending upon the start time of the workday. Employees are permitted to leave the premises for their meal break periods. ~~Employees not relieved of all duties during meal break periods; not provided a timely meal break period; or who received a shortened or missed meal break period will receive one-hour premium pay for each occurrence.~~

#### III. REST BREAK PERIODS

All non-exempt employees are entitled to ~~periodic~~ rest breaks periods during their workday. Non-exempt employees will be paid for all such rest break periods, and do not clock out. The supervisor will advise employees of the time and duration of rest break periods, and employees are expected to return to work promptly at the end of any rest break period. Generally, an employee is entitled to a "net" 15-minute rest break period for every four (4) hours worked or major fraction thereof. If an employee works more than six (6) hours in a workday, ~~he/she/they~~ will receive one rest break period during the first half of the shift and one rest break period during the second half of the shift. The rest break periods should be taken as close to the middle of each work period

as possible. Employees are relieved of all duties during the rest break periods and may leave the premises. If at any time an employee believes ~~he/she has~~they have not been provided with a rest break period or enough time to make a net 15-minute rest break period ~~in the designated rest area(s)~~, ~~he/she~~they should report this to their~~his/her~~ supervisor immediately. Rest break periods may not be combined or added to an employee's meal break period. Employees not relieved of all duties during rest break periods; not provided a timely rest break period; or who received a shortened or missed rest break period will receive one-hour penalty pay for each occurrence. Employees must notify their supervisor of any occasion when rest break periods were not provided in accordance with the above policy otherwise Fresno EOC will assume the missed, short or delayed rest break period was voluntary taken and no premium pay will be provided.

Because work schedules may vary for different locations and different classifications of employees, supervisors will be responsible for determining and informing ~~his/her~~their employees of specific hours, work-days, ~~lunch~~meal and rest break periods. Additionally, the supervisor may increase or decrease an employee's hours and may require overtime work as it deems necessary or appropriate as permitted by law and as approved by the Director. No off-the-clock or unauthorized work is permitted by Fresno EOC and employees who do so ~~work off the clock~~ will be compensated for their time, but subject to corrective action, up to and including termination.

A non-exempt employee who regularly works thirty (30) or more hours per week cannot be required to work seven (7) consecutive days in the defined workweek.

~~Non-exempt nursing mothers may take reasonable breaks to express breast milk for the employee's infant child. Upon request, Fresno EOC will provide a separate room where such a break can be taken. The employee may use any paid breaks to which she is entitled for this purpose. Additional nursing breaks will not be paid as long as the employee is completely relieved of job duties during that time.~~

As part of our responsibility to our clients, the public, and to other employees, Fresno EOC requires employees to be at work as scheduled, to arrange their personal schedules to accommodate established work hours, and to notify their supervisor prior to but no later than the employee's normal reporting time if ~~he/she~~they expects to be absent or tardy.

### III. PUNCTUALITY & ATTENDANCE

Each employee shall be responsible for being present at the assigned work-station at the correct time each day. In the event the employee will be late or absent, ~~employee~~they are required to contact their supervisor or program manager/director prior to but no later than the normal reporting time or adhere to the location reporting procedure. When reporting an absence, i.e., due to a personal or family illness or an emergency, the expected date of return must be given. If unknown, the employee will be required to contact the supervisor or program director/manager each day prior to the normal reporting time, unless a written statement from a licensed health care provider has been provided. Absences referred to here do not include approved time off requested in advance for vacation, holiday, bereavement leave, jury duty, or leaves of absence, Paid Sick Leave, Kin Care or Fresno EOC-initiated time off.

Fresno EOC reserves the right to require a statement acceptable to the Agency from a licensed health care provider whenever an employee misses work due to an illness, injury or disability subject to any legal limitations, such as ~~PSL requirements~~. Failure to follow these procedures could result in unexcused absences and resulting corrective action up to and including termination.

If it becomes necessary for an employee to leave the program, Fresno EOC premises, or work site during working hours for personal reasons, permission to leave must be obtained from the employee's supervisor before the employee leaves.

### IV. EXCESSIVE TARDINESS AND ABSENTEEISM

#### A. Tardiness:

An employee is considered tardy when:

1. ~~He/she~~They is-are not at ~~their~~his/her work-station ready to begin work at ~~their~~his/her assigned start time or at the end of ~~their~~his/her scheduled rest or meal break ~~or meal~~ period.
2. ~~He/she~~They leaves early for a rest or meal break, ~~meal~~ period, or the end of ~~their~~his/her scheduled or assigned shift, without authorization from ~~their~~his/her direct supervisor.

Excessive tardiness not protected by an approved leave may be cause for corrective action up to and including termination.

## B. Attendance

Regular attendance is important to workplace morale and the successful operations of the Agency. Absences can create a negative impact in the workplace and place strain on other employees. An employee is considered absent when ~~he/she~~they are is not scheduled to be off work and/or does not work ~~their~~his/her scheduled or assigned shift.

## C. Absenteeism

Supervisors should immediately address any patterns of abuse of unprotected sick time and/or unprotected unpaid time. Patterns can be two or more instances. Examples of abuse include, but are not limited to:

- Leaving after lunch on paydays.
- Calling in sick on days when vacation time was previously denied.
- Extending weekends by regularly calling in sick on Fridays and/or Mondays.
- Extending time off for holidays by calling in sick the day before or after a holiday.

Absenteeism not protected by an approved leave may be cause for corrective action up to and including termination.

Corrective action up to and including termination may be imposed against an employee who is absent for one or more days without proper notice or justification found satisfactory by Fresno EOC.

An employee who is absent for three consecutive days without communicating directly with ~~his/her~~their supervisor, will be considered to have abandoned the job. The employee will be considered to have voluntarily resigned unless a reasonable excuse is offered and accepted by Fresno EOC within 24 hours following the third consecutive day of unscheduled absence.

## V. RESPONSIBILITY

Employees are responsible for working all of their scheduled work hours at the scheduled times. Employees are required to be at their assigned ~~work station~~workstation during all work hours, except for scheduled rest and meal breaks ~~and meal~~ periods. No off-the-clock or unauthorized work is permitted by Fresno EOC.

Employees who are not able to report to work as scheduled, and who do not have prior written authorization to be absent, will be required to contact their supervisor or program manager/director prior to but no later than the normal reporting time or adhere to the location reporting procedure.

Employees who have consecutive days of unscheduled absences must contact their direct supervisors each ~~work day~~workday prior to each scheduled shift they are absent.



Supervisors may authorize time away from work during scheduled work time through accrued vacation, accrued sick time or a leave of absence. An employee will not be allowed to exceed accrued sick time or vacation.

All unscheduled absences and tardies will be considered when evaluating performance.

## POLICY 1155 – LACTATION POLICY

PURPOSE: To inform employees of Fresno EOC's compliance with lactation regulations.

POLICY: It is the policy of Fresno EOC that the Agency will provide sufficient time and space for employees to express breast milk.

REFERENCE: Labor Code 1030-1034, SB142, FLSA

### PROCEDURES:

#### I. REQUEST AND APPROVAL

An employee may request an accommodation for lactation breaks by submitting a verbal or written request to employee's supervisor. The supervisor or program management will respond to the employee's request. Should the program not have resources to meet the requirements of the law as outlined below, the program will notify the Human Resources Office for assistance in accommodating the request.

#### II. PERIODS FOR EXPRESSING MILK

Fresno EOC provides a reasonable amount of time during in-a rest break period to accommodate an employee's need to express breast milk for the employee's infant child. This time should run concurrently with scheduled rest break periods if possible. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest break periods. Any such rest break periods will be unpaid. The agency reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

#### III. REST AREA

Fresno EOC will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private, free from intrusion of co-workers or the public. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator or cooling device for storing breast milk.

Fresno EOC will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

## POLICY 1160 PERSONAL PHONE CALLS AND VISITORS

**PURPOSE:** To limit employee personal phone calls and visitors during working hours to minimize disruptions in the workplace.

**POLICY:** It is the policy of Fresno EOC that all personal calls (telephone or cellular); and text messaging (or similar electronic communications) are required to be limited while employees are on duty. All cellphones and other forms of communication devices are required to be kept in silent mode while employees are on duty. Visitors are discouraged during working hours.

**REFERENCES:** California Vehicle Code 23123.5

### PROCEDURE:

The Agency recognizes that employees will occasionally need to place and receive personal phone calls during the workday. In all cases, personal calls or text messages should be minimal, whether the calls or messages are placed and/or received using Agency or personal phones. Long distance phone calls should not be made from Agency phones. Employees should therefore limit the placing or receiving of personal calls or text messages during working hours to those required only in emergency situations. Receiving and/or placing excessive calls, messages or text messages is disruptive to others. Abuse is subject to corrective action following normal Agency procedures. All personal cellular phones and other communication devices are required to be kept in silent mode. Employees should communicate with their supervisor if there are any extenuating circumstances that may need to be temporarily accommodated.

Employees who operate a vehicle during the workday may not use a cellular telephone while driving, except when using a hands-free device as permitted under California law. Text messaging, blogging, emailing, accessing social media, and/or any use of an electronic communication device is prohibited while driving. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs. If calls must be made, Fresno EOC encourages employees to pull safely off the road, stop the vehicle and make or receive the call. Safety must come before all other concerns and special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

In addition, visitors can be disruptive to the Agency's operations. Fresno EOC strongly discourages such visits during work hours. Employees are expected to inform visitors of this policy and will be held accountable for his/her/their actions under the Agency's corrective action procedure.

## POLICY 1170 DRESS AND GROOMING STANDARDS

**PURPOSE:** To establish standards of dress and grooming appropriate for the work setting which would not be perceived as offensive to a reasonable person.

**POLICY:** It is the policy of Fresno EOC that the Agency considers the presentation of its image to the public at large to be extremely important. Employees are expected at all times to dress in a manner consistent with good hygiene, safety, and good taste. Employees whose jobs require them to come in contact with the public are expected to wear apparel Fresno EOC considers appropriate for interacting with the public.

**REFERENCE:** California Workplace Religious Freedom Act (2012), CA Government Code. §12926(q), CA Government Code §11010, §11031, §11034, CA AB 987

### PROCEDURES:

#### I. STANDARDS

The personal appearance of employees who have regular contact with the public is governed by the standards described below. Specific offices or programs may have further guidelines.

A. Dress: Employees are expected to dress in a manner that is normally acceptable in similar work environments. The wearing of suggestive or offensive attire is prohibited. Athletic clothing, shorts, T-shirts, tank tops, or similar items of casual attire is not permitted, as they do not present a business-like appearance. At its discretion, Fresno EOC may allow employees to dress in a more casual fashion than is normally required. On such occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

An employee is permitted to groom, dress or present themselves in a manner consistent with an individual's gender identity or gender expression while meeting the dress and grooming guidelines.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their jobs.

The personal appearance of employees who do not regularly meet the public is governed by the requirements of safety and comfort, but should still be neat and business-like as working conditions permit.

B. Hair: [Subject to protections for hair texture and protective hair styles.](#) Hair should be clean, combed, and neat. Unkempt hair is not permissible regardless of length. Facial hair should be kept neatly trimmed.

C. Footwear: To reduce the possibility of injury to employees, it is necessary to ensure that all footwear provide adequate protection from hazards that can occur to anyone working at Fresno EOC. Shoes should cover the foot as applicable to the work area. Flip-flops or similar casual footwear are not acceptable.

#### II. RESPONSIBILITY

Each program will be responsible for their staff adhering to this policy. Specific offices or programs may have further guidelines due to the nature of the work involved. Questions concerning these guidelines should be referred to the managing supervisor to determine the appropriateness of personal appearance in the program. It will be the responsibility of the manager or supervisor to communicate such guidelines to the affected employees.

An employee reporting to work dressed inappropriately will be required to comply with the policy. An employee in violation of this policy may be subject corrective action, up to and including termination.

### **III. ACCOMODATIONS**

Employees requesting accommodations for medical conditions or religious dress and grooming practices should inform their immediate supervisor. Programs should consult with Human Resources to discuss any request. Every effort will be made to accommodate employee's request in accordance with applicable State and Federal laws (see Policy 1020, Equal Employment Opportunity Policy and Policy 1030, Policy Against Harassment).

## POLICY 1180 AUTOMOBILE INSURANCE AND DRIVER'S LICENSE

**PURPOSE:** To establish the guidelines for employees that are required to drive in the course of their employment.

**POLICY:** It is the policy of Fresno EOC that employees required to drive in the course of their employment must maintain a valid California Driver's License and automobile insurance. All traffic violations, DUI's, or work-related vehicle accidents must be reported immediately.

**REFERENCE:** California Insurance Code §11580.1b

### PROCEDURES:

#### I. USE OF VEHICLES

A. Personal Vehicles for Agency Business: The Agency does not provide liability or physical damage insurance for personal vehicles. If an employee is to use a personal vehicle for Agency business, minimum coverage as required by state law for liability, bodily injury, and property damage must be currently in effect. Fresno EOC reserves the right to request proof of coverage at any time (see Accounting Policies and Procedures Manual section on Agency Travel Procedures). Mileage reimbursement at the IRS rate covers the cost of operation of personal vehicles on agency business, including the cost of insurance and will be reimbursed at the agency approved rate.

B. Agency Vehicles: Operators of Agency vehicles must possess a valid California Driver's License applicable to the type of vehicle to be driven. Agency vehicles are to be used for Agency business or activities only, not for personal or non-Agency business. Employees driving for the Agency shall inform the Human Resources Office if their insurance coverage or ability to legally operate a vehicle changes.

Insurance verification information is received yearly from the carrier upon renewal of the Agency's automobile policy and a copy is provided for each Agency vehicle. This information must be kept in the vehicle. Vehicle registrations are kept in Agency vehicles and records maintained in the program.

C. Procedures to Request Use of Agency Vehicles: Employees requesting use of an Agency vehicle must submit a completed and approved "Form" to the Agency's Transit Office in advance of the date of the anticipated activity. This will ensure that the vehicles are available and in good condition. Upon approval, the Agency's Transit Office will issue vehicle keys and provide the driver with a "Driver's Report Sheet", which must be completed and signed by the driver. This information is used to maintain the records as required by the California Highway Patrol.

D. Seatbelts: Seatbelts are required to be worn at all times while driving or as a passenger while traveling for agency business, regardless of operating a personal or agency vehicle.

#### II. ACCIDENT REPORTING

All accidents must be reported as outlined in the following procedures regardless of the estimated damage amount. It is important that the operator of the Agency vehicle not make any statements about assuming liability or what the Agency will do in settling the claim.

Procedures for Reporting Accidents Involving an Agency Vehicle:

1. When an accident in an Agency vehicle occurs involving injuries or major damage, it should be immediately reported to the police agency having jurisdiction in the area of the accident. As soon as feasible, it should be reported to the supervisor and to the Agency's Transit Office who will obtain the necessary information required by the insurance company.

2. If an accident occurs involving minor damages with no injuries, insurance information must be exchanged between vehicle operators and must include the following information:
  - a. Name
  - b. Address
  - c. Telephone Number
  - d. Driver's License Number and Expiration Date
  - e. Name of insurance carrier, agent and policy number, if known
  - f. Make, Model, License Number of Vehicle
3. Upon receipt of information concerning an accident involving an Agency vehicle, the Supervisor will forward all information to the Agency's insurance representative. A vehicle accident report must be completed.

### **III. VEHICLE/DRIVER RECORDS**

#### **A. Vehicle Roster**

The Agency's Transit Office maintains a current list of Agency vehicles and equipment for the purpose of providing routine maintenance. In addition, the Transit Office uses this roster as an inventory list for the purpose of securing insurance coverage on the vehicles and equipment listed.

#### **B. Driver Roster**

The Agency's Transit Office maintains a current list of drivers authorized to operate Agency vehicles. Programs are requested annually to furnish the Transit Office with an updated list of employees authorized to operate an Agency vehicle. The information must include:

- Name
- Driver's License Number and Expiration Date
- State of Issuance
- Date of Birth

The driver roster is forwarded to the Agency's insurance representative. The Agency's Transit Office is notified if the insurance carrier does not approve a driver's record. Drivers must resolve any problems arising out of the DMV review before clearance is granted to operate Agency vehicles.

#### **C. Additional Requirements for Commercial Drivers**

Agency drivers must have a Class B (Commercial) driver's license, with the appropriate endorsements, to drive the Agency's 15 passenger vans or buses. The Agency has additional obligations relating to drug/alcohol testing for all Class B drivers, as required by The Department of Transportation (DOT) Omnibus Transportation Employee Testing Act of 1991.

Affected drivers will be notified of specific drug/alcohol testing requirements through their respective programs.

## POLICY 2010 PAY PRACTICES

**PURPOSE:** To establish guidelines for the payment of wages, calculation of overtime, and other types of pay.

**POLICY:** It is the policy of Fresno EOC to pay employees for hours worked in accordance with legal requirements and to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

**REFERENCE:** California Labor Code §§ 204-204(a). California Labor Code §§ 201, 202 and 227.3. IWC Wage Orders Nos. 4-89, 5-89, 9-90. California Labor Code § 204.3.

### PROCEDURES:

#### I. PLACE AND TIME FOR PAYMENT OF WAGES

A. Regular Payday: Employees are paid bi-weekly. If the regular payday occurs on a holiday, employees will be paid on the preceding workday.

Employee time sheets/electronic time records must be completed properly and accurately. The time sheet must reflect all hours worked, overtime hours, vacation or sick time, and any other leaves of absences. **All punches will be paid to the minute, no rounding will occur.** The time sheet/electronic time record must be reviewed with and approved by the employee and supervisor before it is sent to the Payroll Office.

On each payday, employees will receive their paycheck, deposit notice if enrolled in direct deposit, or an e-mail announcement to the employee's designated e-mail account. Checks or deposit notices will be distributed by the employee's immediate supervisor at the employee's work location or mailed to the employee's home so that payment is received on the designated pay date. If an employee is absent when a paycheck is distributed, the employee may claim the paycheck when the employee returns unless other distribution/delivery arrangement have been made. Employees who discover an error in **his/her/their** paycheck, lose **his/her/their** paycheck, or have it stolen should notify **his/her/their** supervisor immediately. After **proper** approval **by the Chief Executive Officer, Chief Programs Officer, Finance Officer or designee,** a paycheck will be reissued within two business days.

Employees should discuss any questions or concerns regarding compensation issues with **his/her/their** immediate supervisor or program director.

B. Payment on Resignation or Termination: If an employee resigns, the final paycheck will be available on the final day of work provided the employee has given at least 72 hours' prior notice. If an employee resigns without 72 hours' notice or fails to return to work, the final paycheck will be made available to the employee no later than 72 hours after the date when an employee is considered to have terminated. If an employee is terminated involuntarily, the final paycheck will be available at the time of discharge or layoff. The employee's final paycheck will include payment for all wages due and not previously paid and for accrued but unused vacation time, if eligible, minus authorized deductions.

#### II. OVERTIME DEFINITION AND RATES OF PAY

A. Regular Overtime Arrangements: All non-exempt employees who work more than eight (8) hours in a single workday or forty (40) hours in one workweek will receive overtime pay computed in accordance with II-B.

B. Exclusions from Overtime Calculations: Only those hours that are actually worked and any nondiscretionary payments, are added together to determine an employee's regular rate of pay for overtime calculations. Paid or unpaid absences such as holidays, vacations, and personal or sick time do not count as hours worked in computing overtime payments.



1. Overtime at the rate of one and one-half times the employee's regular rate of pay will be paid for all hours worked in excess of eight (8) in a workday or forty (40) in any one workweek.
2. Overtime at the rate of two times the employee's regular rate of pay will be paid for all hours worked in excess of twelve (12) in a single workday.
3. Overtime at the rate of one and one-half the employee's regular rate of pay will be paid for the first eight (8) hours worked on the seventh consecutive day in a single workweek.
4. Overtime at the rate of two times the employee's regular rate of pay for all hours worked beyond eight (8) on the seventh consecutive day in a single workweek.

C. **Workweek and Workday:** A workday is any consecutive twenty-four hour period beginning at the same time on each calendar day. A workweek is any seven consecutive days starting with the same calendar day and time each week.

Unless otherwise provided:

1. The workweek on which weekly overtime calculations will be based begins each Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight; and
2. Each workday on which daily overtime calculations will be based begins at 12:01 a.m. and ends at 12:00 midnight.

D. **Pre-authorization:** Non-exempt employees may not work beyond his/her/their daily work schedule and/or overtime without prior approval of his/her/their supervisor and the program manager/director. Because unauthorized overtime is contrary to Fresno EOC policy, non-exempt employees who work unauthorized overtime may be subject to corrective action.

### III. OTHER TYPES OF PAY

A. **Reporting Pay:** Non-exempt employees who report to work at Fresno EOC's request but are provided with less than half of his/her/their usual or scheduled day's work will be paid, without regard to the number of hours actually worked, for one half of the usual or scheduled day's work, but in no event less than two nor more than four hours at the regular rate of pay, unless the reasons for lack of work are beyond Fresno EOC's control. Reporting time hours are not counted as "hours worked" for overtime purposes unless work is actually performed.

B. **Callback Pay:** Any non-exempt employee who is called back to work for a second work period in any one workday and is furnished with less than two hours' work will be paid a minimum of two hours pay at the regular straight-time rate for the second work period, without regard to the number of hours actually worked, unless the reasons for lack of work are beyond Fresno EOC's control.

C. **Holiday Pay:** Employees are paid his/her/their regular straight-time wages for Fresno EOC paid holidays (see Policy 3010, Holidays).

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the scheduled workdays immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, Fresno EOC reserves the right to verify the reason for the absence before approving holiday pay.

Non-exempt employees who are required to work on a designated holiday will be paid his/her/their regular rate of pay plus holiday pay or be allowed to observe the holiday by taking off another day approved by the employee's supervisor and program manager/director.

Employees on a leave of absence are not eligible for Holiday Pay.

#### IV. PAYROLL DEDUCTIONS

Certain deductions required by law will be made from each employee's wages. These include state and federal income taxes, FICA (for social security and Medicare), and state disability (SDI) payments, and the state paid family leave (PFL) program. Deductions may be required for garnishments received for federal or state levies for taxes, child support orders, or other court-ordered claims for indebtedness. Other deductions may be made from an employee's paycheck with the employee's written permission. These may include voluntary deductions including, but not limited to: health and life insurance premiums, retirement contributions, long-term disability insurance, credit union, health club membership, Cafe EOC meal tickets, and other Agency approved events.

#### V. DIRECT DEPOSIT

Fresno EOC offers all employees the option of direct deposit of payroll checks. Employees who are interested in having all or some of ~~his/her~~their paycheck deposited directly into ~~his/her~~their bank account through electronic transfer of funds should complete the Direct Deposit Form available in Human Resources, and attach a copy of a voided check or deposit slip from the appropriate account.

Employees will continue to receive a detailed earnings statement each payday, itemizing wage, tax and deduction information, including direct deposit amounts. ~~or e~~Employees can choose to enroll in paperless statements to receive this same information via email sent to his/her e-mail after enrolling online.

All bank and account information must be verified prior to implementation of the direct deposit. Direct deposit will be effective approximately one pay period after the employee has submitted the required forms and information to payroll.

Employees are responsible for reporting any changes to ~~his/her~~their bank account. All changes, including cancellation of direct deposit, must be submitted in writing to the Payroll Office.

## **POLICY 2020 WAGE AND SALARY ADMINISTRATION**

**PURPOSE:** To establish and maintain a compensation system that will attract, retain, and reward qualified employees at all levels of responsibility, reflect the difficulty and responsibility of jobs, be externally competitive and internally equitable, motivate employees to work toward achievement of Fresno EOC's goals, create an incentive for personal growth and advancement on the basis of demonstrated performance, control direct and indirect personnel costs, and comply with applicable laws.

**POLICY:** It is the policy of Fresno EOC, in regards to compensation, to: (1) create and maintain job descriptions which are reflective of the duties and responsibilities of all jobs in Fresno EOC; (2) establish wage and pay grades that reflect the value to Fresno EOC of the various jobs, as determined by a formal system of continuing job evaluation and review, taking into account the duties and level of responsibility of each job; (3) establish and maintain justifiable differentials between job levels; (4) adjust pay grades when warranted by changing economic and competitive factors, as determined by periodic surveys and available resources; (5) encourage quality performance by adjusting the pay rate of each employee on the basis of individual performance, as determined by a systematic program of performance evaluations and/or based on program budget requirements and guidelines; and (6) ensure that compensation is not in violation of Fresno EOC's Equal Employment Opportunity Policy (see Policy 1020, Equal Employment Opportunity Policy).

### **PROCEDURES:**

#### **I. JOB DESCRIPTIONS**

Job descriptions, in addition to summarizing the essential functions and/or responsibilities associated with a job, also include the skills, abilities, and knowledge required for a position. Job descriptions are used for recruiting and evaluating job candidates, counseling and developing current employees, comparing positions and salaries with other employers, and providing an overview of employee job responsibilities. The Human Resources Office is responsible for maintaining Fresno EOC job descriptions used throughout Fresno EOC, and when necessary performs job analyses and assists management in the writing of job descriptions. The Human Resources Office is responsible for ensuring that the job descriptions meet the requirements set forth under the Americans with Disabilities Act and any other applicable laws. Job descriptions for Head Start positions will be reviewed and approved by the Head Start Policy Council.

#### **II. JOB EVALUATIONS**

The Human Resources Office is responsible for coordinating the continuing internal review of all compensation and for ensuring that each job is evaluated and assigned a pay grade. The Human Resources Office will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs.

#### **III. WAGE AND PAY GRADES**

All jobs are assigned to a pay grade. For each pay grade, a range is assigned which provides for a spread from a minimum to a maximum rate paid for a job. All positions are assigned a pay grade and pay range that are documented and managed by the Human Resources Office.

#### **IV. COMPENSATION REVIEW**

Employee compensation within a pay grade is based on various measurable factors including, but not limited to: performance, increased responsibility without a change in job classification, length of service, meeting objective goals established in the last performance review, availability of program funds, and external market factors. Supervisors are responsible for conducting a performance evaluation with each employee. A pay increase decision will follow program guidelines and will be based on a combination of, but not limited to the following: performance, pay grade, length of service, and program budget considerations.

An employee may be eligible for an annual increase in a standard method that has been selected, and approved, by the program ~~he/she is~~they are regularly assigned to. All increases within each program will follow a consistent method of measurement in determining salary increases and the effective dates of those increases. Recommendations for salary adjustments outside of an employee's current pay range and/or the approved program's increase structure must be submitted to the ~~program~~Chief Executive Officer for final approval and include a letter of justification.

In administering this policy, salary increases are not automatic. The employee must meet the minimum requirements established by ~~his/her~~their program in granting salary increases. If the employee does not meet these requirements, the employee will not be eligible for a salary increase. When performance is unsatisfactory a performance improvement plan will be developed by the employee's supervisor, and the employee will be reviewed again within ninety (90) days. If no improvement is shown, the employee will be subject to corrective action up to and including termination (see Policy 5025, Counseling and Corrective Action).

Employees who are not satisfied with the results of the compensation decision or who have questions about Fresno EOC's salary administration program should direct ~~his/her~~their concern to ~~his/her~~their supervisor.

Employees who have reached the maximum of the pay range for ~~his/her~~their job will not be eligible for further salary increases unless the range is adjusted.

## **V. PROMOTIONS**

A promotion is the advancement from a position in one pay grade to another position in a higher pay grade. When promoted, a fully qualified employee should receive the minimum of the pay range assigned to the new position or a 5% increase, whichever is higher.

An employee may be promoted to a higher level of the same position occupied by the employee, such as from Secretary I to Secretary II or from Teacher I to Teacher II, when certain criteria of the job description are met.

## **VI. RECLASSIFICATIONS**

Reclassifications may be made when a major change in the position content occurs, or when the incumbent in the position relinquishes or assumes substantial responsibilities and/or requires a marketplace adjustment. When a position warrants reclassification, the job description will be reviewed, reevaluated, and assigned to the proper pay grade.

If, as a result of reevaluation, a position is changed to a higher or lower pay grade, a change in pay rate should be considered. If the employee's position is evaluated to a higher pay grade, the rate should be increased to reflect the minimum of the new grade. If the employee's position is evaluated to a lower pay grade, the rate will remain the same unless it is above the maximum of the new pay range, in which case it will be adjusted to the maximum of the pay range, subject to program funding.

When an employee is demoted, the rate will be continued, provided it does not exceed the maximum of the salary range of the new classification. If the rate does exceed the maximum of this classification, it will be adjusted to the new maximum, subject to program funding.

## **VII. TRANSFERS**

Transfers~~;~~ may be from one position to another within the same pay grade~~;~~ or from a position in one program to a position of equal value in another program (see Policy 1020, Transfers and Promotions).

## VIII. NEW HIRE PAY

A new employee will generally be hired at the minimum of the pay range for the pay grade assigned to ~~his/her~~their position. A candidate may be offered a higher starting rate based on experience, skill level or other competitive considerations. Any change from the normal starting rate must be reviewed and approved by the appropriate program manager, director, and responsible Officer, and must include a letter of justification before a job offer is made.

## IX. APPROVAL OF WAGE AND SALARY ADJUSTMENTS

A. Employee Form: A formal procedure has been established for recording employment status and changes to an employee's rate, classification, and/or assignment. The Employee Form is the only official method by which supervisors can be assured that ~~his/her~~their recommendations for changes will be recorded on all pertinent records. All requests for pay adjustments must be accompanied by appropriate documentation which may include performance evaluations to support the request.

B. Approval: The Employee Form requesting any change must be completed and signed by the supervisor, program manager, ~~and/or~~ director, ~~before it is submitted to the responsible Officer for approval~~. The signed form will be returned to the Human Resources Office for implementation of the change and filing in the employee's personnel file. Proposed changes related to pay shall not be discussed with the employee until final approval has been received.

C. Temporary Payroll Notices: Employees who are placed in temporary assignments at a higher job level for at least ten consecutive working days will normally be compensated with a 5% salary increase.

## POLICY 2030 GARNISHMENTS

**PURPOSE:** To establish a procedure for the proper handling of garnishments against employee wages.

**POLICY:** It is the policy of Fresno EOC to comply with garnishment orders. Garnishments are court orders to an employer to withhold a sum of money from an employee's wages or salary. Because both federal and state laws govern garnishments, it is the policy of Fresno EOC to process them within the requirements of state law, Title III of the Consumer Credit Protection Act, and the Child Support Enforcement Program.

**REFERENCE:** Consumer Credit Protection Act 15 U.S.C. §§ 1671 et. seq. Child Support Enforcement Program 42 U.S.C. §§ 654 and 666, Bankruptcy Act of 1978 and the Bankruptcy Act Amendments of 1984 11 U.S.C. § 525(a) and (b).

### PROCEDURES:

#### I. RESPONSIBILITY

A. Employee: Employees are responsible for managing ~~his/her~~their personal finances so that ~~he/she~~they ~~does~~ not adversely impact job performance. The failure of an employee to meet ~~his/her~~their financial obligations may impose an administrative and financial burden on Fresno EOC in terms of the expense and bookkeeping in responding to and complying with court orders.

B. Payroll: Any writ of garnishment or attachment, notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee served on Fresno EOC is to be referred to the Payroll Office. The Payroll Office will take immediate action and ensure that the employee receives a copy of the order. The employee will be encouraged to take care of the financial obligation, if possible, and obtain a release of the garnishment prior to any deductions being taken from the employee's wages. The Payroll Office will be responsible for receiving the garnishment order and deducting the proper amount each pay period in accordance with federal and state law until the obligation is met.

#### II. TYPES OF GARNISHMENTS

Garnishments are legal claims against an employee's wages and may be in the form of federal or state levies for taxes, child support orders, or other court-ordered claims for indebtedness filed in a small claims court. Each of the forms of garnishments has different preferences and deduction requirements from employee disposable earnings. Disposable earnings are defined as that part of the employee's earnings after deductions required by law. These deductions include federal and state income taxes, social security taxes, state disability payments and state paid family leave.

Fresno EOC will withhold amounts required by the garnishment or wage order from the disposable earnings up to the amounts permitted by law.

#### III. CORRECTIVE ACTION

No employee will be terminated from employment because earnings have been subjected to garnishment for one indebtedness within one year, even if it is for more than one garnishment for the same indebtedness. However, repeated garnishments for more than one indebtedness may result in corrective action, up to and including termination, depending on the circumstances of the case and any restrictions under state and federal law.

## POLICY 3010 HOLIDAYS

**PURPOSE:** To observe and allow time off with pay for designated holidays.

**POLICY:** It is the policy of Fresno EOC to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. The following holidays are observed, however, Fresno EOC reserves the right to amend this policy at its discretion:

New Year's Day  
Martin Luther King Jr. Day  
Lincoln's Birthday  
Washington's Birthday (President's Day)  
Cesar Chavez Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Indigenous People's Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

~~In addition to the above, at the Chief Executive Officer's discretion, employees may be authorized to leave early on Christmas Eve day and New Year's Eve day.~~

### PROCEDURES:

#### I. ELIGIBILITY

All regular full-time employees are eligible to receive his/her/their regular rate of pay for each observed holiday. Regular part-time employees are eligible to receive holiday pay only for holidays on which he/she/they would normally be scheduled to work, and only for his/her/their regularly scheduled number of hours.

Temporary and substitute on-call employees are treated the same as full-time or part-time employees for holiday purposes, depending on whether such temporary or substitute employee is working full-time or part-time.

Employees on leaves of absences, seasonal breaks, or on lay-off status will not be eligible to receive holiday pay.

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the scheduled workdays immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, Fresno EOC reserves the right to verify the reason for the absence before approving holiday pay.

#### II. HOLIDAY SCHEDULE

An approved holiday that occurs on a Saturday or Sunday will be observed on either the preceding Friday or following Monday.

Holidays that occur during an employee's vacation will not be counted as vacation days taken.

Fresno EOC may schedule work on an observed holiday, as it considers necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. The responsible Officer will determine if the

employee will receive additional pay for the day or take a paid day off at another time. However, Fresno EOC may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

### **III. HOLIDAY PAY**

Non-exempt employees who are required to work on a designated holiday will be paid ~~his/her~~their regular rate of pay plus holiday pay or be allowed to observe the holiday by taking off another day approved by the employee's supervisor and program manager/director within the same workweek. Holidays which are observed and not worked will not be considered as time worked for the purpose of calculating overtime.

### **IV. OTHER HOLIDAYS**

Fresno EOC recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in Fresno EOC's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not impose an undue hardship on the ability of Fresno EOC to conduct business, and the time off is requested and approved in advance by the employee's supervisor. Employees may use accumulated days of paid vacation for these occasions, or ~~he/she~~they may take the time off as an unpaid, excused absence.

### **V. HOLIDAY PROCEDURES RELATING TO SOUL TEACHERS**

SOUL teachers observe holidays in alignment with Fresno Unified School District holidays.



## POLICY 3020 VACATION

**PURPOSE:** To establish a vacation plan for the benefit of regular full-time and eligible part-time employees.

**POLICY:** It is the policy of Fresno EOC to provide vacation benefits to eligible employees to enable them to take paid time off.

### PROCEDURES:

#### I. ELIGIBILITY

All regular full-time and part-time employees working thirty (30) hours or more per week are eligible to accrue vacation benefits based on ~~his/her~~**their** continuous length of service, measured from the date of hire or date from which the employee became eligible for vacation benefits. Continuous length of service is defined as service that is uninterrupted by termination of employment and subsequent rehire by Fresno EOC.

#### II. VACATION ACCRUAL

A. Full-time Employees: Vacation accrues according to the following schedule:

| Years of Continuous Service                                   | Vacation Accrual   |
|---|--|
| Date of hire or eligibility through completion of second year | 1-1/4 working days for each full month worked up to a maximum of 15 days per year. |
| Third year and thereafter                                     | 1-2/3 working days for each full month worked up to a maximum of 20 days per year. |

Vacation accrues on a bi-weekly basis based on the number of hours worked. To receive a full accrual for the month, employees must either work the full bi-weekly period or receive paid time off. Any unpaid time off will affect the vacation accrual.

B. Part-time Employees: Regular part-time employees working a minimum of thirty (30) hours per week accrue vacation benefits on a pro rata basis which relates to the average number of hours worked to a regular full-time work week. Part-time employees who work less than thirty (30) hours per week do not accrue vacation benefits.

C. Temporary and On-Call Employees: Temporary and On-Call employees do not accrue vacation benefits.

D. Maximum Accrual: Vacation accruals may not exceed twice an employee's current annual entitlement (e.g. 30 days for an employee with less than two years of service or 40 days for an employee with more than two years of service). Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and accrued hours have dropped below maximum.

E. Vacation Accrual during Periods of Leaves of Absence: Vacation time does not accrue during a leave of absence. Vacation accruals recommence when the employee returns to work. Vacation accrual will be tracked on employees' itemized wage statements.

#### III. VACATION APPROVAL AND SCHEDULING

A. Vacation Approval: All vacations must be approved in advance by the employee's immediate supervisor, program manager/director.

B. Vacation Scheduling: Scheduling of vacations is to be done in a manner consistent with Fresno EOC's operational requirements. Vacation requests should be submitted by an employee to his/her/their immediate supervisor for approval at least two weeks prior to the commencement of a vacation period or as requested by the program director. Fresno EOC reserves the right to deny the employee's requested date(s) of vacation if granting such vacation time will disrupt Fresno EOC's business. In the event ~~that~~ two or more employees have requested vacations covering the same period and may not be absent simultaneously, preference shall be given to the employee with the greater length of service.

C. Vacation Advances: An employee is not permitted to borrow on future accrual of vacation benefits unless otherwise agreed upon by the responsible Officer who must approve any exceptions or as otherwise provided by specific program needs such as mandatory seasonal closures, such as Head Start that closes for winter break or as required for program necessities.

#### IV. VACATION USE

Accrued vacation must be taken in increments of at least 30 minutes ~~not less than one half (1/2) hour~~.

Employees who request family or medical leave (see Policy 4010, Family, Medical, Pregnancy, and Other Disability Leaves of Absences) may apply any available accrued vacation pay to his/her/their family or medical leave.

No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

#### V. VACATION PAY

Vacation pay for full-time and part-time employees will consist of the employee's base rate of pay for the vacation period and will be paid on the regular scheduled payday.

No vacation cash outs are allowed. On termination of employment, the employee will be paid all accrued but unused vacation at the employee's base rate of pay at the time of termination.

#### VI. VACATION PROCEDURES RELATING TO SOUL TEACHERS

SOUL teachers do not accrue vacation benefits.

## POLICY 3030 SICK TIME

**PURPOSE:** To help prevent loss of earnings that may be caused by personal or family illness or injury. This policy is for the benefit of eligible employees and should be used wisely. This is separate from the Paid Sick Leave Policy.

**POLICY:** It is the policy of Fresno EOC to permit employees to be absent from work for personal illness or injury or the illness or injury of a family member, as defined in Section I (A) of Policy 4010 or registered domestic partner, or the child of a registered domestic partner, which requires immediate attention.

**REFERENCE:** California Labor Code § 233, California Labor Code sections 245-249 and section 2810.5.

### PROCEDURES:

#### I. DEFINITION

Sick time is time off from work that employees can use during periods of temporary illness to address his/her/their health and safety needs or that of a family member as defined in section IV of this policy. Sick time that is longer than 3 days may be designated as Family and Medical Leave Act if all criteria is met and must be converted to an approved leave of absence for employment rights to be maintained (see Policy 4010, Family, Medical, Pregnancy and Other Disability Leaves of Absence). Fresno EOC reserves the right to amend this policy at its discretion.

#### II. ELIGIBILITY

All regular full-time and part-time employees working thirty (30) hours or more per week are eligible to accrue sick time benefits.

Part-time employees working less than thirty (30) hours per week, temporary, and on-call employees are not eligible to participate in this program, but may take unpaid absences if approved by his/her/their supervisor.

All employees are eligible for Paid Sick Leave (PSL) (see Policy 3035, Paid Sick Leave).

#### III. ACCRUAL

All regular full-time employees are eligible to accrue up to a maximum of nine (9) days of sick time per calendar year. Eligible part-time employees are eligible to accrue sick time on a pro rata basis which relates the average number of hours per week worked to a regular full-time workweek. Sick time accrues on a bi-weekly basis. Sick time may not accrue during any unpaid time off. To receive a full accrual for the pay period, employees must either work the full bi-weekly period or receive paid time off.

#### IV. USE OF SICK TIME

Sick time may be taken for personal illness or injury, disability, illness of a family member such as a child, spouse or parent, registered domestic partner or the child of a registered domestic partner, or for a family care or medical leave purpose (see Policy 4010 Family, Medical, Pregnancy, and Other Disability Leaves of Absences). Hours absent for medical and dental appointments will be treated as sick time. When possible, employees are expected to plan medical appointments in a manner that minimizes a disruption of the workflow.

Employees must use sick time in no less than a minimum of one (1) hour. Employees' sick time will be tracked on their itemized wage statement.

## **V. KIN CARE**

An employee may use up to only one-half of ~~his/her~~their annual sick time accrual, once it has actually accrued, when they need time to care for ~~themselves himself/herself~~ or a family member.

A family member means any of the following: a child (biological, adopted, foster, step, legal ward, child to whom the employee stands in loco parentis); parent (biological, adoptive, foster, step, legal guardian of employee or employee's spouse or registered domestic partner or a person who stood in loco parentis when employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; and sibling. Management retains the right to request verification at any time from a licensed health care provider for any absences related to kin care.

The amount of sick time available for kin care does not carry over from year to year.

Fresno EOC will not discriminate in any manner against an employee for using or attempting to use sick time for kin care.

Sick time used for kin care, up to one half of the employee's annual accrual, will not count towards Fresno EOC Attendance Policy (see Policy 1150 Hours of Work, Punctuality, and Attendance).

## **VI. MAXIMUM ACCRUAL**

Sick time may be accumulated up to a maximum of sixty (60) working days or 450 hours for use in future years.

## **VII. SICK PAY**

Eligible employees will be compensated for regular base wages lost during certain periods of absence to the extent that ~~he/she~~they ~~have~~ accumulated days of sick time under this policy. Sick time will be paid at the employee's base rate of pay and paid for regularly scheduled workdays.

Compensation for absences will not be granted before sick time has been accrued. Sick time will not be considered as work time for calculating weekly overtime compensation.

No unused sick time benefits will be paid upon termination of employment or retirement.

## **VIII. APPROVAL OF SICK TIME**

A Request for Authorized Absence form or electronic request must be completed for each absence and approved by the employee's supervisor. Management retains the right to request verification at any time from a licensed health care provider for all absences due to illness or disability. Sick pay may be denied if a satisfactory verification is not provided by the employee upon request by the supervisor.

An employee will not be allowed to use more than ~~his/her~~their accrued sick time balance. In the event an employee is unable to report to work due to personal or family illness or injury, the employee's supervisor or program manager/director must be directly contacted no later than the normal reporting time or adhere to the location reporting procedure. The date of return must be provided. If unknown, the employee's supervisor or program director/manager must be directly contacted each day prior to the normal reporting time, unless a written statement has been provided by a licensed health care provider.

## **IX. COORDINATION OF SICK TIME BENEFITS WITH WORKERS' COMPENSATION AND NON-OCCUPATIONAL DISABILITY OR MEDICAL LEAVES OF ABSENCE**

An eligible employee may use sick time benefits during the applicable waiting period prior to being paid workers' compensation temporary disability benefits. Similarly, an employee may be paid sick time benefits during the

applicable waiting period before becoming eligible for benefits under the state disability or paid family leave insurance plan.

Following the applicable waiting periods, an employee may continue to receive accrued sick pay, less the disability benefits actually received or the disability benefits that would have been received had the employee made timely application to the appropriate agency.

## POLICY 3035 PAID SICK LEAVE

**PURPOSE:** To ensure that all Fresno EOC employees can address ~~his/her~~their own health needs and the health needs of ~~his/her~~their family~~ies~~ by providing paid sick days including time for family care. In addition, Fresno EOC strives to enable its employees to seek early and routine medical care for ~~himself/herself~~themselves and ~~his/her~~their family members and to provide leave for victims of domestic violence, sexual assault or stalking.

**POLICY:** It is the policy of Fresno EOC to provide State-mandated Paid Sick Leave (PSL) to every employee. PSL is different and separate from Policy 3030 (Sick Time).

**REFERENCE:** California Labor Code sections 245-249 and section 2810.5.

### PROCEDURE:

#### I. DEFINITION(S)

Paid Sick Leave (PSL) is leave used for the diagnosis, care or treatment of an existing condition, or preventive care, for the employee or for a family member. This also includes leave used by employees who are victims of domestic violence, sexual assault, or stalking.

~~For purposes of sick leave use, employee includes full-time, part-time, and temporary employees, and family member includes child, parent, spouse, registered domestic partner, domestic partner's child, grandparent, grandchild, and sibling. "Child" is defined as a biological, foster, or adopted child; stepchild; legal ward; or a child for whom you accepted the duties and responsibilities of raising, even if the child is not your legal child. "Parent" is defined as your biological, foster, or adoptive parent; stepparent; legal guardian of the employee or the employee's spouse or registered domestic partner; or a person who accepted the duties and responsibilities of raising the employee, even if parent is not the employee's legal parent, when the employee was a minor child. "Spouse" is defined as your legal spouse according to the laws of the State of California, which does not recognize "common law" spouses (a union which has not been certified by a civil or religious ceremony). "Domestic partner" is defined as another adult with whom you have chosen to reside and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State. A "domestic partner's child" is the biological, foster, or adopted child; stepchild; or legal ward of your domestic partner; or a child for whom your domestic partner has accepted the duties and responsibilities of raising, even if the child is not your domestic partner's legal child. A "family member" means any of the following: A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis); a parent (biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child); a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling.~~

#### II. ELIGIBILITY

All employees who, on or after July 1, 2017, have been employed by Fresno EOC for 30 or more days within a year from the beginning of employment will be entitled to PSL.

#### III. ~~EARNED~~/FRONT LOAD BASIS

~~For employees hired prior to April 1, 2017, Fresno EOC will front load the full amount of PSL of 24 hours or 3 days, whichever is greater, annually on the first of July, to be used during the following 12 months of employment.~~

Employees ~~hired after April 1, 2017,~~ will be provided 24 hours, or 3 days, whichever is greater, on or after the 90<sup>th</sup> day of employment.

For purposes of calculating PSL, employees who are exempt from overtime as an administrator, executive or professional under the appropriate wage order will be deemed to work ~~his/her~~their regularly scheduled

workweek. All other employees must keep a record of hours worked so that Fresno EOC can properly account for accrued sick leave.

#### **IV. MAXIMUM EARNED**

Unused PSL cannot be carried over and will be zeroed out each year at the end of June and a new 24 hours, or 3 days, whichever is greater, will be provided on the first of July.

Unused PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired by Fresno EOC within one year of the date of separation, previously accrued but unused PSL will be reinstated at rehire.

#### **V. USE OF PAID SICK LEAVE**

Employees requesting time off under this policy should provide notice of the need for leave as soon as practicable, and in advance, if foreseeable. A request for time off can be made orally or in writing.

Employees must use PSL in no less than a minimum of one (1) hour.

An employee cannot use more than twenty-four (24) hours, or three (3) days, whichever is greater, of PSL in each calendar year of employment. Fresno EOC will not lend PSL to employees in advance (i.e. employees are not allowed to have a negative balance for this benefit).

Employee MUST designate if leave used will be PSL (Paid Sick Leave). Designation must be made as soon as reasonable or within the current pay period. If no designation is given by the employee, Fresno EOC may designate the time off according to Sick Time Policy (see Policy 3030, Sick Time). If no designation is given for the time off (even though the employee still has PSL available), and if the employee has exhausted his/her/their sick time, the time off shall be taken as unpaid. If PSL has been exhausted for the given year and if there is no sick time available, the time off shall be taken as unpaid.

Leave taken under this policy may run concurrently with leave taken under local, state or Federal law including leave taken pursuant to California Family Rights Act (CFRA) or Family Medical Leave Act (FMLA). Time off for medical and dental appointments will be treated as PSL.

#### **VI. APPROVAL OF PSL**

Fresno EOC will not discriminate or retaliate in any manner against an employee for using or attempting to use PSL.

Time off for PSL will not count towards the Fresno EOC Attendance Policy (see Policy 1150 Hours of Work, Punctuality, and Attendance).

#### **VII. PSL PAY**

PSL will be paid at the employee's hourly rate of pay. For employees paid different hourly pay rates within the last 90 days before taking PSL, or employees paid by commission, piece rate or non-exempt salaried employees, the rate of pay will be calculated by dividing the employee's total wages, excluding overtime, by total hours worked. PSL benefits may be integrated with benefits provided under State Disability Insurance or Workers' Compensation. In no event shall the combination of disability benefits, plus PSL benefits, exceed regular earnings.

#### **VIII. NOTICE TO EMPLOYEES**

A poster describing PSL rights shall be located in the break room or other common area frequented by staff.

Fresno EOC will maintain records documenting hours worked and PSL earned and used, and will make them available within 21 days upon request. Consistent with Labor Code § 233, employees may designate sick leave as either for the employee's own health condition, for obtaining relief in the case of crimes or abuse, or for care of family members who have serious health conditions as provided below



## POLICY 3040 INSURANCE BENEFITS

**PURPOSE:** To summarize the insurance benefits available for employees of Fresno EOC.

**POLICY:** It is the policy Fresno EOC to provide its employees with various insurance benefits. Information and summaries intended to explain the various insurance benefit plans will be furnished to all plan participants. Fresno EOC reserves the right to modify, amend, or terminate its insurance plans as they apply to all current and former employees. The benefits offered to eligible employees include workers' compensation insurance; State Disability Insurance; medical, dental, vision, and prescription drugs insurance; group life, accidental death and dismemberment, and business travel insurance. Eligibility will depend upon the specific requirements of each benefit plan and is described in the summary plan document where applicable.

**REFERENCE:** Consolidated Omnibus Budget Reconciliation Act, California Labor Code Section 3700, Unemployment Insurance Code Section 3300-3306, Health Insurance Portability and Accountability Act.

### PROCEDURES:

#### I. GROUP INSURANCE BENEFITS

A. Insurance Coverage Information: Eligibility requirements and further information concerning insurance coverage are fully explained in the Group Health Plan Summary Plan Documents available from the Human Resources Office.

B. Group Health Insurance: The group health plan includes medical, vision, dental, and prescription drug coverage.

1. Eligibility: All regular full-time and part-time employees working thirty (30) hours or more per week and their dependents are eligible to participate in the group health plan beginning the first of the month following employment, provided an enrollment form is completed within thirty-one (31) days following employment. Those who are not eligible for the group health plan may be eligible for the sub on call plan based upon requirements as allowed by law. Employees, who become eligible after employment may participate beginning the first of the month following eligibility, provided an enrollment form is completed within thirty-one (31) days of becoming eligible. Newly acquired dependents, such as by marriage, birth or by adoption, will become eligible on the effective date of the occurrence, provided an enrollment form is completed within thirty-one (31) days of the occurrence.
2. Open Enrollment: An annual open enrollment period of 30 days will be conducted each year for eligible employees and ~~his/her~~their dependents. Employees who did not enroll during the time periods mentioned above have an opportunity to enroll during this open enrollment period. The effective date of coverage will be January 1, following submission and approval of enrollment selections.
3. Termination of Coverage: Insurance coverage terminates on the last day of the month that employment terminates or when an authorized leave of absence exceeds four (4) months unless the employee is on an approved CFRA leave preceded by PDL leave.
4. Conversion/Post-Employment Insurance Options: Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents are entitled to continue health insurance coverage after employment with Fresno EOC ceases. The Human Resources Office and/or the third party administrator must provide employees with information on how they can continue health care coverage under COBRA.

C. Group Life Insurance: All regular full-time and part-time employees working thirty (30) hours or more per week are eligible for life insurance. Coverage begins on the first of the month following employment or eligibility. The maximum amount covered is described in the summary plan document.

D. Accidental Death and Dismemberment: All regular full-time and part-time employees working thirty (30) hours or more per week are eligible for accidental death and dismemberment insurance beginning on the first of the month following employment or eligibility. The maximum amount covered per loss is described in the summary plan document.

E. Premium Payments for Insurance Coverage: Employees who are enrolled in a group health insurance plan are required to participate in the cost of the insurance by having a deduction taken from his/her/their paycheck bi-weekly for use towards the premium cost.

Group health insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will continue during an authorized leave of absence for up to the required amount allowed by the leave, in most cases up to four (4) months, provided the employee pays the required contributory amount. Payment must be received in the Human Resources Office by the 25th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. Fresno EOC will provide 15 days' notification prior to the employee's loss of coverage. Employees returning from an authorized Leave of Absence will be reinstated into health coverage effective the 1st of the following month. After the four (4) month period, employees will be given the option to continue with group health insurance through COBRA.

## II. OTHER INSURANCE BENEFITS

A. Paid Family Leave (PFL): To protect employees who miss work due to a serious illness of a family member covered by California law, or to bond with the employee's new child, the new child of the employee's spouse or registered domestic partner or a child in connection with the adoption or foster care placement of the child with the employee's spouse or registered domestic partner, the law requires that a small percentage of each employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance. PFL provides up to ~~six-eight (68)~~ weeks of benefits in a twelve (12) month period based on the employee's earnings. Benefits are paid directly to the employee by the state. The program is under the state's disability insurance program and funded through an employee tax (SDI). Employees may receive SDI or PFL while on a protected leave covered under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL). Claim forms and an informational brochure are available from the Human Resources Office or online at [www.edd.ca.gov](http://www.edd.ca.gov).

B. State Disability Insurance (SDI): To protect employees who miss work due to a non-work-related accident or illness, the law requires that a small percentage of each employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance. There is a seven-day waiting period before benefits are payable. Benefits are paid directly to the employee by the state. Disabled employees who are eligible will be paid a percentage of his/her/their regular earnings for a maximum period provided by law in any one year. Benefits are based on the wages paid during a specific 12-month base period, depending upon when the claim is filed. Claim forms and an informational brochure are available from the Human Resources Office.

Sick time benefits may be coordinated with SDI (see Policy 3030, Sick Time).

C. Worker's Compensation Insurance: Fresno EOC carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. In general, this insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Disability payments for qualified employees begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. Sick time benefits may be coordinated with workers' compensation benefits (see Policy 3030, Sick Time).

D. Business Travel Accident Insurance: The Group Travel Accident Insurance Plan provides all-risk accident protection against most types of accidents while an employee is traveling on business, including flying as a

passenger (but not as a pilot or crew member) in any commercial non-charter aircraft or an aircraft operated by Fresno EOC. All employees are eligible for coverage under this plan when they are traveling on business for Fresno EOC. Business travel means travel for the purpose of furthering the business of the Fresno EOC. Injuries sustained during the course of everyday travel to and from work, leaves of absence or vacations are not, for the purpose of this insurance, regarded as injuries sustained during business travel. The maximum amount payable under this plan is described in the summary plan document. There is no additional cost to the employee for this benefit.

### **III. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT – PRIVACY RULE (HIPAA):**

The HIPAA Privacy Rule regulates the use and disclosure of Protected Health Information (PHI) held by “covered entities” (generally health care clearinghouses, employer-sponsored health plans, health insurers, and medical service providers that engage in certain transactions). PHI is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted broadly and includes any part of an individual’s disclosure of Protected Health Information (PHI) held by covered individual within 30 days upon request. They also must disclose PHI when required to do so by law such as reporting suspected child abuse to state child welfare agencies.

## POLICY 3050 RETIREMENT PLANS

**PURPOSE:** To provide eligible employees with retirement benefits and provide all employees with the opportunity to establish a savings plan to supplement retirement income.

**POLICY:** It is the policy of Fresno EOC to provide a defined contribution retirement plan funded by contributions made by Fresno EOC. Additionally, Fresno EOC has established the opportunity for all employees to save for retirement through a voluntary, self-directed retirement plan. All benefits provided in the plan are described in the plan document which is available for review in the Human Resources Office by any plan participant or beneficiary.

**REFERENCE:** Pension Plan of Fresno EOC as amended; Internal Revenue Code § 415; Employee Retirement Income Security Act of 1974; 1991 Omnibus Bill. Internal Revenue Code § 403(b), (12); DOL Regulation 2510.3-29(f).

### PROCEDURES:

#### I. RETIREMENT PLANNING

In addition to providing a defined contribution retirement plan and a self-directed retirement savings plan, Fresno EOC provides financial planning services at no cost to employees. Employees can contact the Human Resources Office for contact information for the financial planning advisor.

#### II. 401(a) PENSION PLAN

A. Summary: The 401(a) Pension Plan is provided by the agency at an equivalent of 5% of an employee's gross pay.

B. Eligibility: To become a participant in the plan, an employee must reach age 21, and complete two years of service. A year of service is defined as a year (counting from the hire date or from the anniversary of the hire date) in which the employee worked at least 1,000 hours.

C. Enrollment: An employee who becomes eligible will be notified of ~~his/her~~their eligibility and will automatically be enrolled in the Plan. All employees are required to designate a beneficiary.

D. Benefit Calculation:

1. An employee begins participating and receiving benefits on the first day of the month after meeting eligibility.
2. The agency contribution benefit is equal to 5% of an employee's gross pay each pay period.

E. Distribution of Funds: Employees should refer to the third party administrator website for distribution and loan information.

#### III. 403(b) TAX SHELTERED PLAN

A. Summary: The 403(b) plan gives an employee the opportunity to put contributions into a retirement savings plan. Employee participation in the program is voluntary.

B. Eligibility: An employee who normally works at least 20 hours per week is eligible to participate.

C. Enrollment: An employee can enroll in the voluntary contribution plan by either completing an enrollment form or registering an online account and electing contributions.

D. Contributions:

1. This plan consists of voluntary contributions as elected by the employee. There are no employer contributions to this plan.
2. Contributions may be made as a percentage of pay or a fixed amount. Annual contributions are limited to the amounts allowed under IRC §415(b). Catch-up contributions under IRC §414(v) are allowed for employees over age 50.
3. The plan offers both pre-tax Salary Reduction and after-tax Roth Contributions options. Employees may elect to divide their contributions between these options.

E. Distribution of Funds: Employees should refer to the third party administrator website for distribution and loan information.

**IV. 457(b) DEFERRED COMPENSATION PLAN**

A. Summary: This is a “top-hat” plan which restricts eligible participants to the exempt employees who receive compensation three times greater than the average compensation of the non-top-hat group.

B. Eligibility: Changes in eligibility are determined quarterly based on a census of active employee pay rates.

C. Enrollment: Eligible employees will be notified and given the opportunity to enroll.

D. Contributions:

1. Eligible employees are allowed to make voluntary contributions to the plan up to the limits allowed under IRC §415(b); catch-up contributions are permitted under the 3-Year Special Catch-up rule.
2. Employer contributions that are non-elective and discretionary are allowed but must have appropriate approval.

E. Distribution: Employees should refer to the third party administrator website for distribution and loan information.

**V. PLAN REPORTING**

Quarterly financial and investment reports are prepared and reviewed by the assigned Finance Office staff and are approved by the Pension Committee. Transaction and balance activity is gathered from the monthly statements received from the record-keeper.

Annual 1099-R and IRS Form 945 are processed by record-keeper.

Upon request, a report can be generated reflecting the balances in the plan by participant. Detailed information regarding employer and employee contributions, income, and withdraws, is included. These reports and others are available through the Transamerica Sponsor website.

**VI. AMENDMENTS/TERMINATION OF THE PLAN**

Fresno EOC reserves the right to amend the Retirement Plan. Plan amendments cannot reduce a participant's interest in the vested account balance, nor divert any portion of Plan assets to any purpose other than the payment of retirement benefits or defraying reasonable trust expenses. The Board of Commissioners of Fresno EOC has the authority to terminate the Plan by appropriate resolution and amendment. In the event of a Plan termination, a participant's interest in the Plan remains one hundred percent (100%) vested and non-forfeitable,

and the participant's interest will be distributed as if the participant had terminated employment prior to retirement.

## POLICY 3060 – COVID-19 SUPPLEMENTAL PAID SICK LEAVE

**PURPOSE:** To provide Supplemental Paid Sick Leave to Fresno EOC employees in compliance with state mandates.

**POLICY:** It is the policy of Fresno EOC to provide Supplemental Paid Sick Leave to food sector and non-food sector employees. Food sector employees are those that work in the retail food supply chain, including pick-up, delivery, supply, packaging, retail, or preparation. All other employees are considered non-food sector employees.

**REFERENCE:** Executive Order N-51-20, Labor Code Section 248, [248.2](#)

### PROCEDURES:

#### I. ~~I.~~ 2020 COVID-19 SUPPLEMENTAL PAID SICK LEAVE

##### A. DEFINITION(s)

An employee must be unable to work due to one of the following reasons:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- 3) The employee is prohibited from working by the worker's hiring entity due to health concerns related to the potential transmission of COVID-19.

If an employee lives with another person who is exposed, experiences symptoms or diagnosed with COVID-19 may be eligible for Supplemental Paid sick leave if one of the above listed criteria is in effect.

A general stay-at-home order does not meet the definition of "quarantine" or "isolation order".

##### ~~B.~~ ELIGIBILITY

Fresno EOC employees who leave their homes or place of residence to perform work are eligible for [2020](#) COVID-19 Supplemental Paid Sick Leave.

##### ~~C.~~ EFFECTIVE DATE

[2020 COVID-19 Paid Sick Leave](#) ~~This policy is~~ in effect as of April 16, 2020 for food sector employees. It is in effect as of September 19, 2020 for all other Fresno EOC employees in compliance with state and federal law.

[2020](#) COVID-19 Supplemental Paid Sick Leave remains in effect for food sector workers and non-food sector employees until December 31, 2020, the same date that the federal law that provides supplemental paid sick leave is set to expire. However, if the federal law is extended, then COVID-19 Supplemental Paid Sick Leave under California law will be extended to the same end date as the federal law. If the law expires while an employee is taking COVID-19 Supplemental Paid Sick Leave, the employee can finish taking the amount of leave they are entitled to receive.

#### D. 2020 COVID SUPPLEMENTAL PAID SICK LEAVE USABLE HOURS

Full-time employees are eligible for 80 hours of Supplemental Paid Sick Leave. Part-time, temporary and sub on-call employees are eligible to use the equivalent of two weeks' work of time in which they are regularly scheduled or scheduled for during an assignment. For part-time, temporary, or sub on-call employees that work variable hours, the employee may take fourteen times the average number of hours the employee worked each day for or through the Agency in the six months preceding the date the employee took COVID-19 Supplemental Paid Sick Leave. If the part-time, temporary, or sub on-call employee has worked for Fresno EOC for fewer than six months.

this calculation would be done over the entire period that the employee has worked for the Agency. If the variable schedule calculation results in an average work schedule of at least 40 hours per week, the variable-scheduled employee would be considered full time and entitled to 80 hours of leave because the laws require the Agency to pay 80 hours of COVID-19 Supplemental Paid Sick Leave to an employee it properly considers full time, but does not require payment for more than 80 hours. In calculating the average number of hours worked by a part-time employee with a variable schedule over the past six months, the figure is determined based on the total number of days in the 6-month period, not just the number of days worked. An employee who is newly working for Fresno EOC (i.e., connected to the Agency for 14 days or fewer) and works variable hours will be entitled to the number of COVID-19 Supplemental Paid Sick Leave hours that they have worked in the preceding two weeks.

## II. 2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE

### A. DEFINITION

The employee must be unable to work or telework due to any one of the following reasons:

- 1) Caring for Yourself: The employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 2) Caring for a Family Member: The employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- 3) Vaccine-Related: The employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

A general stay-at-home order does not meet the definition of “quarantine” or “isolation order”.

### B. ELIGIBILITY

All Fresno EOC employees are eligible for 2021 COVID-19 Supplemental Paid Sick Leave.

### C. EFFECTIVE DATE

2021 COVID-19 Paid Sick Leave is in effect as of March 29, 2021 and covers the period of January 1, 2021 to September 30, 2021.

## D.IV. 2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE USABLE HOURS

Full-time employees are eligible for 80 hours of Supplemental Paid Sick Leave. Part-time, temporary and sub on-call employees are eligible to use the equivalent of two weeks' work of time in which they are regularly scheduled or scheduled for during an assignment. For part-time, temporary, or sub on-call employees that work variable hours, the employee may take fourteen times the average number of hours the employee worked each day for or through the Agency in the six months preceding the date the employee took COVID-19 Supplemental Paid Sick Leave. If the part-time, temporary, or sub on-call employee has worked for Fresno EOC for fewer than six months, this calculation would be done over the entire period that the employee has worked for the Agency. If the variable schedule calculation results in an average work schedule of at least 40 hours per week, the variable-scheduled employee would be considered full time and entitled to 80 hours of leave because the laws require the Agency to pay 80 hours of COVID-19 Supplemental Paid Sick Leave to an employee it properly considers full time, but does not require payment for more than 80 hours. In calculating the average number of hours worked by a part-time employee with a variable schedule over the past six months, the figure is determined based on the total number of days in the 6-month period, not just the number of days worked. An employee who is newly working for Fresno EOC (i.e., connected to the Agency for 14 days or fewer) and works variable hours will be entitled to the number of COVID-19 Supplemental Paid Sick Leave hours that they have worked in the preceding two weeks.



#### **III.V. USE AND APPROVAL OF SUPPLEMENTAL PAID SICK LEAVE**

An employee is entitled to take COVID-19 Supplemental Paid Sick Leave immediately upon the worker's oral or written request. The leave is not conditioned on medical certification.

It is within Fresno EOC's rights, in certain circumstances, to ask for documentation before paying the sick leave when Fresno EOC has other information indicating that the worker is not requesting COVID-19 Supplemental Paid Sick leave for a valid purpose.

Time off for Supplemental Paid Sick Leave will not count towards the Fresno EOC Attendance Policy (see Policy 1150 Hours of Work, Punctuality, and Attendance).

#### **IV. SUPPLEMENTAL PAID SICK LEAVE PAY**

Employees will be paid their regular rate of pay or minimum wage. This amount is not to exceed \$511 per day and \$5,110 in total.

#### **V. NOTICE TO EMPLOYEES**

A poster describing Supplemental Paid Sick Leave rights shall be located in the break room or other common area frequented by staff.

#### **VI. FOOD SERVICE WORKERS**

Any program or department that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level must permit employees working with food, food equipment or utensils, or food-contact surfaces to wash their hands every 30 minutes and additionally as needed.

## POLICY 4010 FAMILY, MEDICAL, PREGNANCY AND OTHER DISABILITY LEAVES OF ABSENCE

**PURPOSE:** To define Fresno EOC's policy and procedures to provide (A) family care and medical leave in accordance with California's Family Rights Act and the Federal Family and Medical Leave Act of 1993: (B) pregnancy leave in accordance with the California Fair Employment and Housing Act: and (C) disability leave as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA) or with a workplace injury.

**POLICY:** It is the policy of Fresno EOC to provide family, medical, pregnancy and other disability leaves of absences in accordance with applicable law.

**REFERENCE:** California Family Rights Act, California Labor Code §12945.2, 2 California Code of Regulations § 7291.2 et seq. and § 7297.0 et seq., and the Federal Family and Medical Leave Act of 1993, Genetic Information Nondiscrimination Act, California Labor Code § 132a.

### PROCEDURES:

#### I. FAMILY AND MEDICAL LEAVE

Fresno EOC recognizes that employees may need to provide care for their dependent children, elder parents and certain other family members as defined in Section I(A). Fresno EOC also recognizes that family care obligations can, at times, require an employee to be absent from the workplace for an extended period. For that reason, Fresno EOC has established the following Family and Medical Leave Policy. The intent of this policy is to enable employees to attend to serious medical conditions of certain family members, including his/her/their own serious health condition, when necessary. Fresno EOC follows the regulations set forth in the Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). There are times when this leave runs concurrently with other forms of leave of absence.

**Employee Eligibility:** To be eligible for family and medical leave benefits under FMLA, you must: (1) have worked for Fresno EOC for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous ~~12~~ month/12-month periods; and (3) work at a location where at least 50 employees are employed by Fresno EOC within 75 miles. For eligibility under the CFRA, you must: (1) have worked for Fresno EOC for a total of at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period.

**Leave Available:** Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of the employee's first use of family and medical leave. Successive 12-month periods commence on the date of an employee's first use of family and medical leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons:

- a. The birth of the employee's child or placement of a child with the employee for adoption or foster care;
- b. FMLA: To care for the employee's immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition and CFRA: To care for the employee's family member (spouse, registered domestic partner, child, parent, grandparent, grandchild or sibling) with a serious health condition;
- c. To take medical leave when the employee is unable to work because of a serious health condition; or
- d. For employees who need to take leave due to a "qualifying exigency" ("Qualifying Exigency Leave") resulting from (See Section IV):
  1. Their spouse, son, daughter, and/or parent is a member of the Armed Forces ("Military Member") being deployed on covered active duty to a foreign country; or

2. Their spouse, son, daughter, and/or parent is a member of the National Guard or Reserves ("Military Member") being deployed under a call or order to covered active duty to a foreign country.

For purposes of FMLA, a "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

a. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom), or any subsequent treatment in connection with such inpatient care: or

b. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

(i) A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(A) Two visits to a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider within 30 days of the beginning of the period of incapacity and the first visit to the health care provider taking place within seven days of the first day of incapacity, or

(B) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(ii) Any period of incapacity due to pregnancy, or for prenatal care.

(iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition that involves at least two visits to a health care provider per year. Common ailments do not qualify for FMLA unless complications arise.

Under most circumstances, leave under federal and state law will run at the same time. However, leave because of the employee's disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA. Time off because of pregnancy disability, childbirth, or related medical condition does count as family and medical leave under FMLA. Thus, employees who take time off for pregnancy disability and who are eligible for FMLA will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. If you are pregnant, please review the pregnancy disability leave policy below and notify the Human Resources Department if you need leave due to your pregnancy.

Leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, Fresno EOC will grant a request for a CFRA leave taken for birth/placement of a child for a period of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) over a 12-month period. In order for time to be counted toward Intermittent FMLA/CFRA, An employee must record intermittent FMLA/CFRA usage

on ~~his/her~~their time sheet and complete a Request for Authorized Absence form. In addition to the above-referenced family and medical leave, Fresno EOC also provides Military Caregiver Leave, which is a protected leave of absence for employees who are a spouse, son, daughter, parent or next of kin of a covered Military Member who need to take time off to care for:

The Military Member who, while on active duty with the United States Armed Forces, the National Guard, or Reserves, suffered or aggravated a “serious injury or illness” that:

- a. Requires the Military Member to undergo medical treatment, recuperation, or therapy as a result of that serious injury or illness; or
- b. Places the Military Member on the temporary disability retired list.

The Military Member who is a veteran of the Armed Forces, the National Guard, or Reserves (“Veteran Military Member”) who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave who suffered or aggravated a “serious injury or illness” that:

- a. Requires the Veteran Military Member to undergo medical treatment, recuperation, or therapy as a result of that serious injury or illness.

Under those circumstances, an affected employee is entitled to receive up to 26 weeks of unpaid leave in a single 12-month period, which can be taken either in one large block of time or intermittently. An employee who, in the same 12-month period, previously took other family and medical leave is entitled to receive Military Caregiver Leave, but, under those circumstances, the total leave taken will not exceed 26 weeks. For Military Caregiver Leave the 12-month period begins on the date of the employee’s first use of Military Caregiver Leave.

Certain restrictions on these benefits may apply.

**Notice & Certification:** If you need family and medical leave and/or Military Caregiver Leave, you may be required to provide:

- i. 30-day advance-notice when the need for the leave is foreseeable—where the need for leave is unforeseeable, please inform Fresno EOC as soon as reasonably practical. Also a Request for Authorized Absence form must be completed and approved by the employee’s immediate supervisor, program manager/director. If an employee fails to provide the requisite 30-day advance-notice for foreseeable events without any reasonable excuse for the delay, Fresno EOC reserves the right to deny the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care or medical leave should include the anticipated date(s) and duration of the leave.

- ii. Medical certification from a health care provider (both prior to the leave and prior to reinstatement) or, for Qualifying Exigency Leave, a copy of the military member’s duty orders or other documentation issued by the military that indicates that the military member has been deployed to covered duty in a foreign country and the dates of the military member’s deployment to that foreign country or for Rest and Recuperation leave, a copy of the military member’s Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member’s leave. In addition, for Qualifying Exigency Leave, an eligible employee may be required to provide certification of the exigency necessitating leave. In providing this medical certification, Fresno EOC shall comply with the provisions of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by law. To comply with GINA, Fresno EOC is asking that

employees not provide any genetic information when responding to this request for medical information. Fresno EOC will not discriminate against any employee on the basis of his or her genetic tests, the genetic tests of that employee's family members, or the manifestation of a disease or disorder in family members of the employee.

The medical certification for leave for the employee's own serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of the position. In addition, Fresno EOC may require the employee to obtain a second opinion from a doctor of Fresno EOC's choosing at Fresno EOC's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, Fresno EOC may require a third opinion, also at Fresno EOC's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, Fresno EOC requires the employee to provide medical certification that ~~he or she~~they is able to return to work. An employee may be denied reinstatement until certification is provided. An employee, who is denied reinstatement due to a failure to provide medical certification for return to work, may be considered to have voluntarily resigned. An employee, who does not provide a medical certification within 15 days and remains absent from work, may be considered to have voluntarily resigned.

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after Fresno EOC's request for certification. Failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employee's continued leave and the employee may be considered to have voluntarily resigned. Any request for an extension of the leave also must be supported by an updated medical certification by a health care provider. If a certification is incomplete or insufficient, Fresno EOC will inform the employee in writing of needed information to complete the medical certification. The employee must furnish the additional information within 7 calendar days or the request for leave may be denied, and the employee may be considered to have voluntarily resigned.

For Qualifying Exigency Leave, a copy of the military member's duty orders or other documentation issued by the military that indicates that the military member has been deployed to covered duty in a foreign country and the dates of the military member's deployment to that foreign country; or for Rest and Recuperation leave, a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave. In addition, for Qualifying Exigency Leave, an eligible employee may be required to provide certification of the exigency necessitating leave.

- iii. Periodic recertification when prior certification expires; and
- iv. Periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt Fresno EOC's operation. The medical certification for a child, spouse, or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; and (d) the licensed health care provider's assurance that the health care condition requires family care leave.

Upon receiving notice of your need for family and medical leave and/or Military Caregiver Leave and absent any extenuating circumstances, Fresno EOC will notify you whether the leave will be designated as family and medical leave and/or Military Caregiver Leave within five business days of learning that leave is being taken for a qualifying reason.

A “child” includes a biological, adopted or foster child, stepchild, or a legal ward. “Parent” means a biological, foster, or adoptive parent, a stepparent, or a legal guardian. Parent does not include a parent-in-law. “Spouse” means a partner in marriage or a registered domestic partner.

**Compensation During Leave:** Family and medical leave is typically unpaid. However, an employee who is granted a medical leave shall be entitled to use any accrued sick time and/or vested vacation benefits during the period of leave. Sick time benefits may be coordinated with State Disability, Paid Family Leave and/or Workers' Compensation temporary disability benefits payable under such a plan, provided the employee has sick or vacation time and elects to coordinate the two benefits. Except to the extent that other paid time is substituted for family care or medical leave, family care (and medical) leave is unpaid.

If the leave is under FMLA only, the employee is required to use accrued and unused vacation or sick leave during the otherwise unpaid portion of the leave, unless otherwise prohibited by the law.

If the leave is under FMLA and CFRA, or CFRA only, for the employee's own serious health condition, the employee is required to use accrued and unused vacation or sick leave during the otherwise unpaid portion of the leave, unless otherwise prohibited by the law.

If the leave is under FMLA and CFRA, or FMLA and PDL, or falls under more than one leave, the laws regarding use of vacation or sick leave that are more favorable to the employee will apply.

If the employee is receiving a partial wage benefit during the family and medical leave (during FMLA only, CFRA only, or FMLA and CFRA leave), the employer and employee may agree to use vacation or sick leave to supplement the partial wage replacement benefit, unless otherwise prohibited by the law.

The substitution of paid leave for family care or medical leave does not extend the total duration of family care and medical leave to which an employee is entitled to beyond 12 weeks in a 12-month period. For example, if an employee has accrued four weeks of unused paid vacation time at the time of the request for family care or medical leave; that paid vacation time will be substituted for the first four weeks of family care or medical leave, leaving up to eight additional weeks of unpaid leave.

**Benefits During Leave:** [Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of the family medical and care leave, provided the employee pays the required contributory amount.] OR-[The Company will maintain, for up to a maximum of 12 workweeks of family and medical leave and 26 weeks for Military Caregiver Leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work.] Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. In some instances, Fresno EOC may recover premiums it paid to maintain health coverage if you do not return to work following family or medical leave.

Employees on family care and medical leave accrue employment benefits, such as vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

**Job Reinstatement:** Under most circumstances, upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, you have no greater right to reinstatement

than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on family and medical leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

Prior to returning to work after taking family and medical leave for your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care professional certifying that you are able to return to work. Failure to provide the fitness-for-duty certification in a timely manner may either delay your reinstatement to your position or result in a denial of your reinstatement request if the certification is never provided.

If you are returning from family and medical leave taken for your own serious health condition, but you are unable to perform the essential functions of your job because of a physical or mental disability, Fresno EOC will engage in the interactive process with you to determine if there is a reasonable accommodation that may be provided to enable you to perform the essential functions of your position to the extent that doing so would not create an undue hardship for Fresno EOC. Your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

**Unlawful Acts:** It is unlawful for Fresno EOC to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for Fresno EOC to refuse to hire or to terminate or discriminate against any individual for being involved in any proceedings related to family and medical leave.

~~Leave for Baby Bonding: The minimum duration of leave shall be two weeks for the birth, adoption or foster care of a child, and, must be taken within one year of the birth or placement of the child. However, Fresno EOC may grant a request for Baby Bonding leave of less than two (2) weeks duration on any two occasions.~~

Fresno EOC retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the leave.

## II. EXTENDED LEAVE OF ABSENCE FOR MEDICAL DISABILITY

A. Request: This leave of absence will be used to extend the period of absence due to an employee's medical disability only. If an employee, who qualified for FMLA/CFRA and/or PDL has exhausted ~~his/her~~their leaves, and is unable to return to work after the allowable leave described in Section I and/or Section III of this policy, may request an extended medical disability leave in thirty (30) day increments or less. A Request for Authorized Absence form must be completed and approved by the employee's immediate supervisor, program manager/director. Initial requests for extended medical disability leave must be supported by a medical certification from a health care provider as defined in Section I(D)(2) of this policy. Any request(s) for extensions of this leave must be supported by a note from a health care provider. It is the employee's responsibility to provide the supervisor and/or program manager/director with a status report at least every thirty (30) days. Before returning to work following an extended medical disability leave, an employee must submit a licensed health care provider's verification stating the employee's ability to return to work with or without restrictions and the date the employee is able to return.

B. Status of Employee Benefits during Extended Medical Disability Leave: An employee who is granted an Extended Medical Disability Leave shall be entitled to use any accrued sick time and/or vested vacation benefits during the period of disability. Sick time benefits may be coordinated with State Disability and/or Workers' Compensation temporary disability benefits payable under such a plan, provided the employee has sick time and elects to combine the two benefits. Except to the extent that other paid leave is substituted for medical leave, the extended leave is unpaid.

Group health and life insurance benefits ordinarily provided by Fresno EOC and for which the employee is otherwise eligible may be continued during the extended disability leave but for no more than four (4) months total within a 12-month period, including benefits received during the previous ~~twelve~~12-week period. The employee must pay the required contributory amount. Payments must be received by the 25th of the month. If



payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur the 1st of the following month. Employees whose total medical leaves, including the extended leave, are in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. If a covered person is totally disabled when coverage terminates, benefits will be provided for that totally disabling condition until maximum benefits are paid, the disability ends, or up to twelve (12) months have passed since termination of coverage.

C. Reinstatement from Extended Leave: Except as provided by applicable law, Fresno EOC will make every effort to place an employee returning from an approved Extended Medical Disability Leave in the same or comparable position. If such position ceases to exist because of legitimate business reasons or if a position is not available, employment will be terminated, and the employee will be considered for future openings (see Policy 1090 Recruitment, Selection, and Employment). Employees who do not return after the period of the approved leave expires may be considered to have voluntarily resigned, unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) ~~work~~ days/workdays after the period of the approved leave expired.

### III. PREGNANCY-RELATED DISABILITY LEAVE

#### A. Eligibility and Duration

1. Leave of Absence: Any employee who is disabled due to pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to four months. At the end of the pregnancy disability leave, an employee may request family care or medical leave to which the employee may be entitled under Section I of this policy (Family Care and Medical Leaves).

2. Temporary Transfer before Childbirth: An employee who is disabled due to pregnancy, childbirth, or related conditions may be entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated. A written statement must be provided from a licensed health care provider stating the necessity of the transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties.

B. Substitution of Paid Leave for Pregnancy Related Disability Leave: An employee taking pregnancy related disability leave may, at her option, substitute accrued vacation time or unused sick time for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

The employee must provide the Agency with a certification from their health care provider. The medical certification should include:

1. The date on which the employee became disabled due to pregnancy or the date of the medical advisability for the transfer;
2. The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and
3. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy or to other persons or a statement that, due to the pregnancy, a transfer is medically advisable.

C. Leave's Effect on Benefits: Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of pregnancy-related disability leave for up to four (4) months provided the employee pays the required contributory amount. Payments



must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur the 1st of the following month. Employees whose pregnancy-related disability leave is in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. Pregnancy disability leave or a transfer begins when ordered by the employee's health care provider.

D. Other Terms and Conditions of Leave: Upon return from a pregnancy disability leave, the employee is required to provide medical certification from their health care provider that they are able to return to work. Under most circumstances, upon submission of certification from a health care provider that the employee is able to return to work from a pregnancy disability leave, the employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if they had been continuously employed.

The provisions of Fresno EOC's Family Care and Medical Leave policy regarding the leave's effect on pay (Section I(C)), notice requirements (Section I(D)(1)), medical Certification requirements (Section I(D)(2)); and reinstatement (Section I(E)) also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

#### IV. MILITARY FAMILY LEAVE

A. Qualifying Exigency Leave - Eligible employees with a spouse, son, daughter, parent or next of kin on active duty, called to ~~active-duty~~active-duty status, having veteran status and has been honorably discharged in the last five (5) years, in the National Guard or Reserves in support of a contingency operation may use ~~his/her~~their 12 week leave entitlement to address certain qualifying exigencies.

"Qualifying exigencies" include:

- a. Issues arising from a military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- b. Military events and related activities (e.g. official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross) that are related to the covered active duty or call to covered active duty status of a military member;
- c. Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member (e.g. arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member);
- d. Caring for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty (e.g. arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to care facility, or attending meetings with staff at a care facility);
- e. Making or updating financial and legal arrangements to address a military member's absence;
- f. Attending counseling provided by someone other than a health care provider for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
- g. Taking up to fifteen days of leave to spend time with a military member who is on short-term, temporary rest and recuperation leave during deployment;

- h. Attending certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status, and addressing issues arising from the death of a military member; and
- i. Any other event that the employee and Fresno EOC agree is a "qualifying exigency-" or that qualifies as such under Gov. Code § 12945.2 and Unemployment Insurance Code § 3302.2 where applicable.

B. **Military Caregiver Leave:** Eligible employees with a spouse, child, parent, or next of kin of a covered service member, can take up to 26 weeks of leave, to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. If a spouse or registered domestic partner both work for Fresno EOC and each wishes to take leave to care for a covered service member, the spouse or registered domestic partner may take a combined total of 26 weeks of leave and must take the leave within the 12-month period.

## V. OTHER DISABILITY LEAVES

A. **Occupational Disabilities:** A temporary disability leave~~s~~ of absence to reasonably accommodate a work-related injury will be granted to any employee who sustains a work-related disability. A disability leave under this section may run concurrently with any medical leave to which the employee is entitled under Section I of this policy. Employees taking disability leave must comply with the Family Care and Medical Leave provisions regarding substitution of paid leaves (Section I(B)), notice (Section I(D)(1)), and medical certification (Section I(D)(2)). A Request for Authorized Absence form must be completed and approved by the employee's immediate supervisor, program manager/director, and director. For the purpose of applying these provisions, an occupational disability leave will be considered to be a medical leave. The employee will be responsible for providing periodic updates to the supervisor and/or program manager/director at least every thirty (30) days during the leave concerning status, expected date of return, and continued intent to return to work upon expiration of the leave.

Subject to any limitations permitted by law, a leave of absence for a work-related disability shall be extended for the duration of the work-related disability until one of the following situations takes place:

- The employee is released with or without restrictions that can be accommodated.
- Fresno EOC receives medical evidence satisfactory to it that the employee will be unable to return to work.
- The employee resigns.
- The position which the employee occupied prior to the leave of absence ceases to exist or is filled for legitimate business reasons.

B. **Status of Employee Benefits during Leave:** Accrued sick time benefits or vested vacation benefits may be coordinated with Workers' Compensation temporary disability benefits payable under such a plan, provided the employee has accrued sick time and/or vested vacation benefits and elects to combine the two benefits. Except to the extent that other paid time is substituted for medical leave, the leave is unpaid.

Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of disability for up to four (4) months, and provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees

whose occupational leave is in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA.

C. Leave's Effect on Reinstatement: Before returning to work following a leave of absence for a work-related disability, the employee must provide a medical certification from a licensed health care provider stating the date and ability to return to work. Except as provided by applicable law, Fresno EOC will make every effort to place an employee returning from leave in the same or comparable position for which the individual is qualified unless such position is unavailable or ceases to exist because of legitimate business reasons. In such cases, the employee may be terminated and may be considered for future openings (see Policy 1090, Recruitment, Selection, and Employment).

An employee who fails to report for work at the end of the approved leave may be considered to have voluntarily resigned unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) work days after the employee was released to return to work.

## **VI. SAFE HARBOR GENETIC INFORMATION NON-DISCRIMINATION ACT (GINA)**

The Genetic Information Notification Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or acquiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Fresno EOC will not provide any genetic information when responding to a request for medical information. Genetic information, as defined by GINA, including an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual family member sought or received genetic services, and genetic information of a fetus carried by an individual or any individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## POLICY 4020 LEAVES OF ABSENCE

**PURPOSE:** To clarify and distinguish the parameters and procedures for authorized leaves for eligible Fresno EOC employees.

**POLICY:** It is the policy of Fresno EOC to provide authorized leaves of absences for specified periods of time to all eligible employees on a non-discriminatory basis. Leaves will be considered for personal reasons, education, bereavement, and legally required absences as set forth below.

**REFERENCE:** California Labor Code § 230. California Election Code § 14350. California Labor Code § 1025. California Labor Code §§ 1040-1044. California Labor Code §§ 230.7-230.8. California Labor Code § 230.3, CA SB 579.

### PROCEDURES:

#### I. PERSONAL LEAVE

Regular full-time and part-time employees may request a personal leave of absence without pay for personal compelling reasons for a reasonable period of time, up to thirty (30) days. Extensions may be granted in up to thirty (30) day increments due to special circumstances, but may not exceed a total of four (4) months.

Personal leaves due to compelling reasons may involve circumstances such as family emergencies and family or personal disabilities for which the employee is not otherwise eligible for leave (see Policy 4010, Family, Medical, Pregnancy and Other Disability Leaves of Absences).

A. Requests: A Request for Authorized Absence form must be completed in writing, which must include the reason for the request, and approved by the employee's immediate supervisor and program manager/director. Requests for leaves of absences will be considered at the discretion of Fresno EOC and on the totality of circumstances, including, but not limited to the employee's length of service, performance, responsibility level, the reason for the request, the urgency of the situation, whether other individuals are already out on leave, and the expected impact of the leave on the employee's department. It is the employee's responsibility to report to work at the end of the approved leave.

B. Status of Employee Benefits during Personal Leave: During the leave of absence, the employee may use any accrued vacation benefits. However, the use of vacation benefits will not extend the duration of the leave. Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, may be continued during the period of the leave, provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur the 1st of the following month. No vacation, sick time, or seniority will accrue during a leave without pay.

Any leave taken under this provision that qualifies as leave under the state and/or federal family/medical leave acts, will be counted as family/medical leave and charged against the entitlement of twelve (12) work weeks of family/medical leave in a twelve (12) month period.

C. Leave's Effect on Reinstatement: An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned, unless unusual circumstances have prevented the employee from returning and a reasonable excuse has been offered and accepted within three (3) work days after the leave expired.

Every effort will be made to place an employee in the same or comparable position after the end of the leave unless such position is unavailable or ceases to exist because of legitimate business reasons. If a position is not

available, the employee will be laid off, and the employee may be considered for future openings (see Policy 1090 Recruitment, Selection, and Employment).

## II. EDUCATIONAL LEAVE

Regular full-time and part-time employees may request an Educational Leave without pay for a reasonable period of time not to exceed four (4) months per rolling calendar year. Educational leaves may be granted when the educational program undertaken is likely to enhance Fresno EOC's capabilities to provide service to the public. Consequently, the training should have as its objective either an increase in the effectiveness of an employee in the current job assignment or be designed to enhance the employee's advancement possibilities within Fresno EOC.

An employee may be granted up to six (6) hours of time off during the normal work week per semester to attend an approved educational program, unless it would cause an undue hardship to the program.

This time off is unpaid; however, the employee may use existing vacation benefits, if available and approved. Fresno EOC reserves the right to request that the employee furnish written verification from the school as proof that the employee participated in school activities on the specific date at the specific time. Failure to provide written verification is grounds for corrective action. See Section I (A), (B), and (C) of this policy for the application process, status of benefits, and reinstatement.

## III. BEREAVEMENT LEAVE

~~Regular full-time and part-time e~~Active employees who have experienced a death or terminal illness in the immediate family will be granted an emergency paid leave of up to ~~4three~~ (34) working days. "Immediate family" is defined as: ~~current spouse, registered domestic partner, mother or father, step mother or father, legal guardian, son or daughter, sister or brother, grandparent, employee's spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, child-in-law, sibling, step-sibling or an adult who stood in loco parentis to the employee during childhood.~~

~~Active employees who have experienced a death or terminal illness in the extended family will be granted an emergency paid leave of up to one (1) working day. Extended family is defined as: brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent, grandparent-in-laws, great-grandparent, grandchild, great-grandchild, son or daughter-in-law, mother or father-in-law, sister or brother-in-law.~~

The employee will be paid the regular rate for each of the scheduled ~~work days~~workdays missed and may be required to furnish satisfactory evidence to support the leave. A Request for Authorized Absence form must be completed and approved by the employee's supervisor and program manager/director. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Employees may use paid bereavement leave for up to one year from the date of loss.

Employees may be allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the agency.

## IV. CIVIC RESPONSIBILITIES

Employees who do not have sufficient time outside of ~~his/her~~their regular working hours to vote in an election may request time off to vote. If possible, employees should give at least two working days' notice to ~~his/her~~their supervisor that time off for voting is desired if the employee knows or has reason to know of the need for the time off. Up to two hours of paid time off will be provided at the beginning or end of the employee's regular shift,

whichever will allow the most free time for voting and require the least amount of time off, unless otherwise mutually agreed.

It is Fresno EOC's policy to enable its employees to fulfill their civic obligations. An employee who is called for jury duty or is required by law to appear in court will be provided time off for that purpose and will be paid regular pay less amounts received for jury duty or service as a witness. This does not apply in the case of legal or criminal action brought against an employee. It is the employee's responsibility to notify the supervisor as soon as notice has been received that the employee has been requested for jury duty or required to appear. The employee must provide a copy of the jury summons or subpoena to appear in court. In order to receive pay for days of absence, the employee must complete a Request for Authorized Absence form and present a certificate or time sheet from the court verifying jury service or testimony for each day of absence to the supervisor. The employee's time sheet shall indicate jury duty for days of absence. The employee will be required at the end of the obligation to provide a copy of the jury or witness check whereby an adjustment will be made on the next paycheck, or the jury or witness check may be endorsed over to Fresno EOC. Any mileage received will be retained by the employee. The employee is expected to return to work each day that ~~he/she/they~~ are not selected as a juror or ~~he/she is/they~~ are released from service during normal working hours, and must return to work at the completion of ~~his/her/their~~ obligation.

## **V. ALCOHOL AND DRUG REHABILITATION LEAVE**

Fresno EOC will make reasonable accommodations to employees who have enrolled voluntarily in a drug or alcohol rehabilitation program. Employees who have enrolled in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship on Fresno EOC. Fresno EOC will make reasonable efforts to keep confidential the fact that the employee is enrolled in the program.

This time off is unpaid; however, the employee may use any accrued sick time or accrued vacation benefits while on leave. This leave may run concurrently with any other medical leave to which the employee is entitled (see Section I of Policy 4010, Family, Medical, Pregnancy and Other Disability Leaves of Absences).

To qualify for a leave, the employee will be required to provide a medical certification within 15 days. An employee who does not provide a medical certification within 15 days and remains absent from work may be considered to have voluntarily resigned.

## **VI. LITERACY ASSISTANCE**

Any employee who needs time off to attend an adult literacy education program should make the request through the supervisor. Fresno EOC will attempt to make reasonable accommodations for the employee of up to six (6) hours of time off during the normal work week, unless it would cause an undue hardship to do so. This time off is unpaid; however, the employee may use existing accrued vacation benefits, if available and approved. Fresno EOC will also attempt to safeguard the privacy of the fact that an employee is enrolled in an adult literacy education program.

## **VII. OTHER LEGALLY REQUIRED LEAVES**

An employee who has a child enrolled in kindergarten through grade 12, or cared for by a licensed child care provider, may take time off from work, up to 40 hours each year, not exceeding 8 hours in any calendar month, for certain child-related activities. These activities are: (1) to find, enroll, or reenroll a child in a school or with a licensed child care provider; (2) to participate in activities of the school or licensed child care provider; or (3) to address a child care provider or school emergency.

"Parent" means a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in loco parentis to a child. "Child care provider or school emergency" means that the child cannot remain in school or with the child care provider because: (1) the school or child care provider has requested that the child be picked up; (2) the school or child care provider has an attendance policy (excluding planned holidays) that prohibits the

child from attending or requires the child be picked up; (3) behavioral or discipline problems; (4) closure or unexpected unavailability of the school or child care provider (excluding planned holidays); or (5) a natural disaster including fire, earthquake, or flood.

To take time off under reasons (1) or (2), the employee must give reasonable notice to his/her/their supervisor. To take time off under reason (3), the employee must simply give notice to his/her/their supervisor as soon as possible. An employee may use vacation time for the visits, if available and approved. A supervisor may request the employee to provide documentation from the school or child care provider verifying the date and time of the child-related activity.

If both parents of the child work for Fresno EOC, the parent who first gives notice is eligible for the time off. The other parent may be permitted to take time off, under the conditions set forth in this policy, only if a supervisor authorizes the leave of absence. An employee requested to appear at his/her/their child's school due to the child's suspension, may take an unpaid leave of absence provided that the employee gives Fresno EOC reasonable notice of the request to appear.

## **VIII. SCHOOL APPEARANCE LEAVE**

An employee that is the parent or legal guardian of a child suspended from school is entitled to take an unpaid leave to comply with the principal's written request of the employee's presence at the school, provided the employee gives reasonable advance notice to the Agency. Check with the Human Resources Office for eligibility and scheduling before taking any leave to attend.

## **IX. ORGAN AND BONE MARROW DONOR LEAVE**

After completing 90 days of employment with Fresno EOC, an employee undergoing an organ donation procedure or treatment related to organ donation may take up to 30 business days of paid leave in a one-year period related to the donation. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. Up to 10 days of an employee's accrued but unused vacation or sick time (not PSL) available at the time of leave is to be taken and will be credited against the 30 paid business days of donor leave available for organ donation. An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, will be provided to an employee who is an organ donor, for the purpose of donating the employee's organ to another person. An employee who is donating his/her/an organ to another person or has a treatment related to organ donation will be granted up to 30 business days of paid leave in any one-year period based on scheduled hours worked. An employee will be required to use up to ten (10) days of accrued and unused sick time (not PSL) or vacation time for organ donations.

After completing 90 days of employment with Fresno EOC, any employee undergoing a bone marrow donation procedure or treatment related to bone marrow donation may take up to 5 business days of paid leave in a one-year period related to the donation. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. Up to 2 days of an employee's accrued but unused vacation or sick time (not PSL) available at the time of leave is to be taken and will be credited against the 5 business days of donor leave available for bone marrow donation. An employee who is donating his/her bone marrow will be granted up to 5 business days of paid leave for bone marrow donation in any one-year period based on scheduled hours worked. An employee will be required to use up two (2) days of accrued and unused sick time (not PSL) or vacation time for bone marrow donations.

An employee must provide written verification that they are an organ or bone marrow donor and that there is a medical necessity for the donation. An employee will be restored to the same or equivalent position upon his/her/their return. This leave will not be considered as a break in continuous service for the purposes of accrued benefits, salary adjustments and health care. This leave will not run concurrently with FMLA or CFRA and can be taken in one or more periods. Donor leave taken will also not be counted against an employee's seniority/length of service and will not affect eligibility for pay increases or other benefits. Employees who take donor leave will not be retaliated or otherwise discriminated against for doing so.

## X. CIVIL AIR PATROL LEAVE

Members of the Civil Air Patrol who have been employed at least 90 days are eligible for an unpaid leave of absence of a maximum of ten (10) days per calendar year for the purpose of responding to an emergency operational mission of the California Wing of the Civil Air Patrol. Under normal circumstances, the leave for a single emergency operation mission shall not exceed three days. Employees shall give the Agency as much notice as possible of the intended dates upon which the Civil Air Patrol leave will begin and end. The Agency may require certification to verify the eligibility of the employee for the leave requested or taken. Employees taking Civil Air Patrol leave are not required to exhaust accrued leave time but may do so at their election.

## XI. VOLUNTEER ~~FIREFIGHTERS TRAINING~~CIVIL SERVICE LEAVE

Employees who are Aa volunteer firefighter, a reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, ~~— should notify should notify~~ his/her/their supervisor that ~~he/she/they~~ may have to take time off to perform emergency duty. -The employee should also notify his/her/their supervisor prior to leaving the premises in the event ~~he/she/they~~ needs to take time off for emergency duty or training.

An employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel, will be permitted to take temporary leaves of absence for the purpose of engaging in fire, law enforcement or emergency rescue training. This amount of leave permitted will not exceed an aggregate of 14 days per calendar year.



## POLICY 4030 MILITARY LEAVES

**PURPOSE:** The purpose of this policy is to provide guidance and procedures for granting time off for military leaves to full- and part-time regular employees.

**POLICY:** It is the policy of Fresno EOC to grant short or long-term leaves for uniformed service in accordance with applicable federal and state law.

**REFERENCE:** Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353) the California Military and Veterans Code § 394, and California Assembly Bill 392.

### PROCEDURES:

#### I. MILITARY SERVICE

An employee inducted into military service will be granted an approved unpaid leave of absence and will have reinstatement privileges upon return to the Agency. "Service" is defined as duty on a voluntary or involuntary basis, including: active duty; active duty for training; initial active duty for training; inactive duty training; full-time National Guard duty; and absences for examinations to determine fitness for duty.

The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine fitness to perform any such duty.

A. Long-term Tour of Duty: An employee who enters into or is called to uniformed service duty shall notify the supervisor immediately and shall be granted a leave of absence not to exceed five (5) years. A Request for Authorized Absence form must be completed and submitted with written verification from the appropriate military authority to the employee's supervisor, and program manager/director. No prior notice of the leave is required if it is precluded by military necessity or the giving of such notice is impossible or unreasonable.

B. Short-term Leave of Absence: An employee who is a member of the National Guard or of a reserve component of the Armed Forces shall, upon furnishing a copy of the official orders or instructions, be granted a military training leave. Training leaves will not, except in emergency or in the event of extenuating circumstances, exceed two weeks a year, plus reasonable travel time. A Request for Authorized Absence form must be completed and submitted with written verification from the appropriate military authority to the employee's supervisor, and program manager/director. The employee will be expected to return to work the first full regularly scheduled work period following completion of the service (with an eight-hour period for safe transportation).

C. Reinstatement from Leave: Fresno EOC will reinstate an employee returning from leave to his/her/their same position or one of comparable seniority, status, and pay if ~~he/she/they~~:

1. ~~Has~~ a certificate of satisfactory completion of service;
2. ~~Return~~s the first full regularly scheduled work period (if such first regularly scheduled work period is at least 8 hours after the arrival at the employee's place of residence) following completion of service if service is less than 30 days; apply within fourteen days after release from active duty if active duty was for 30 days but less than 181 days; apply within 90 days if absence was more than 180 days, or within such extended period, if any, as his/her/their rights are protected by law; and
3. ~~Is~~Are qualified to fill his/her/their former position.

Reservists who are ordered to initial active duty for training of not less than twelve consecutive weeks and Selected Reservists on active duty for operational missions are required to apply for reemployment within 31 days of his/her/their release from training or service. Fresno EOC is not required to reemploy an employee after

military leave if the circumstances have changed as to make such reemployment impossible or unreasonable: if the employment would impose an undue hardship on the employer; or the employment held by the employee was so brief or nonrecurring that there was not reasonable expectation that the employment would continue indefinitely or for a significant period.

D. Leave and Benefits: Employees are permitted, but are not required, to use accrued vacation benefits toward short-term uniformed service time. Any unpaid time off will affect vacation and sick time accrual. Seniority, for the purpose of benefits, will accrue during short-term leaves as defined in Section B of this policy. Eligible employees who leave for a long-term leave will be paid any accrued vacation on the last day prior to the beginning of the leave. Seniority, for the purpose of benefits, will accrue for no more than five (5) years during long-term tours of duty as defined in Section A of this policy (unless otherwise required by law).

Whenever the uniformed service leave is four (4) months or less, the employee may continue group health and life insurance benefits, if eligible, by paying the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose leaves are in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. The maximum length of required continuation coverage is the lesser of 18 months beginning on the date the employee became eligible or the day after the date on which the employee fails to apply for or return to active employment with Fresno EOC. Employees returning to work are entitled to reinstate health coverage as if they had never left. Exclusions for pre-existing conditions, proof of good health, and waiting periods do not apply. However, exclusions for illnesses or injuries which were service connected are applied.

## II. MILITARY SPOUSE LEAVE

Eligible employees may request Military Spouse Leave for up to ten (10) days when a spouse in the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict is on leave from military deployment. Employees must provide notice of intent to take Military Spouse Leave within two business days of receiving official notice that the military spouse will be on leave from deployment. A Request for Authorized Absence form must be supported by documentation certifying that the military member will be on military leave from deployment during the time of the requested leave.

To be eligible for Military Spouse Leave, an employee must work an average of 20 or more hours per week and be the spouse of a qualified member of the military. For Military Spouse Leave purposes only, the term "spouse" includes registered domestic partners. The term "qualified member of the military" is defined as (1) a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or (2) a member of the Armed Forces Reserve Components or the National Guard who has been deployed during a period of military conflict. Combat zones are designated by the President of the United States. "Military conflict" means a period of war declared by the United States Congress or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States. Provided all the conditions of this policy are met, an employee may take a maximum of ten (10) days of Military Spouse Leave. Questions concerning eligibility should be directed to the Human Resources Office.

Leave requested pursuant to this section is unpaid. However, an employee who is granted Military Spouse Leave shall be entitled to use any accrued vacation benefits during the period of leave. Paid sick time during Military Spouse Leave may only be utilized in conformance with Policy 3030 (see Section IV of Policy 3030, Sick Time). The use of paid leave does not extend the total duration of Military Spouse Leave to which an employee is entitled. Employees on Military Spouse Leave accrue employment benefits, such as sick time, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employees who fail to return to work on the first ~~work day~~workday after the period of the approved leave expires will be considered to have voluntarily resigned, unless unusual circumstances have prevented the return and a

reasonable excuse has been offered and accepted within three (3) work days after the period of the approved leave expired.

## **POLICY 4040 DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING VICTIM LEAVE**

**PURPOSE:** To define Fresno EOC's policy and procedure on Domestic Violence, Sexual Assault, or Stalking Victim Leave in accordance with California Labor Code.

**POLICY:** It is the policy of Fresno EOC to allow employees to take leave for purposes of domestic violence, sexual assault, or stalking to ensure his/her/their health, safety, or welfare, or that of his/her/their child.

**REFERENCE:** California Labor Code § 230 and 230.1; Family Code § 6211; Penal Code §§ 261, 261.5, 262, 265, 266, 266a, 266b, 266c, 266g, 266j, 267, 269, 273.4, 285, 286, 288, 288a, 288.5, 289, or 311.4; Family Medical Leave Act of 1993; AB2377

### **PROCEDURE:**

#### **I. DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING VICTIMS' LEAVE: LEGAL PROCEEDINGS/ REASONABLE ACCOMMODATION**

If an employee is a victim of domestic violence and/or sexual abuse, the employee may use accrued sick leave or may take unpaid time off from work, to help ensure his/her/their health, safety or welfare, or that of his/her/their child; to seek medical attention for injuries caused by such abuse; obtain services from a domestic violence shelter; obtain psychological counseling related to an experience of domestic violence; obtain a restraining order; seek court assistance; or similar activities.

#### **II. CRIME VICTIMS' LEAVE**

An employee who is the victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is the immediate family member, registered domestic partner or child of the registered domestic partner of such a victim will be given time off as necessary to attend judicial proceedings in relation to the crime.

Fresno EOC will also allow time off for employees to appear in court to be heard at any proceeding in which a right of the victim is at issue. The victim may be the employee, spouse, parent, child, sibling or guardian. The crimes to which this time off applies is extensive. You should ask the Human Resources Office about your particular circumstances. As a condition of taking time off, employees may be required to provide reasonable advanced notice if feasible and documentation establishing the right to such time off. Fresno EOC will make every effort to maintain the confidentiality of any employee requesting crime victim leave. An employee may use accrued paid vacation time that is otherwise available to the employee for this time off.

#### **III. REQUESTING TIME OFF**

An employee who is a victim of domestic violence, sexual assault, or victims of stalking will not be discriminated or retaliated against when taking time off from work to help ensure his/her/their health, safety, or welfare, or that of his/her/their child by obtaining:

- A temporary restraining order;
- A restraining order; or
- Other court assistance;
- Medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- Services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault;
- Psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Employees must give Fresno EOC reasonable advance notice of the employee's intention to take time off, unless the advance notice is not feasible. A Request for Authorized Absence form must be completed and approved by the employee's immediate supervisor, and program manager/director. Should an unscheduled absence occur, the employee is responsible for providing a certification to Fresno EOC. Certification may be in the form of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking; or
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking.

An employee may use up to 24 hours, or 3 days, whichever is greater, of Paid Sick Leave (PSL) in each calendar year of employment (see Policy 3035, Paid Sick Leave).

An employee may use accrued and unused vacation or sick time while on leave. Leave may not exceed the unpaid leave time allowed under the unpaid leave permitted by the federal Family and Medical Leave Act.

Fresno EOC will also provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work, unless it would constitute an undue hardship on Fresno EOC's business operations. Upon receiving an employee's request for accommodation, Fresno EOC shall engage in a timely, good faith interactive process with the employee to determine effective reasonable accommodations.

To the extent allowed by law, Fresno EOC shall maintain the confidentiality of any employee requesting leave.

## **POLICY 5010 WORKPLACE ATMOSPHERE**

**PURPOSE:** To maintain a friendly, congenial and professional atmosphere by identifying the responsibilities of Fresno EOC and its employees.

**POLICY:** It is the policy of Fresno EOC that all employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment, discrimination, retaliation, and violence. Fresno EOC's respect and reputation in the community will be determined by the work we do, and by the employees who represent us. We are proud of those who work for us, and employees can be proud of the positions of trust they hold. It is expected that employees will maintain the highest degree of integrity and honesty. The community will judge Fresno EOC by the actions of its employees.

### **PROCEDURE:**

#### **I. DEFINITION**

Employees are expected to conduct themselves in an appropriate manner in accordance with this policy.

Employees have the right to conduct their work without disorderly interference from other employees and be treated with respect and professionalism. The Agency prohibits employees from violating this right of their co-workers. Employees are also expected to maintain their work area in a neat and professional manner as to not disrupt another employee's work environment or create any safety hazards.

Fresno EOC encourages a congenial work environment of respect and professionalism. Therefore, employees, co-workers, clients and/or program participants should not:

- Verbally abuse others;
- Use intimidation tactics and/or make threats;
- Sabotage another's work;
- Stalk others; or
- Make malicious, false and/or harmful statements about others.

## POLICY 5020 STANDARDS OF PERFORMANCE AND CONDUCT

**PURPOSE:** To identify performance and conduct considered improper and unacceptable in the workplace and which may result in corrective action.

**POLICY:** It is the policy of Fresno EOC that employees are expected to observe certain standards of job performance and good conduct. An employee is expected to conduct ~~himself/herself~~ themselves in a manner benefiting ~~his/her~~ their status as an employee of Fresno EOC and exercise prudence and discretion in regard to all Agency business. When performance or conduct does not meet the standards of Fresno EOC standards, the Agency will endeavor, when it deems appropriate and at its sole discretion, to provide the employee a reasonable opportunity to correct the deficiency unless Fresno EOC determines such conduct is not able to be remedied or warrants immediate termination. An employee who fails to make the correction will be subject to corrective action up to and including termination.

### PROCEDURES:

#### I. STANDARDS

The standards set forth below are intended to provide employees with fair notice of performance and conduct considered improper and unacceptable in the workplace. However, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Fresno EOC, other employees, co-workers, clients and/or program participants, may also result in corrective action.

A. Job Performance: An employee may be issued corrective action, up to and including termination, for poor job performance, including but not limited to the following:

1. Failure to meet standards of quality and quantity;
2. Failure to perform the job satisfactorily;
- ~~3.~~ Discourteous or unprofessional conduct;
- ~~3-4.~~ Failure to meet minimum qualifications of the job;
- ~~4-5.~~ Excessive absenteeism, tardiness, or abuse of break or meal privileges;
- ~~5-6.~~ Failure to follow established safety regulations;
- ~~6-7.~~ Neglect of duty.

B. Conduct: An employee may be issued corrective action, up to and including termination, for misconduct including, but not limited to the following:

1. Insubordination, including refusal to comply with reasonable request from supervisor or refusal to perform a job assignment;
2. Dishonesty, fraud, bribery or gratuity;
3. Violation of safety practices, procedures, rules and regulations;
4. Failure to notify supervisor of any inability to report to work;
5. Unauthorized possession, misuse, defacement, or destruction of Fresno EOC property or the property of another;
6. Theft;
7. Unauthorized removal of Fresno EOC property from its proper location;
8. Violating conflict of interest rules and accepting gratuities;
9. Disclosing or using confidential or proprietary information without authorization;
- ~~10.~~ Falsifying or altering Fresno EOC or another employee's records or documents, including but not limited to the application for employment and time sheets, etc.;
- ~~10-11.~~ Incurring unauthorized meal premiums;
- ~~11-12.~~ Threatening, intimidating, coercing, or otherwise interfering with other employees, co-workers, clients, and/or program participants;

- ~~12.13.~~ Fighting, or any acts of violence;
- ~~13.14.~~ Unruly behavior or “horseplay”;
- ~~14.15.~~ Use of obscene, abusive, or offensive language;
- ~~15.16.~~ Harassment as defined in Policy 1030;
- ~~16.17.~~ Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Fresno EOC property or while conducting Fresno EOC business;
- ~~17.18.~~ Gambling on Fresno EOC premises or while conducting Fresno EOC business;
- ~~18.19.~~ Wearing clothing inappropriate for the work being performed;
- ~~19.20.~~ Smoking where prohibited by local ordinance or Fresno EOC rule;
- ~~20.21.~~ Leaving the job without authorization;
- ~~21.22.~~ Sleeping on the job;
- ~~22.23.~~ Possessing a firearm or other dangerous weapon on Fresno EOC property or while conducting Fresno EOC business;
- ~~24.~~ Failure to report to Fresno EOC within five (5) days any criminal conviction that may impact the employee’s ability to perform ~~his/her~~their position duties, licensing under the program the employee works, insurability by the agency carrier; or as otherwise required by law to be disclosed;
- ~~23.25.~~ Failure to report an on the job incident or accident:
- ~~24.26.~~ Causing an accident as a result of operating a Fresno EOC vehicle in a reckless and negligent manner;
- ~~25.27.~~ Violating vehicle codes and/or Fresno EOC policies which cause an accident, injury, or property damage;
- ~~26.28.~~ Failure to comply with Fresno EOC policies and procedures;
- ~~27.29.~~ Stereotyping any child or family on the basis of gender, race, ethnicity, culture, religion, or disability;
- ~~28.30.~~ Violating program confidentiality policies concerning information about children, families, and other staff members;
- ~~29.31.~~ Using abusive, profane, sarcastic language or verbal abuse, threats, or derogatory remarks about Fresno EOC, staff, clients or client’s family;
- ~~30.32.~~ Using any form of public or private humiliation;
- ~~31.33.~~ Leaving children or clients alone or unsupervised while under ~~his/her~~their care;
- ~~32.34.~~ Endangering the health or safety of children;
- ~~33.35.~~ Using toilet learning/training methods that punish, demean, or humiliate a child;
- ~~34.36.~~ Using any form of emotional abuse, including rejecting, terrorizing, extended ignoring or corrupting a child;
- ~~35.37.~~ Failure to use positive methods of child guidance and engaging in corporal punishment, emotional abuse, physically maltreat or abuse, or humiliation;
- ~~36.38.~~ Employing methods of discipline with the children that involve isolation, the use of food as punishment or reward, binding or tying a child to restrict movement, taping a child’s mouth, taking away a child’s physical activity/outdoor time, or the denial of basic needs;
- ~~37.39.~~ Failure to conduct ~~himself/herself~~themselves in a professional and ethical manner with all employees, co-workers, clients and/or program participants;
- ~~38.40.~~ Engaging in sexual or other inappropriate contact or relationships with program participants;
- ~~39.41.~~ Ignoring grantor requirements relating to any program for the Agency;
- ~~40.42.~~ Engaging in actions that reflect adversely upon grantors and/or the families or communities we serve;
- ~~41.43.~~ Other rules or standards implemented by programs or the Agency.

These examples of conduct violations do not affect the at-will status of all employment whereby an employee can be terminated with or without cause or advance notice.

## II. CORRECTIVE ACTION PROCEDURE

The level of corrective action used to maintain the standards of performance and conduct will be determined in light of the facts and circumstances of each individual case at the sole discretion of Fresno EOC. Each incident



will be considered in light of a variety of factors, including: (1) the seriousness of the incident and the circumstances; (2) the employee's past conduct; (3) the nature of any previous incidents; and (4) the general practice as it relates to the incident (see Policy 5025, Counseling and Corrective Action).

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

## POLICY 5025 COUNSELING AND CORRECTIVE ACTION

**PURPOSE:** To establish procedures with respect to counseling and corrective action; to assure all employees that basic corrective action procedures will be applied uniformly. To give employees who violate rules the opportunity to improve by advising what specific actions they should take to meet performance and conduct standards unless the employee's misconduct is determined to warrant immediate termination.

**POLICY:** It is the policy of Fresno EOC that all employees are required to comply with the Agency's standards of performance and conduct and that any noncompliance with these standards must be corrected. Fresno EOC has implemented a progressive corrective action system that supports uniformity, but does not preclude any form being used at any time and in any order deemed necessary under the circumstances. Nothing in this policy modifies Policy 1010 which provides that employment with Fresno EOC is at-will and can be terminated at any time with or without notice or cause.

### PROCEDURES:

#### I. COACHING AND COUNSELING

Fresno EOC is committed to creating an environment where employees can do their best work. Supervisors are expected to regularly coach employees and correct performance issues while they are minor. The goal of coaching is to work with the employee to solve performance problems and to improve the work of the employee and the organization. Employees who fail to respond positively to informal coaching may receive corrective action and/ or be placed on a Performance Improvement Plan (PIP).

#### II. CORRECTIVE ACTION

The level of corrective action used to maintain the standards of performance and conduct will be determined in light of the facts and circumstances of each individual case at the sole discretion of Fresno EOC. Each incident will be considered based on a variety of factors, including but not limited to: (1) the seriousness of the incident and the circumstances; (2) the employee's past conduct; (3) the nature of any previous incidents; and (4) the general practice as it relates to the incident. Depending on the circumstances and nature of the incident, Fresno EOC may place an employee on paid administrative leave pending the results of an investigation. Paid administrative leave must be approved by the ~~program Officer or Chief Executive Officer or Chief Programs Officer~~ and may not exceed a maximum of four weeks.

#### III. PROCESS

A. Verbal Reprimand: If an employee is not meeting Fresno EOC standards of performance or conduct, the employee's supervisor should take the following action:

1. Meet with the employee to discuss the matter;
2. Inform the employee of the nature of the problem and the action necessary to correct it;
3. Complete a Verbal Reprimand form signed by the employee and supervisor indicating that the meeting has taken place; and
4. Route for signatures and forward to the Human Resources Office. This information will be included in the employee's personnel file.

B. Written Reprimand and Warning: If there is a continued breach of performance or conduct standards, or if the situation warrants, the supervisor should hold a meeting with the employee and take the following action:

1. Issue a Written Reprimand and Warning to the employee;

2. Warn the employee that a continued breach of performance or conduct standards will result in more severe corrective action;
3. Require the employee to read and sign the written reprimand, and give the employee the opportunity to provide a written response; and
4. Forward the signed written reprimand to the Human Resources Office along with a summary of previous incidents which gave rise to the written warning and the action taken during the meeting with the employee. This information will be included in the employee's personnel file.

C. Suspension: If there are additional occurrences, and/or depending on the severity of the conduct, the supervisor should take the following action:

1. Recommend suspension to the program manager/director and responsible Officer and obtain approval prior to any action being taken;
2. Issue a written suspension notice;
3. Suspend the employee without pay for up to five working days; or
4. Forward the suspension notice and signed warning form to the Human Resources Office along with any written report describing the occurrences and summarizing all actions taken and justifications.

All suspensions, including those which may lead to termination, must be reviewed by and approved by the program manager/director, and the responsible Officer.

D. Discharge (Involuntary Termination): An employee may be discharged for poor performance, misconduct, or other violations of Fresno EOC's rules of conduct (see Policy 5020, Standards of Performance and Conduct). Discharges must be approved by the responsible Officer with approval by the Head Start Policy Council when applicable. Prior to discharging an employee under this policy, the Human Resources Officer will be consulted to assure proper documentation and procedures have been followed. As required by Federal Head Start rules, if the Head Start Policy Council disagrees as to the discharge of a Head Start employee, a committee shall be established with representatives of the Policy Council, Head Start staff and Fresno EOC. The committee shall meet and confer in an attempt to resolve the difficulty and clarify the termination criteria to be utilized.

#### **IV. PERFORMANCE IMPROVEMENT PLAN**

The Performance Improvement Plan (PIP) is a formal process wherein the supervisor meets with the employee to provide structured counseling and feedback regarding performance and conduct. If the employee fails to successfully complete the PIP, the supervisor will follow the corrective action procedures as outlined. An employee may be placed on a performance improvement plan in increments of thirty (30) days, up to a maximum of ninety (90) days. During the performance improvement period, the supervisor must evaluate the employee at the midpoint and at the end of the period. When an employee is placed on a performance improvement plan, a recommendation may be made by the employee's supervisor to seek assistance through the Employee Assistance Program (see Policy 7030, Employee Assistance Program).

The supervisor will review the outcome of the performance improvement plan with the employee. The employee may be terminated at any point during the performance improvement period for failure to demonstrate improved job performance and/or other violation(s) of agency policies.

## **V. DEMOTION**

The program manager, with the approval of the director, may demote an employee for corrective action reasons at any point during the process outlined above. A demotion is a change of any employee from a position of one pay grade to a position in a lower pay grade. The employee must meet the qualifications for the position in the lower grade. Demotions must be documented in writing and specify the cause for such action. Approval must be granted by the responsible Officer. Approval by the Head Start Policy Council, where applicable, is also required.

## **VI. CONTINUED BREACH OF CONDUCT**

The corrective action procedures described above are not intended to apply solely to related problems and will be applied to an employee who is experiencing a series of unrelated problems involving job performance or conduct. Even though incidents may be unrelated, they represent a continuing pattern of policy violations that shall be addressed.

## **VII. SERIOUS MISCONDUCT**

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a breach of policy or violation of law, the procedures contained above may be accelerated.

The supervisor, with the concurrence of the program manager/director and responsible Officer, should suspend the employee pending review. An investigation of the incidents leading up to the suspension shall be conducted to determine what further action, if any, should be taken, including termination.

## **VIII. INVESTIGATORY INTERVIEW**

An investigatory interview will be conducted for the purpose of determining the facts involved in any suspected violation of Fresno EOC rules and regulations. A typical investigation consists of interviewing the involved employee and any witnesses, finding and assessing any physical evidence, and evaluating the facts. The Human Resources Manager or Officer may be required to assist with the investigation. The interviewer should advise the employee witness as to the nature of the situation requiring investigation. Confidentiality shall be maintained during the investigations to the extent possible. Only those with a business need-to-know should be told about the allegations and investigation, and participants in the investigation should be requested not to discuss the situation with others in order to preserve the integrity of the investigation.

## **IX. TIME LAPSE BETWEEN PREVIOUS CORRECTIVE ACTION**

If an employee completes twelve (12) months without further corrective action under this policy, any failure to meet performance or conduct may be treated as a first occurrence under this policy. However, Fresno EOC may still consider all past corrective actions in the continuation of employment and/or evaluating the performance of an employee (see Policy 7020, Performance Evaluations). Past corrective action(s) are relevant when making employment decisions and when evaluating an employee's overall performance.

## POLICY 5030 ALCOHOL/DRUG FREE WORKPLACE

**PURPOSE:** It is the intent of Fresno EOC to maintain a workplace that is free of drugs and alcohol.

**POLICY:** It is the policy of Fresno EOC that the Agency has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with the health, safety, efficiency, and success of Fresno EOC. Employees who are under the influence of drug(s) or alcohol on the job compromise Fresno EOC's interests, endanger ~~his/her~~their own health and safety and the health and safety of others.

Fresno EOC has established this policy to further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for employees, and to protect property, equipment, and operations. Each employee must abide by this policy as a condition of continued employment with Fresno EOC.

**REFERENCE:** Drug-Free Workplace Act of 1988 (DFWA), 41 U.S.C. § 701, et seq.; Drug-Free Workplace Act of 1990 (CDFWA), Gov. Code § 8359 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.; The Rehabilitation Act, 29 U.S.C. § 701 et seq.; Omnibus Transportation Employee Testing Act (OTETA): Gov. Code § 8350 et seq.; California Confidentiality of Medical Information Act, Civ. Code § 56 et seq.; California Labor Code 1026; Federal Controlled Substances Act.

### PROCEDURES:

#### I. PROHIBITED CONDUCT

Employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages on Fresno EOC premises or work locations, and Agency vehicles. The exception to this policy is agency sponsored events with a special waiver by the Chief Executive Officer for alcoholic beverages.

Supervisors, as well as any other employees, should immediately report any action by an employee who demonstrates an unusual or affected behavior to ~~his/her~~their immediate supervisor and Human Resources Officer. Employees believed to be at work under the influence of illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages will be approached by the supervisor who will initiate the appropriate action. An employee in a designated safety-sensitive position as described in Section VIII will be subject to drug and/or alcohol testing as described in Section VII (B) of this policy.

#### II. CORRECTIVE ACTION

A. Criminal Convictions: Employees are required by this policy to notify Fresno EOC within five days of any conviction that may impact the employee's ability to perform ~~his/her~~their position duties, licensing under the program the employee works, insurability by the agency carrier; or as otherwise required by law to be disclosed. Failure to notify Fresno EOC of the above will result in corrective action up to and including termination. When required by federal law, Fresno EOC will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug and/or alcohol statute.

B. Discharge for Violation of Policy: Employees will be subject to corrective action, up to and including termination, for violations of this policy. Violations include, but are not limited to: possessing illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, transporting, or manufacturing or selling them on Fresno EOC premises or work locations, and Agency vehicles.

C. Discretion Not to Discharge: Fresno EOC may choose not to discharge an employee for a violation of this policy if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program when recommended by Fresno EOC or the employee contacts an Employee Assistance

Program (EAP) and follows the recommendations made by the EAP, including satisfactory completion of or participation in an approved drug or alcohol abuse assistance or rehabilitation program.

D. Effect of Criminal Conviction: An employee who is convicted under a criminal drug/alcohol statute for a violation occurring on work duty will be deemed to have violated this policy.

### III. USE OF OTC/PRESCRIBED MEDICATION

Fresno EOC recognizes that an employee may, from time to time, be prescribed medication that, when taken as prescribed or according to the manufacturer's instructions, may result in ~~his/her~~their impairment. Employees must report ~~his/her~~their use of over-the-counter or prescribed medications to ~~his/her~~their supervisor if the use might impair ~~his/her~~their ability to perform ~~his/her~~their job safely and effectively. Employees may not work while impaired by the use of prescribed medication if the impairment might endanger the employee or someone else, pose a risk of significant damage to Fresno EOC property, or substantially interfere with the employee's job performance. To accommodate the absence, the employee may use accrued sick time or vacation benefits. The employee may also qualify for an unpaid leave of absence, such as family care or medical leave. Nothing in this policy is intended to sanction the use of accrued sick time or vacation benefits to accommodate absences due to the abuse of prescribed medication. Further, nothing in this policy is intended to diminish Fresno EOC's commitment to employ or reasonably accommodate qualified disabled individuals. Fresno EOC will reasonably accommodate any qualified disabled employee who must take prescribed medication because of a disability if, with such reasonable accommodation, the employee can perform the essential functions of the position.

### IV. UNREGULATED OR AUTHORIZED CONDUCT

A. Customary Use of Over-the-Counter Drugs: Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy.

B. Off-the-Job Conduct: This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this policy while at work. An employee, while not consuming alcohol at work, may be under the influence from off-duty consumption or have a strong smell of alcohol which affects ~~his/her~~their ability to professionally perform job duties. An employee in a designated safety-sensitive position, as described in Section VIII, will be subject to drug and/or alcohol testing as described in Section VIII (B) of this policy.

### V. CONFIDENTIALITY

To safeguard privacy rights, disclosures made by an employee to ~~his/her~~their supervisor concerning ~~his/her~~their use of legal drugs will be treated confidentially and will not be disclosed to any other person unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. For the same reason, disclosures made by an employee to ~~his/her~~their supervisors concerning ~~his/her~~their participation in a drug and/or alcohol rehabilitation program will be treated as confidentially as possible.

### VI. COUNSELING/EMPLOYEE ASSISTANCE

Fresno EOC maintains an Employee Assistance Program which provides help to employees who seek assistance for drug and/or alcohol abuse as well as for other personal or emotional problems. An employee who suspects that ~~he/she~~they may have an alcohol and/or drug problem, even in the early stages, is encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals.

Participation in counseling, including Fresno EOC-sponsored or required counseling, is confidential and should not have any influence on performance evaluations. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance evaluations.

## **VII. DRUG AND ALCOHOL TESTING**

A. Reasonable Suspicion Testing for Current Employees: An employee may be referred by a supervisor or other management to the Agency's Occupational Health provider for evaluation when there is reason to believe that an employee is intoxicated or under the influence of drugs, including controlled substances, during work hours. Evidence of such behavior may include, but is not limited to: slurred speech, uneven gait, mood swings, violent temper, excessive absenteeism and tardiness, a reportable work related accident or injury, or an avoidable accident involving a vehicle or causing property damage.

B. Testing of Applicants for Designated Safety-Sensitive Positions: As part of Fresno EOC's employment screening process, any applicant for a safety-sensitive position to whom an offer of employment is made must pass a test for controlled substances, under the procedures described below. The offer of employment is contingent on a negative test result. Applicants will be informed of Fresno EOC's drug and alcohol testing policy in the employment application. Existing employees who transfer to a safety-sensitive position must comply with the testing requirement for that position.

A safety-sensitive position as referred to in this policy and defined by the Department of Transportation is a commercial driver position which requires the driving of vehicles: (1) with a gross combination weight rating of 26,001 or more pounds; or (2) with gross vehicle weight rating of 26,001 or more pounds; or (3) designed to transport sixteen (16) or more passengers, including the driver. Additionally, a safety-sensitive position includes any employee required to drive an agency vehicle in the course of employment and any position requiring the use of a California Class "A" or Class "B" commercial driver's license.

### **C. Testing of Employees in Designated Safety-Sensitive Positions**

1. Testing for reasonable suspicion: If an employee occupies a designated safety-sensitive position as defined above and the supervisor or manager has a reasonable suspicion that the employee is working in an impaired condition or otherwise in violation of this policy, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, a drug and alcohol test will be requested in accordance with the procedure outlined below. If the employee refuses to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result
2. Random testing: Employees occupying designated safety-sensitive positions will be subject to random testing. The required selection rate is 10% of the average number of safety-sensitive positions annually for alcohol testing and 50% for drug testing. The selection process will be scientifically valid, that is, each affected employee will have an equal chance of being drawn each time a random selection is made. The testing will be unannounced and will be completed just before, just after, or while on duty.
3. Post-accident testing: Post-accident testing is required where a driver in a safety-sensitive position is involved in a vehicle accident whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all accidents involving a loss of life, medical treatment, or vehicle damage, even if the driver is not cited for a moving traffic violation. The driver must be tested as soon as possible after the accident. If the test is not completed within two (2) hours, the department must document in writing why the test was not administered.
4. Return-to-duty and follow-up testing: Return-to-duty and follow-up testing is conducted when an individual who has violated the prohibited drug and alcohol conduct standards returns to

performing safety-sensitive duties, after successfully completing an approved professional substance abuse program. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after a driver returns to duty. Follow-up testing may be extended for up to sixty (60) months following return to duty.

D. Procedures for Drug and Alcohol Testing: Fresno EOC will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. Fresno EOC will pay the cost of the test. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or nonprescription drugs that have been taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. All urine specimens will be analyzed for the following drugs: (1) marijuana (THC metabolite); (2) cocaine; (3) amphetamines; (4) opiates (including heroin); and (5) phencyclidine (PCP). Positive results will be confirmed by gas chromatography/mass spectrometry.

Alcohol testing will be conducted using a calibrated evidential breath testing device (EBT). If the test result is less than .02, the test is negative. If the test result is .02 or greater, a confirmation test will be performed. The clinic or laboratory will inform Fresno EOC as to whether the applicant passed or failed the drug or alcohol test. Failure of the test by the employee will be considered a violation of this policy and the employee will be subject to corrective action up to and including termination.

Employees who have engaged in alcohol or drug misuse as indicated by the above testing procedure will not be permitted to return to safety-sensitive duties until they have been evaluated by a substance abuse professional, have complied with recommended treatment and rehabilitation, and had a negative result on a return-to-duty test. Follow-up testing to monitor continued abstinence may be required.

E. Acknowledgment and Consent: Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Fresno EOC of medical information regarding test results. Refusal to sign the agreement and consent form, or to submit to a drug and/or alcohol test, will result in the revocation of an applicant's job offer, or will subject an employee to corrective action up to and including termination. Applicants, as a condition of employment, must consent to Fresno EOC obtaining information on ~~his/her~~their drug and/or alcohol test results for the previous two years. The driver's previous employers will be requested to furnish reports on any positive tests and/or refusals to test.

F. Confidentiality: All drug and/or alcohol testing records will be treated as confidential.

G. Fitness for Duty: To protect the health and well-being of our employees, and to maintain a safe work environment for employees and clients, Fresno EOC reserves the right to request a Fitness for Duty evaluation when:

- There is reasonable cause for serious concern about an employee's ability to perform duties safely:
- An employee's behavior is grossly inappropriate for the workplace:
- There is reasonable concern for workplace safety: or
- Medical clarification is needed to support a reasonable accommodation request.

All matters will be treated as confidential.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.



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| <b>POLICY 5040 MANDATORY CHILD ABUSE REPORTING</b> |
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**PURPOSE:** To inform employees of their responsibility to report known or suspected instances of child abuse.

**POLICY:** It is the policy of Fresno EOC that employees who work with children are required by law to report any known or suspected child abuse to the appropriate authorities.

**REFERENCE:** California Penal Code, §§ 11164-11174.4

**PROCEDURE:**

A mandated reporter is any employee that works with children as defined in Penal Code §11165.7. Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by law is guilty and punishable by law. All Head Start and Early Head Start employees are “mandated reporters.”

A mandated reporter shall make a report to the appropriate authorities whenever, within the employee's professional capacity or within the scope of employment, the employee has knowledge of, observes, or reasonably suspects a child has been the victim of child abuse or neglect. A mandated reporter must make a report if there is a substantial risk that abuse or neglect may occur, either in the care of a Fresno EOC Head Start/Early Head Start center or outside of the program. The mandated reporter shall make a report to the authorities immediately or as soon as is practicably possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence relating to the incident. Agency programs and individuals must not attempt to investigate; to do so can jeopardize the accuracy of the official investigation conducted by child protective services. Any employee who is the subject of a reported case of abuse or neglect must be removed from contact with children during the state investigation and until the charge is fully resolved.

## **POLICY 5050 EMPLOYMENT OF RELATIVES (NEPOTISM) AND PERSONAL RELATIONSHIPS**

**PURPOSE:** To avoid favoritism or the perception of favoritism by related employees and Commissioners or employees involved in a personal relationship with other employees.

**POLICY:** It is the policy of Fresno EOC to avoid the employment, assignment, transfer, promotion or compensation of relatives of employees or employees involved in a personal relationship into situations where the possibility of favoritism or the perception of conflicts of interest might exist.

**REFERENCE:** California Government Code § 12940(a) (3) (A).

### **PROCEDURES:**

#### **I. ASSIGNMENTS**

Fresno EOC endeavors to avoid situations in which actual or an appearance of a conflict of interest may exist in the employment of relatives or employees involved in a personal relationship. To implement this objective, Fresno EOC will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships involving relatives or individuals with close personal relationships that may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships.

In keeping with this policy, relatives of employees and the Board of Commissioners and individuals with whom employees reside will not be eligible for employment with Fresno EOC in any situation where potential problems of supervision, safety, security or morale exist or where personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For example, Fresno EOC may refuse to place one relative under the direct supervision of the other relative for the reasons given above. For the same reasons, Fresno EOC may refuse to place relatives or employees involved in a personal relationship in the same program, component, department, division, or facility if the work involves potential conflicts of interest or hazards that are greater for relatives than for other individuals.

#### **II. DEFINITION OF RELATIVE**

For purposes of this policy, relatives include an employee's parent, grandparent, child (natural, foster, or adopted), spouse, domestic partner, brother or sister, stepparent, stepchild, stepbrother or stepsister. Relatives also include any parent, child, brother or sister of an employee's spouse. As noted above, the policy is not limited to relatives and applies to other covered situations involving actual and potential conflicts of interest.

If two employees become subject to the restrictions of this policy after they are hired, one or both of the employees must seek a transfer or reassignment that eliminates the actual or potential conflict of interest as specified in this policy. (For example, if two employees marry, become romantically involved, become related, or cohabitate as domestic partners, and the potential problems noted above exist, only one of the employees will be permitted to stay within the same program, component, department, division, or facility.) The decision as to which of the individuals will remain must be made by the two employees within thirty (30) calendar days from the beginning of the relationship or potential conflict. If no decision has been made by the employees involved during this time, management reserves the right to make an assignment.

#### **III. DEFINITION OF PERSONAL RELATIONSHIP**

For purposes of this policy, personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

## POLICY 5060 CODE OF ETHICS AND BUSINESS CONDUCT

**PURPOSE:** Fresno EOC expects employees to adhere to the highest possible standards of ethics and business conduct and to comply with all laws and regulations in relation to the Agency.

**POLICY:** It is the policy of Fresno EOC to preserve and foster the public's trust and confidence. Employees are expected to be knowledgeable about their job, conduct all aspects of their employment in an ethical and legal manner and in accordance with laws and regulations, and to comply with Fresno EOC policies and procedures.

**REFERENCE:** Whistleblower Protection Act, California Labor Code 1102.5 (a-c)

### PROCEDURES:

#### I. CONFLICTS OF INTEREST

It is the policy of Fresno EOC to prohibit employees from engaging in any activity, practice or conduct which conflicts with, or appears to conflict with, the interests of Fresno EOC. A conflict of interest exists when the employee's loyalties or actions are divided between Fresno EOC's interest and those of another, such as clients, funding sources, suppliers, personal businesses, or for another employer.

A. Reporting Conflicts of Interest: Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Fresno EOC. Both the fact and the appearance of a conflict of interest will be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should refer questions and concerns to his/her/their supervisor for clarification.

B. Conflicts of Interest: Conflicts of interest prohibited in this policy are not intended to be exhaustive and only include some of the more common examples. Failure to adhere to this policy, including failure to disclose any conflicts, will result in corrective action up to and including termination.

Some of the more common conflicts from which employees should refrain include the following:

- Engaging in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to Fresno EOC.
- Accepting personal gifts, meals or entertainment from clients, funding sources, suppliers, or potential suppliers, except those of nominal value.
- Engaging in outside activity or accepting work in any outside position that interferes with the ability to devote full and best efforts to Fresno EOC's interests.
- Using proprietary or confidential Fresno EOC information for personal gain or to the detriment of Fresno EOC.
- Using Fresno EOC assets or labor for personal use.
- Developing a relationship with a client or an employee that interferes with the exercise of impartial judgment in decisions affecting Fresno EOC or any employees of Fresno EOC.
- Taking positions on behalf of Fresno EOC of a political nature and/or endorsement of a candidate or issue.

#### II. CONFIDENTIALITY

Confidential information is only to be discussed with those employees who have a business need-to-know.

Confidentiality is an essential part of our Agency. Fresno EOC's clients give us private/personal information about themselves and rightfully trust us to keep this information in confidence. Technology has enabled us to keep

more information about our clients on computer systems. Misuse of information is against Agency ethical standards and business practices.

An employee's role in privacy protection is critical. Employees will have access to confidential information about the Agency, its clients, and co-workers. Such information is intended solely for use within the Agency and is limited to those with a business need-to-know. Confidential information acquired by an employee through employment must be held in confidence and, except for a business reason, must never be discussed outside the scope of the employee's position. Information is to be used solely for Agency purposes.

Employees must not disclose confidential information obtained in the course of employment to any other employee unless the other employee has a business need to know the information for the performance of duties on behalf of Fresno EOC. Except for authorized management personnel, confidential information may not be disclosed to any person outside the Agency except when its disclosure is required by law or has been specifically authorized in writing by the client or employee.

Improper release of confidential information damages trusts in the Agency and can result in loss of business and even legal action. It also reflects employees' abilities to conduct business in the capacity for which they were hired. An employee who violates this policy is subject to corrective action, up to and including termination.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

### **III. WHISTLEBLOWING**

It is the policy of Fresno EOC and public policy of the State of California to encourage employees to notify [Fresno EOC or](#) an appropriate government or law enforcement agency when they have reason to believe an employer is violating a state or federal statute, rule, or regulation, or violation of fiduciary responsibility, or violating or not complying with a state or federal rule or regulation. Fresno EOC will not retaliate against any employee for filing a complaint or participating in an investigation related to the complaint. Fresno EOC will not tolerate or permit retaliation. Any possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility should be directed to the Human Resources Officer or the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

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| <b>POLICY 5070 SOLICITATION, DISTRIBUTION, AND POSTING</b> |
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**PURPOSE:** To establish a policy prohibiting solicitation.

**POLICY:** It is the policy of Fresno EOC that employees are not to solicit or distribute literature to other employees, clients, and visitors on Agency premises other than for approved work-related business.

**PROCEDURE:**

Fresno EOC prohibits the solicitation, distribution and posting of materials on or at Agency property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by management and Agency-sponsored programs related to Agency services.

Non-employees may not solicit employees or distribute literature of any kind on Agency premises at any time. Employees may only admit non-employees to work areas with management approval or as part of an Agency-sponsored program. These visits should not disrupt workflow. The employee must accompany the non-employee at all times.

Employees may not solicit other employees during work times, except in connection with an Agency approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with an Agency-sponsored event. "Work time" excludes off duty meal periods and rest breaks.

The posting of materials or electronic announcements is not permitted, except in connection with an Agency sponsored event or approved Intranet announcement.

Violation of this policy should be reported to the Human Resources Office. An employee who violates this policy is subject to corrective action up to and including termination.

## POLICY 5080 PRIVACY AND THE USE OF FRESNO EOC RESOURCES

**PURPOSE:** To establish a policy for privacy and confidentiality in relation to the appropriate use of Fresno EOC resources, particularly the use of computers, electronic devices, telephones, cellular phones, e-mail, the Internet, WiFi, blogging, social media, instant messaging and voice mail.

**POLICY:** It is the policy of Fresno EOC to endeavor to observe the requirements of all federal and state laws and regulations pertaining to privacy and confidentiality in the workplace.

**REFERENCE:** United States Constitution, Fourth Amendment. California Constitution, Article I, Section I. Title III of the Omnibus Crime Control and Safe Streets Act of 1968, The Electronics Communications Privacy Act of 1986, California Penal Code §§ 630, 631, 632, and 637, California Private Investigators Act, California Business and Professional Code § 7523 (b), IT Policy Procedures 3010

### PROCEDURES:

#### I. DEFINITION

Agency-owned or administered information technology resources include, but are not limited to: computer system hardware and software, network equipment, servers, software and services, email and instant messaging systems, telephone and voicemail equipment and services, video equipment, printers, scanners, and other imaging systems, fax machines, copiers, other electronic equipment, and all electronic files and storage media.

#### II. AUDIO AND VIDEO RECORDING

Audio recording or video recording of private conversations and private meetings is prohibited by state law unless all of the parties involved grant permission. Audio recording or video recording of public events is generally permissible.

#### III. OTHER TECHNOLOGY RESOURCES

Resources including, but not limited to: accessing E-mail, social media, the Internet, WiFi, voice mail, instant messages, blogging, and text messages, stored on, or transmitted by or through, any of the Agency's equipment including laptops and cell phones, or ITs network(s). These resources, regardless of whether used through a third party, are provided to employees by Fresno EOC solely for the purposes of conducting Fresno EOC business and its related activities. These are property of the Agency whether or not the communication concerns the Agency's business, or intended to be private, either during or after the end of employment. Except for occasional and infrequent personal needs, such as briefly contacting a family member, employees will not use Fresno EOC resources for any purposes other than the performance of ~~his/her~~their job duties and responsibilities. Employees are prohibited from using personal service provider accounts to conduct any Agency's business and/or accessing employee accounts on personal or third-party service providers, using Agency resources. Employees are expected to exercise discretion and avoid the use of unnecessary, excessive and inappropriate remarks in e-mail and voice mail messages, and refrain from accessing and using the Internet for non-work-related purposes. Employees should have no expectation of privacy and, in fact, do not have privacy rights in the use of these resources.

Fresno EOC reserves the right to inspect such resources in order to make certain they are being used properly. Fresno EOC may, at its sole discretion, retrieve and examine the contents of e-mail, voice mail, text messages and instant messages, and any other information that is stored on an employee's computer (including desktop, laptops and tablets) and telephone, as well as the contents of files stored on computer hard drives, cloud storage, portable and removable storage, and any media~~disks~~ used by employees.

Desks, file cabinets, and similar Fresno EOC resources used by employees in the performance of ~~his/her~~their duties and responsibilities are subject to search by management personnel or ~~his/her~~their designees when, in

Fresno EOC's sole judgment, it is necessary and reasonable to do so for work-related purposes or for the investigation of suspected employee misconduct.

Employees are advised that e-mail and other stored datafiles deleted by an employee may still be retrieved from the computer network and are subject to subpoena in any legal action in which they are relevant and subject to discovery.

Disclosure: Fresno EOC employees should have no expectations of and have no right to privacy in the use of e-mail, voice mail, cloud storage, and other Fresno EOC resources and will have no right to file a grievance or take any form of legal action against Fresno EOC related to the retrieval, disclosure, and reading of his/her/their stored messages and files by Fresno EOC management personnel or other designated agents of Fresno EOC.

#### IV. INFORMATION TECHNOLOGIES AND OTHER DESIGNEES OF THE AGENCY

IT and other designated employees who are able to access messages and information from the computer network or telephone system, or directly from other employees' computers and voice mail, are prohibited from accessing and reading any such messages and information unless it is necessary to do so in the conduct of his/her/their duties and responsibilities or unless specifically directed to do so by Fresno EOC management.

Employees are prohibited from using Agency owned and grant funded electronic communication systems and/or equipment to engage in behavior that would violate Fresno EOC policies, including but not limited to sending messages that violate Fresno EOC's EEO and anti-harassment policies, including but not limited to those containing racist material of any kind, sexual innuendoes, or inappropriate content.

The following are examples of prohibited activities:

- Viewing, storing, downloading, or forwarding pornographic images or other perceived obscene, racist, or harassing materials.
- Sending electronic mail that is non-business-related, obscene, racist, harassing, contains jokes, violent or otherwise offensive.
- Hacking, including attempting to gain access to restricted information.
- Knowingly or intentionally accessing Agency information technology resources without authorization or exceeding authorized access, including through the unauthorized use of another user's login ID, account, or password.
- Downloading or forwarding electronic games, music, video, or other non-business related materials.
- Participating in non-work-related chat rooms or streaming music online.
- Solicitation or distribution of non-work-related information, such as requests for signatures, charitable contributions, support of political or organizational activities, or requests for donations.
- Bidding/purchasing of non-work merchandise or services.
- Downloading or forwarding chain letters.
- Gambling or any other illegal activity.
- Using Agency property, including computers, for personal use.
- Any other activities that violate Fresno EOC policies.

Engaging in any of these or any other non-business activities will result in corrective action up to and including termination.

Employees will maintain the confidentiality of any messages and information retrieved and read during the course of performing his/her/their duties and responsibilities and will be disclosed to those who need to know.

Employees are provided an opportunity to establish passwords so that access to business messages can be limited to the intended recipients: password protection capability is not intended to be used by employees to protect the privacy of personal messages and files.

Except as noted above, employees who have been granted appropriate proxy rights will not access messages and files for which they are not the intended recipients.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.



## POLICY 5090 SOCIAL NETWORKING

**PURPOSE:** To establish a policy for the appropriate use of Fresno EOC resources, particularly the use of Social Networking. Because online postings are a common means of communication and self-expression, they can conflict with the interests of Fresno EOC and its clients, the Agency has adopted the following policy. Breach of this policy may result in counseling and corrective action, up to and including termination.

**POLICY:** It is the policy of Fresno EOC to endeavor to observe the requirements of all federal and state laws and regulations pertaining to social networking in the workplace. Fresno EOC takes no position on employees' decision to start or maintain a blog or participate in other social networking activities on ~~his/her~~their personal time. However, it is the right and duty of the Agency to protect itself from unauthorized disclosure of information. Fresno EOC's Social Networking Policy includes guidelines for agency-authorized social networking and personal social networking and applies to all executive officers, board members, management and staff.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

**REFERENCE:** Fair Employment and Housing Council § 11031, National Labor Relations Act

### PROCEDURES:

#### I. DEFINITION

This policy applies to all forms of social media or technology including, but not limited to: video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Fresno EOC.

#### II. GUIDELINES

The following guidelines apply to social networking when authorized by Fresno EOC and done on agency time. The guidelines apply to all employer-related social networking entries, including Fresno EOC subsidiaries or affiliates.

Only authorized employees who have received adequate training, and have been approved by the Communications Department can, can prepare and modify content located on Fresno EOC's website or social media channels.

All employees who are authorized to post/interact on behalf of the agency, must be logged into their program page to must identify himself/herself as an employee of the Agency when posting ~~post~~ comments or responses on the Agency's social networking sites. Employees should not be interacting through their personal page as an agency representative.

Fresno EOC reserves the right to remove, without advance notice or permission, all ~~guest bloggers'~~ content considered inaccurate or offensive.

#### III. CONFIDENTIALITY AND PRIVACY

Employees must not disclose the Agency's confidential or proprietary information including trade secrets, client lists or identifying information, internal reports, policies, procedures or other internal business related, confidential information in online postings or publications (see Policy 5060, Code of Ethics and Business Conduct). Sharing these types of information, even unintentionally, could result in harm to the Agency and legal action against employees and/or the Agency.

#### IV. EMPLOYEE'S ONLINE IDENTITY

A. An employee is personally liable for all communications and information ~~he/she/they~~ publishes online. The Agency may be liable for online activity that uses agency assets, an agency e-mail address or any e-mail address that can be traced back to the Agency's domain, which generally is any internet address affiliated with the Agency. Using an employee's name and an Agency e-mail address may imply that an employee is acting on the Agency's behalf. ~~Due to~~~~Because~~ social media and networking ~~being public~~ activities ~~are public~~, Agency e-mail addresses and Agency assets/~~account~~ should be used only to perform job-related activities, which may include professional networking, but does not include personal social networking.

B. Outside the workplace, employees have a right to participate in social media networks using ~~his/her~~~~their~~ personal accounts. Employees may repost or forward Agency sponsored events and information on Fresno EOC social media and website. ~~However, if~~ information and communications that are published on personal online sites/~~accounts~~ should never be attributed to the Agency or appear to be endorsed by, or to have originated from, the Agency.

C. If an employee chooses to disclose ~~his/her~~~~their~~ affiliation with the Agency in an online communication, then ~~he/she/they~~ must treat all communications associated with the disclosure as professional communications governed by this and other Agency Policies.

#### V. LIMITATIONS ON ONLINE PUBLICATIONS

A. Employees should never identify a client or co-worker in an online posting without ~~their~~~~his or her~~ prior written permission.

B. Employees may not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct (see Policy 5060, Code of Ethics and Business Conduct).

C. Employees must identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, credit must be given to the original publisher or author.

D. Comments employees post about current and former co-workers can have legal consequences, even if the comments are made personally and not on the Agency's behalf.

E. While using Agency equipment, employees must refrain from publishing comments about controversial or potentially inflammatory subjects with a malicious motive, including, but not limited to: politics, sex, religion or any other non-business related subject in any posts or other online communications involving the Agency.

While using Agency equipment, employees must avoid hostile or harassing communications in any posts or other online communications involving the Agency. Harassment is any offensive conduct based upon a person's race, color, ethnicity, national origin, ancestry, sex, pregnancy, religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, immigration status, veteran's status, primary language or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, or for any other reason prohibited by law or regulation and not work related (see Policy 1030, Policy Against Harassment).

#### VI. AUTHORIZED SOCIAL NETWORKING

The goal of authorized social networking is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking is used to convey information

about the agency's services, promote and raise awareness of the agency, communicate with employees and clients or respond to breaking news or negative publicity, and discuss specific activities and events.

When social networking or using other forms of web-based forums, the Agency must ensure that use of these communications are consistent with maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

The ~~Executive Office~~ Communications Department must create and continue to have access to any ~~must approve any Agency or Agency's program~~ website, blog, ~~chat room~~, video-sharing site, bulletin board or other social media ~~that promotes the Agency~~. No employee may incorporate the Agency's logo or other intellectual property in a website, blog, chat room, video-sharing site bulletin board or other social media without the Agency's written permission.

An employee that is authorized and maintains an Agency or program account(s) including, but not limited to: website, blog, chat room, video-sharing site, bulletin board or other social media account that promotes the Agency, is responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.

## **VII. USE OF AGENCY INFORMATION**

Unless specifically instructed, employees are not authorized and are therefore restricted to speak on behalf of the agency. Employees may not publicly discuss clients, products, employees or any confidential work-related matters, outside agency-authorized communications. Employees are expected to protect the privacy of the Agency and its employees and clients and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to client information, financial information and strategic business plans.

Employees are cautioned that they should have no expectation of privacy while using the Internet or WiFi. Employee postings can be reviewed by anyone, including Fresno EOC. Fresno EOC reserves the right to monitor comments or discussions about the agency, its employees, clients and the industry, posted on the Internet by anyone, including employees and non-employees.

Employees are cautioned that they should have no expectation of privacy while using agency equipment or facilities for any purpose, including authorized internet use.

Fresno EOC reserves the right to use content management tools to monitor, review or block content that violates agency policy and procedures, and guidelines.

## **VIII. REPORTING VIOLATIONS**

Fresno EOC requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers or the Human Resources Office. Violations include unauthorized discussions of the Agency and its employees and clients, any discussion of proprietary information and any unlawful activity related to social networking.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

## **IX. CORRECTIVE ACTION FOR VIOLATIONS**

All reports of violations of this policy and other related policies will be investigated. Any violation may result in corrective action up to and including termination.

## X. POSTING COMMENTS

Employees are expected to follow the guidelines and policies set forth to provide a clear distinction between you as the individual and you as the employee.

Fresno EOC does not discriminate against employees who use private social networking accounts for personal interests, personal affiliations and/or other lawful purposes.

All employees and non-employees are personally responsible for his/her/their comments which are posted on Fresno EOC's websites and may be held personally liable for any comments that are considered defamatory, obscene, proprietary or libelous by any offended party, not just the agency.

Employees cannot use Agency-owned equipment, including computers, WiFi, agency-licensed software or other electronic equipment, facilities, or agency time to conduct personal blogging or social networking activities.

Employees cannot use the Internet or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Fresno EOC.

Employees may be viewed by readers as a spokesperson for Fresno EOC. Because of this possibility, employees must state his/her/their views expressed are his/her/their own and not those of the Fresno EOC, nor of any person or organization affiliated or doing business with Fresno EOC.

Employees cannot post on personal social networks or other sites the name, logo or any business with a connection to Fresno EOC. Employees cannot post agency-privileged information, including client information or agency-issued documents, photographs of other employees, clients, vendors or suppliers, nor can employees post photographs of persons engaged in agency business or at agency events.

Other than links to position openings and announcements, Employees cannot link from a personal social networking site to Fresno EOC's internal website.

If an employee is contacted by the media or press about his/her/their post that relates to the Agency, the employee is not to respond and must inform his/her/their supervisor(s) or the Communications Department immediately.

Nothing in this manual prohibits employees from discussing terms and conditions of employment and nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act ("NLRA").

## POLICY 5100 REMOTE WORK AND ACCESS GUIDELINES

**PURPOSE:** To establish guidelines for remote work, or telecommuting, and access.

**POLICY:** In the event work functions are disrupted due a pandemic or other large-scale business disruption, Fresno EOC may find it necessary for employees to work from home or at another designated location. Fresno EOC can provide a variety of services to connect with our employees, consultants, contractors, vendors, clients, funding sources, community advocates, remotely to continue uninterrupted work. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not an agency-wide benefit, and it in no way changes the terms and conditions of employment with Fresno EOC.

### REFERENCE:

### PROCEDURES

Telecommuting can be informal, such as working from home for a short-term project, on the road during business travel or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Every effort will be made to provide reasonable advanced notice to accommodate commuting, childcare and other issues that may arise from the implementation and/or conclusion of a telecommuting arrangement. There may be instances, however, when no notice is possible.

#### I. ELIGIBILITY

The employee and supervisor or program manager, with the assistance of the Human Resources Office, will evaluate the suitability of such an arrangement, reviewing the following areas:

- A. Employee suitability: The employee and supervisor or program manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- B. Job responsibilities: The employee and supervisor or program manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- C. Equipment needs, workspace design considerations and scheduling issues: The employee and supervisor or program manager will review the physical workspace needs and the appropriate location for remote work.
- D. Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Fresno EOC reserves the right to request a telecommuting agreement that is signed by all parties. Once approved, an appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

#### II. USE OF AGENCY AND PERSONAL PROPERTY

Fresno EOC will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, ~~wireless hot spots~~~~modems~~, phone and data lines and other office equipment) for each telecommuting arrangement. The Human Resources and Information Technology Offices will serve as resources in this matter.

Equipment supplied by the employee, if deemed appropriate by the agency, will be maintained by the employee subject to appropriate reimbursement policies and procedures. Fresno EOC accepts no responsibility for damage

or repairs to employee-owned equipment. Fresno EOC reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the agency will be maintained by the agency and is to be used for business purposes only. The telecommuter must sign an inventory of all agency property received and agree to take appropriate action to protect the items from damage or theft. Upon separation of employment, all company property will be returned to the agency.

Fresno EOC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Fresno EOC will also reimburse the employee shipping costs that are reasonably incurred in carrying out the employee's job, for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job. Fresno EOC will provide a reasonable technology stipend for business-related expenses, such as home internet usage and phone calls.~~qualified expenses.~~

The employee will establish an appropriate work environment within ~~his/her~~their home for work purposes. The employee should test the following equipment, at home to ensure the item can be used as intended:

- A. Laptop, Tablet, or Desktop Computer: This device should allow the employee to perform and generate work equivalent to the quality and quantity of work that was being generated in the office.
- B. Microphone or Headset: This device may be built into laptop/desktop/tablet, or may be a secondary device that can be connected. The employee should discuss the business need and receive approval from the supervisor prior to purchasing a microphone/headset if one is not available.
- C. Webcam: This device may be built into the laptop/desktop/tablet, or may be a secondary device that can be connected. The purpose of the webcam is to provide video conferencing for business needs to help conduce a meeting or discussion that replicates the interactions that would have been obtained in an in-person/office environment. The employee should discuss the business need and receive approval from the supervisor prior to purchasing a webcam if one is not available.
- D. Internet: The employee may utilize ~~his/her~~their personally obtained internet or an agency provided wireless hotspot.

### III. TECHNOLOGY SUPPORT

The employee should contact the Information Technology Office if ~~he/she/they~~they have any questions or issues. Information Technology staff can setup remote access support sessions. The employee can also bring in ~~their/his/her~~their equipment to get questions answered and trained how to work from home. If the employee does not have ~~personal or~~ access to program equipment that meets these standards, please consult with the Program Director.

During a pandemic or other mandated telecommuting event, the IT Office may require an employee to set up an appointment to ensure meeting social distancing or other implemented protocols. Please contact the IT Office at 263-1300 or [itoffice@fresnoeoc.org](mailto:itoffice@fresnoeoc.org) prior to going to the IT Office for support.

### IV. TECHNOLOGY AND SOFTWARE RESOURCES

- A. Microsoft Office and Office365: Microsoft Office software and web-based Office365 are the productivity suites of choice for Fresno EOC. Office365 accounts are available for free to all Fresno EOC employees.
  - 1. Microsoft Teams: Microsoft Teams combines modern online meeting technology with real time chat, file storage, collaboration, and remote support. The full functionality of teams is available to Fresno EOC employees with an agency-provided Office365 account. To get started, log in to Microsoft Teams from a web browser or download the Microsoft Teams app from the app store. Use of Microsoft Teams while logged in with an agency-provided account is intended for business use only.

2. Microsoft OneDrive and SharePoint: Fresno EOC utilizes OneDrive and SharePoint for Business cloud file storage. Fresno EOC employees working from home are encouraged to save files to the cloud for additional file access. OneDrive is a personal drive in which employees can store files. SharePoint is a shared drive in which employees can store and edit files shared with other staff given access to the drive.

B. Internet Browsers: Fresno EOC recommends that employees use the Google Chrome browser to ensure compatibility and security regarding access to Fresno EOC resources, including software and hardware.

#### V. ACCESS TO FRESNO EOC PHONE/VOICEMAIL (EXECUTIVE PLAZA ONLY)

When an employee is out of the office during working hours, there are several options for employees to access ~~his/her~~their calls and voicemail.

1. The Mobility Extension feature will ring both the employee's desk phone and alternate number (cell/home phone) allowing the employee to receive calls on and off-site. Alternatively, the office phone can be forwarded so it will only ring to the alternate number provided.
2. The voicemail to email feature, once configured, will forward voicemail messages received at an employee's desk phone to the employee's Office365/Outlook email as a sound file attachment. The employee can double-click on the sound file to listen to the voicemail message.
3. Fresno EOC Executive Plaza employees can also check and manage voicemails by calling (559) 263-1399, press \*2, and entering ~~his/her~~their extension/password to access voicemail off-site.
4. Off-site programs must follow their phone system guidelines to forward calls or retrieve voicemail messages. Please contact Information Technology for phone system options.

#### VI. REMOTE ACCESS SERVICES

Fresno EOC will utilize Virtual Private Network (VPN), Remote Desktop Protocol services (RDP), and other approved platforms such as Microsoft Teams, Zoom and HelloSign, to provide online meetings, webinars, access to computers, remote document signing, and remote technical support. Employees needing to access resources that require connecting remotely should contact the IT Office and set an appointment. Program ~~Manager/Director~~/Director approval is needed.

#### VII. SECURITY

Consistent with agency expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection and confidentiality of proprietary agency and customer/client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

#### VIII. SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by Fresno EOC's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

## **IX. TIME WORKED**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act or California Industrial Wage Orders, will be required to accurately record all hours worked using Fresno EOC's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.



## **POLICY 6010 COMMITMENT TO SAFETY**

**PURPOSE:** To establish Fresno EOC's commitment to safety and to providing a work environment as free as practical from all recognized safety and health hazards.

**POLICY:** It is the policy of Fresno EOC to be committed to providing and maintaining a healthy and safe working environment for all employees. Accordingly, Fresno EOC has instituted a Safety Program designed to protect the health and safety of all personnel. Employees are expected to comply with all safety and health requirements whether established by Fresno EOC or by federal, state or local laws.

**REFERENCE:** California Labor Code §§ 6401, 6401.7; 8 Cal. Code Reg. § 3203; California Labor Code § 6404.5.

### **PROCEDURES:**

#### **I. RESPONSIBILITIES**

A. All Employees: Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, Fresno EOC emphasizes "safety first" and expects all employees to take steps to promote safety in the workplace. All employees are encouraged to submit suggestions to their supervisor or the Human Resources Office concerning safety and health matters in the workplace.

Compliance with safety requirements is a condition of employment and will be evaluated, together with other aspects of an employee's performance, as a part of the performance evaluation process. Due to the importance of safety considerations to Fresno EOC, employees who violate safety standards, who cause hazardous or dangerous situations, or who allow such conditions to remain when they could be effectively remedied, may be subject to corrective action up to and including termination.

Therefore, it is essential that all employees comply fully with standards and practices established by Fresno EOC that are designed to promote a safe and healthful working environment. Fresno EOC has established a program to train and retrain employees as appropriate to assist them to avoid dangerous and unhealthful conditions and to remedy problems of hazards before they cause accidents or injuries.

B. Supervision: Supervisors are expected to facilitate compliance with all Fresno EOC safety rules, regulations, and procedures. Supervisors' safety responsibilities include: (1) being familiar with all safety and health procedures relevant to their operation; (2) inspecting their work areas periodically; (3) training their employees in safety matters; (4) identifying unsafe conditions; and (5) reporting accidents and injuries to the Safety Specialist immediately; and (6) ensuring that any injured employee is referred to appropriate medical care.

C. Safety Specialist: The Safety Specialist is located in the Human Resources Office and oversees Fresno EOC's safety policies and procedures. The Safety Specialist's responsibilities include, but are not limited to: (1) monitoring compliance with safety rules and regulations; (2) developing and implementing written safety plans or programs as needed; (3) investigating and ensuring that safety and health hazards are corrected; (4) conducting periodic safety and health inspections; (5) representing Fresno EOC during investigations conducted by Cal OSHA; (6) organizing safety training; (7) monitoring compliance with various requirements established by law or by the workers' compensation insurance carrier; (8) investigating accidents and hazardous incidents when necessary; (9) ensuring that all required notices are posted; and (10) evaluating the effectiveness of Fresno EOC's safety program.

#### **II. REPORTING INJURIES AND UNSAFE CONDITIONS**

Employees are required to immediately report all injuries to their supervisor. If an employee identifies an unsafe condition or an occupational safety and health risk, the matter should be immediately reported to the employee's

supervisor. If the supervisor is not readily available, the condition may be reported to the Safety Specialist. Fresno EOC strongly encourages employees to report any situations of this nature.

Fresno EOC will not retaliate, nor will it tolerate retaliation, against any employee who reports any safety issue.

In compliance with Proposition 65, the Agency will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

### **III. THE INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

An Injury and Illness Prevention Program (IIPP) has been developed to comply with state rules and requires safety meetings, training programs, posting safety notices and safety tips, and providing periodic written communications to employees regarding safety matters.

### **IV. SMOKING**

In keeping with the commitment to a philosophy of providing a work environment free of safety and health hazards, smoking is not permitted in the workplace. Accordingly, smoking including cigarettes, e-cigarettes, or other nicotine-delivery devices such as vaporizers, is prohibited inside all Fresno EOC buildings, rented, leased, or owned; transportation vehicles; restrooms; elevators; outside entrances to offices, or any other work areas. Employees who wish to smoke must limit smoking to break and meal periods and only in authorized areas. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of co-workers and the public with regard to the smoking policy.

Employees who violate this policy will be subject to corrective action up to and including termination.

### **V. FIRST AID**

For basic First Aid & Universal Precautions see the Medical Emergency First Aid program on the Safety Section of the Fresno EOC Intranet or contact the Safety Specialist.

### **VI. WORKER'S COMPENSATION**

Worker's Compensation is a system whereby an employer must provide insurance to pay the lost wages and medical expenses of an employee who is injured on the job.

## **POLICY 6020 WORKPLACE VIOLENCE**

**PURPOSE:** To maintain a safe working environment where employees and nonemployees are free from the threat of workplace violence.

**POLICY:** It is the policy of Fresno EOC to be committed to providing a safe, violence-free workplace and strictly prohibits employees, Board of Commissioners, consultants, clients, visitors, or anyone else on Fresno EOC premises engaging in a Fresno EOC-related activity from behaving in a violent, intimidating, or threatening manner. As part of this policy, Fresno EOC seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

**REFERENCE:** Cal/OHSA Guidelines for Workplace Security; California Labor Code §§ 6310, 6311; Workplace Violence Safety Act of 1994.

**PROCEDURES:** Fresno EOC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

### **I. WORKPLACE VIOLENCE DEFINED**

Workplace violence includes:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Fresno EOC property, or a demonstrated pattern of refusal to follow Fresno EOC policies and procedures;
- Defacing Fresno EOC property or causing physical damage to the facilities; or
- With the exception of public safety personnel, bringing weapons or firearms of any kind on Fresno EOC premises, in Fresno EOC parking lots, or while conducting Fresno EOC business.

### **II. REPORTING**

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, commissioner, client, consultant, visitor, or anyone else, the employee's supervisor must be notified immediately. The supervisor will immediately notify the Director or designee, and Human Resources, who will take the necessary action steps to report a potential violence issue. The following contacts should be used to report critical situations.

- Imminent danger – dial 911
- Fresno EOC Operator – 263-1000
- Executive Plaza Site – Downtown Bike Patrol or Fresno Police Department Dispatch 621-7000

AND

- Human Resources – 263-1070

Employees are encouraged to notify their supervisor and the Human Resources Office if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

### **III. INVESTIGATION**

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the Director or designee. In the appropriate circumstances, Fresno EOC will inform the reporting individual of the results of the investigation. To the extent possible, Fresno EOC will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Fresno EOC will not tolerate retaliation against any employee who reports workplace violence. A report will be made to law enforcement if a violent act is suspected to be a criminal act or a violation of a restraining order.

### **IV. CORRECTIVE ACTION**

If Fresno EOC determines that workplace violence has occurred, the employee will be subject to corrective action up to and including termination. Fresno EOC may request that the employee participate in counseling as a condition of continued employment. Any employee who may have a problem that could lead to violent behavior is encouraged to use the Employee Assistance Program.

If the violent behavior is that of a non-employee, Fresno EOC will take appropriate action in an attempt to ensure that such behavior is not repeated.

## **POLICY 6030 INFECTIOUS DISEASE CONTROL**

**PURPOSE:** To establish guidelines and protocols during an infectious disease outbreak.

**POLICY:** Fresno EOC will take proactive steps to protect employees and the workplace in the event of an infectious disease outbreak in accordance with local, state and federal guidelines. It is the goal of Fresno EOC during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

**REFERENCE:** Center for Disease Control and Prevention, California Department of Public Health, Fresno County Department of Public Health, Occupational Safety and Health Administration

### **PROCEDURES:**

Fresno EOC is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Violations of this policy may lead to corrective action up to and including termination.

#### **I. PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE**

Fresno EOC will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules and guidelines that could be implemented to promote safety through infection control as outlined by local, state and federal agencies.

Fresno EOC asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Fresno EOC will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless Fresno EOC communicates otherwise, the normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the possibility to work from home temporarily or on an alternative work schedule. An employee may also be eligible for leave as described in Fresno EOC leave policies. (See Policy 4010: Family, Medical, Pregnancy and Other Disability Leaves of Absences; Policy 4020 Leaves of Absences.)

All employees working with clients or the public as part of an essential job function shall ensure to take all necessary precautions as outlined by local, state and federal agencies. Technology should be optimized to offer clients virtual, telephonic, or other electronic means to continue to seek and/or receive services.

#### **II. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

When required, Fresno EOC shall provide personal protective equipment (PPE) to all employees working onsite. Employees are required to use PPE in accordance with established protocols and guidelines of Fresno EOC and local, state and federal agencies. All employees working with clients or the public as part of an essential job function shall take all necessary precautions.

#### **III. LIMITING TRAVEL**

All nonessential business travel shall be immediately suspended until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Employees should avoid crowded public transportation when possible. Alternative scheduling options should be discussed with supervisor.

#### **IV. TELECOMMUTING**

Requests to work remotely will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration. (See Policy 5100 Remote Work Access Guidelines)

#### **V. STAYING HOME WHEN ILL**

Many times, with the best of intentions, employees report to work even though they feel ill. Fresno EOC provides paid sick time to compensate employees who are unable to work due to illness (See Policy 3030 Sick Time and Policy 3035 Paid Sick Leave).

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. While subject to change, the Centers for Disease Control and Prevention (CDC) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with current health guidelines as provided by the CDC, California Department of Public Health or other local health agencies.

#### **VI. REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION**

It may become necessary to request information from an employee and/or his/her/their health care provider if an employee is out sick or shows symptoms of being ill. In general, the supervisor or agency may request medical information to confirm the employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work with or without accommodation. If a national or state of emergency is declared, Fresno EOC reserves the right to request alternative documentation, including if an employee is unable to see a health care provider.

#### **VII. CONFIDENTIALITY OF MEDICAL INFORMATION**

It is the policy of Fresno EOC to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

#### **VIII. SOCIAL DISTANCING GUIDELINES FOR WORKPLACE INFECTIOUS DISEASE OUTBREAKS**

In the event of an infectious disease outbreak, Fresno EOC may implement social distancing guidelines to minimize the spread of the disease among the staff.

##### **A. During the workday, employees are requested to:**

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, limit size of meeting, minimize the meeting time, choose a large meeting room and sit at least six (6) feet from each other; avoid any person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in break rooms, copier rooms or other areas where people socialize.
5. Consider taking your meal periods and rest breaks away from others (avoid lunchrooms and crowded restaurants).

**IX. OUTSIDE ACTIVITIES**

A. Employees might be encouraged to the extent possible to:

1. Avoid public transportation (by walking, cycling, or driving a car) to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

## **POLICY 7010 LEARNING AND DEVELOPMENT**

**PURPOSE:** To establish Fresno EOC's commitment to learning and development of employees' career and advancement opportunities.

**POLICY:** It is the policy of Fresno EOC to encourage employees to use the process of learning and development to explore new opportunities in managing career progression. Training will commence with the initial orientation process and may include developmental steps towards a career path and increased responsibilities in a current position. Underrepresented communities will be given opportunities to improve their education and skills to help them compete on level playing grounds with other employees.

### **PROCEDURES:**

The benefits to Fresno EOC of effective and timely employee training and development programs are numerous:

- Confident and satisfied employees who will treat clients and co-workers with care and efficient service,
- Cross-training in other positions,
- Increased competitive advantage and responsibilities in current position,
- Lower employee turnover,
- Employees who follow safe work procedures, and
- Competent, promotable employees.

Training and development opportunities at the Agency may include:

#### **I. EMPLOYEE ORIENTATION**

The Agency employee orientation training program provides new employees with information concerning Agency policies, procedures, safety and employee benefits. Supervisors will conduct an initial orientation and training to give an employee the information needed to conduct business in their new position.

#### **II. STAFF AND MANAGEMENT DEVELOPMENT SEMINARS**

Management and regular employees are provided periodic training opportunities on a variety of subjects, from personal and professional development topics (customer service, multi-cultural awareness, computer courses, etc.) to informational programs (group insurance, retirement plan updates, etc.).

#### **III. SAFETY TRAINING**

Fresno EOC offers training at both the Agency and program level on a variety of safety related topics.

#### **IV. OUTSIDE SEMINARS AND CONFERENCES**

The Agency supports employee attendance and participation in professional seminars and conferences offering general topics or specialized information in the employee's field. Each program establishes an annual budget for staff development seminars/conferences, within the program's financial resources.

#### **V. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

The Agency encourages employee membership in professional organizations. Networking provides a cost-effective opportunity to share knowledge, resources and experiences with professionals.



## POLICY 7020 PERFORMANCE EVALUATIONS

**PURPOSE:** To motivate employees, assess job performance and progress, communicate expected standards of performance, and discuss future objectives and goals.

**POLICY:** It is the policy of Fresno EOC that the job performance of each employee should be evaluated regularly by ~~his/her~~their supervisor. Performance evaluations are a management tool and provide an objective and consistent process to measure each employee's performance. The evaluation process should inform employee of ~~his/her~~their employment standing and communicate expected standards of performance. It is also used to discuss work standards, areas where improvement is needed, corrective plans, development and growth opportunities.

### PROCEDURES:

#### I. EVALUATION SCHEDULE

A. Introductory Period and Evaluation: The introductory period applies to ~~all employees regular full and part-time employees~~, commences on the employee's seniority date of hire, and lasts twelve (12) months. During this time, supervisors should carefully observe the performance of the employee. Where appropriate, weaknesses in performance and behavior are to be brought to the employee's attention for correction.

A formal evaluation will be conducted by the supervisor at the midpoint of the introductory period, and full written performance evaluation will be completed at the end of the twelve (12) month period. The employee will transition from introductory status when ~~he/she~~they ~~have~~s received a satisfactory evaluation and recommendation of status change from ~~his/her~~their supervisor and approval by the Program Manager/Director (see policy 1140, Introductory Period).

B. Annual Evaluation: Performance evaluations will occur on an annual (12 month) basis from the employee's seniority date of hire.

#### II. PERFORMANCE FACTORS TO BE CONSIDERED IN EVALUATIONS

When evaluating employees, supervisors should consider factors such as experience and training, commitment to continuing education, job duties and responsibilities, and attainment of previously set objectives and goals. Other factors to be considered include but are not limited to: knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

#### III. PERFORMANCE EVALUATION PROCESS

A. Written Evaluation: In conjunction with established timelines, supervisors should prepare a written evaluation of each employee's job performance using the approved performance evaluation template. The evaluation should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.

B. Evaluation Review with Employee: The supervisor should review the evaluation with the next level of management prior to meeting with the employee to discuss the evaluation. During the meeting the employee and supervisor should assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to review the evaluation and make written comments about any aspect of it. The evaluation is signed by the supervisor and employee. A copy of the evaluation will be provided to the employee. The evaluation is forwarded to the Human Resources Office for processing and inclusion in the employee's personnel file. An approved Employee Form should accompany the performance evaluation, if necessary.

An employee who contests the evaluation may file a written response to the performance evaluation within thirty (30) days of receiving the performance evaluation. The response will be attached to the performance evaluation and included in the personnel file.

C.        Effects of Performance Evaluations: Information derived from the performance evaluation will be considered when making decisions affecting training, pay, promotion, transfer, or continued employment. An employee will not be eligible for a pay increase if the overall evaluation of an employee is unsatisfactory or improvement is needed. A Performance Improvement Plan (PIP) will be developed by the employee's supervisor, and the employee will be reviewed again within ninety (90) days. If no improvement is shown, the employee will be subject to corrective action up to and including termination in accordance with the corrective action procedure (see Policy 5025, Counseling and Corrective Action).

## **POLICY 7030 EMPLOYEE ASSISTANCE PROGRAM**

**PURPOSE:** The Employee Assistance Program is a confidential resource that helps employees deal with life's challenges and the demands that come with balancing home and work. The program provides professional counseling and referrals for a wide array of personal and work-related concerns.

**POLICY:** It is the policy of Fresno EOC to recognize that personal problems may have a negative impact on an employee's attendance, job performance, or behavior at work. Employees may occasionally benefit from professional assistance with personal problems. Accordingly, Fresno EOC provides an Employee Assistance Program (EAP) for all employees.

**REFERENCE:** California Labor Code §§ 1025-1026, Civ. Code § 56 et seq., California Constitution, Article 1, § 1.

### **PROCEDURES:**

#### **I. EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program is administered by an outside employee assistance firm. The EAP provides confidential and professional counseling and when appropriate, referral to other services to address personal problems. The EAP is offered to enhance personal well-being.

Employees who need assistance with a personal life situation should contact the EAP. Although employees are encouraged to use the EAP, participation in the program does not relieve an employee of ~~his/her~~their obligation to perform ~~his/her~~their work in a satisfactory manner and to comply with other Fresno EOC rules and guidelines including Fresno EOC's Alcohol/Drug-Free Workplace policy.

If a violation of Fresno EOC's Alcohol/Drug-Free Workplace policy occurs, subsequently using the EAP will not necessarily lessen corrective action and may, in fact, have no bearing on the determination of appropriate corrective action (See Policy 5030, Alcohol/Drug-Free Workplace). The employee's decision to seek assistance from the EAP will not be used as a basis for corrective action and will not be used against the employee in any corrective action proceeding. On the other hand, using the EAP will not be a defense to the imposition of corrective action where facts proving a violation of the Alcohol/Drug-Free Workplace policy are obtained outside of the EAP. Accordingly, the purpose and practice of the Alcohol/Drug-Free Workplace policy and an employee's use of the EAP are not in conflict and are distinctly separate in their application.

#### **II. ELIGIBILITY**

The EAP is offered to all employees and all household members.

#### **III. COUNSELING AND REFERRAL SERVICES**

The EAP program provides for up to three (3) free visits per six (6) month period for problem assessment, professional consultation, counseling, information, and/or referral. EAP counseling is typically a three-stage process that includes (1) clarifying the problem, (2) identifying the possible solutions, and (3) developing an action plan. If the action plan calls for treatment by another resource, participating employees will be responsible for paying those fees or some of the costs may be covered under the group health plan. EAP brochures and information for online resources are available from the Human Resources Office.

#### **IV. USE OF THE EAP**

Employees should make every effort to schedule EAP appointments before or after working hours, or during meal periods. EAP appointments scheduled during working hours will be treated the same as medical appointments and may be charged against sick time unless it is employer-mandated.

## **V. SELF-REFERRAL**

Any employee or dependent who desires confidential assistance for a personal problem should call the EAP directly. The EAP will arrange for a counselor to see the individual for confidential consultation.

## **VI. SUPERVISOR REFERRAL**

In collaboration with the Human Resources Office, supervisors may refer an employee to the EAP when the supervisor has reason to believe that an attendance, behavior, or work-performance problem may be the result of a personal problem. Employees may be required to attend the EAP as a condition of employment when deemed necessary. Fresno EOC, however, may take such steps as it deems appropriate in response to the underlying attendance, behavior, or work-performance problem.

## **VII. CONFIDENTIALITY**

All EAP records and services are treated confidentially. The EAP will not share information concerning an individual's involvement in the program without the individual's written permission unless life, safety, or national security is seriously threatened or disclosure is otherwise required by law.

If an employee is referred to the EAP by the employee's supervisor because of an attendance, behavior, or work performance problem, the EAP will confidentially inform Human Resources whether the employee attends the EAP session(s) and cooperates with the counseling plan. However, no further information will be shared by the EAP without the employee's written permission.

## **VIII. EMERGENCY RESPONSE TO CRITICAL INCIDENTS**

In the event of a crisis or a critical incident (e.g. suicide or death of a co-worker, critical accident), the EAP's Critical Incident Response Team responds by debriefing the individuals involved in the traumatic event.

## **IX. QUESTIONS REGARDING EAP PROGRAM**

Questions regarding EAP services should be directed to the Human Resources Office or the EAP.

## POLICY 7040 SEPARATION OF EMPLOYMENT

**PURPOSE:** To define the types of separations of employment from Fresno EOC and the process.

**POLICY:** Employees separate from employment with Fresno EOC by resignation, discharge, a reduction in the work force, reorganization, or retirement. This policy is only a guideline and shall not be construed to act as or create any type of employment contract with any employee of Fresno EOC. Fresno EOC reserves the right to implement its policies and procedures in the best interest of the Agency.

**REFERENCE:** California Labor Code §§ 201 and 201; § 227.3; §§ 221, 224, and 225.5.

### PROCEDURES:

#### I. DEFINITIONS

A. Voluntary Separation: Fresno EOC will consider an employee to have voluntarily ended his/her/their employment if he/she/they:

1. Elects to resign or retire; or
2. Fails to return from an approved leave of absence on the date specified on the Request for Authorized Absence form and is not otherwise extended as a reasonable accommodation; or
3. Fails to provide the required certification or forms for approval of a leave of absence when such forms are required to be submitted; or
4. Fails to report for work without notice to Fresno EOC for three consecutive days.

B. Involuntary Termination: An employee may be terminated, at-will, with or without cause, with or without notice at any time (see Policy 1010, At-Will Employment).

Notice of termination should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and representative of Human Resources.

C. Layoff Due to Reorganization, Job Elimination, or Lack of Work: From time to time, Fresno EOC may need to separate an employee as a result of reorganization, consolidation, job elimination, lack of work, or when funds are withdrawn or reduced (see Policy 7050, Layoffs).

#### II. VOLUNTARY SEPARATION PROCESS

Employees are encouraged to give two week's written notice prior to resignation. The supervisor or manager will prepare a Personnel Termination Form as the first step in the separation process. The form should be accompanied by supporting documents, such as a letter of resignation and final timesheet. All documents will be forwarded to the Human Resources Office for processing.

#### III. INVOLUNTARY TERMINATION PROCESS

All involuntary terminations must be approved at the executive management level and by the responsible Officer or designee. The supervisor should contact the Human Resources Office to start the termination process.

The supervisor will be required to complete the Personnel Separation Termination Form accompanied with the timesheet, performance evaluation, corrective action or other supporting documentation. All documents will be forwarded to the Human Resources Office for processing. In addition, all terminations of Head Start/Early Head

Start employees must be accepted by the Head Start Policy Council. The Human Resources Officer or Manager should review the termination requests to ensure proper documentation and procedures have been followed and to ensure compliance with any state and/or federal laws.

#### **IV. EXIT PROCESS**

Employees must return all Fresno EOC-furnished property, such as uniforms, tools, equipment, I.D. cards, keys, key cards, credit cards, and other Fresno EOC documents. Arrangements for clearing any outstanding debts with Fresno EOC such as travel advances, or petty cash must be made prior to the date of termination.

#### **V. BENEFITS**

The Human Resources Office is responsible for notifying employees who are covered by Fresno EOC's group health plan of their right to continue coverage under that plan. Information regarding other benefits such as retirement life insurance conversion, etc. will also be provided.

#### **VI. PAYMENT ON RESIGNATION OR TERMINATION**

If an employee resigns, a final paycheck will be available on the final day of work, provided the employee has given at least seventy-two (72) hours' prior notice. If an employee resigns without giving seventy-two (72) hours' notice or fails to return to work, a final paycheck will be made available for the employee to pick up no later than seventy-two (72) hours after the date when an employee is considered to have resigned, unless the employee notifies Human Resources have ~~his/her~~their final paycheck mailed.

If an employee is terminated involuntarily, the final paycheck will be available at the time of discharge.

The employee's final paycheck will include payment for all wages due and for unused vacation time, minus authorized deductions. Sick time is not compensable and will not be paid upon separation of employment.

#### **VII. REQUESTS FOR REFERENCES**

Requests for employment references or verifications of employment should be directed to the Human Resources Office.

## POLICY 7050 LAYOFFS AND FURLOUGHS

**PURPOSE:** To establish a fair and consistent procedure for determining and notifying employees of pending layoffs or furloughs.

**POLICY:** It is the policy of Fresno EOC to recognize that layoffs or furloughs may become necessary due to (1) job elimination, (2) lack of work, (3) reorganization, (4) consolidation, or (5) when funds are withdrawn or reduced, resulting in the phasing out of positions or programs or (6) budget constraints.

**REFERENCE:** Worker Adjustment and Retraining Notification Act (WARN Act) (U.S.C. § 2101-2109 et seq.), Consolidated Omnibus Budget Reconciliation Act of 1985

### PROCEDURES:

#### I. LAYOFFS

A. Factors Used to Determine Order of Layoffs: If a layoff is determined to be necessary, the Director shall consult the Human Resources Office to develop a layoff plan to be approved by the responsible Officer. This plan shall include the anticipated number and classifications of employees to be laid off and a plan for conducting an orderly layoff plan to minimize adverse effect on the employees to be laid off. Once the scope of the layoff is determined, employees will generally be laid off in the following order:

1. Temporary and on-call employees;
2. Introductory employees;
3. Regular Part-Time employees; and
4. Full-Time employees

Fresno EOC reserves the right to deviate from this order whenever it concludes that circumstances warrant such a deviation.

Within each of the classifications noted above, employees shall be selected for layoff based on a combination of factors, including, but not limited to: the ability to perform the work required, past performance, qualifications, attendance, punctuality, and length of service with the Agency and the program.

B. Interview Priority: An employee who has successfully completed ~~his/her~~their introductory period and who ~~is~~are selected for layoff may apply for any open position for which ~~he/she is~~they are qualified. ~~An~~ Application must be ~~submitted~~made no later than ninety (90) days after the date of layoff (see Policy 1090, Recruitment, Selection, and Employment). Affected employees who meet the qualifications for the open positions will be automatically considered a finalist, will be entitled to an interview and will be required to go through the selection process along with other candidates.

#### II. FURLOUGHS

A. Fresno EOC may initiate and approve furlough leaves of absence when financial conditions make it necessary for the Agency to do so.

A furlough is a temporary period of leave, that places affected employees on a reduced schedule or a leave of absence/non-paid status for a limited and specific period of time. Employee furloughs are subject to the following:

- The employee remains employed with the Agency and maintains ~~his/her~~their hire/rehire date (see Policy 1070 Employment Classifications).
- The employee may choose to use any accrued vacation or sick time available during this period. If an employee will be on a temporary furlough leave of absence that extends beyond the current payroll

period the furlough is scheduled to begin, the employee will be paid all accrued vacation along with the final paycheck on the date of the furlough. Further, the employee may be eligible for unemployment insurance benefits.

- The Agency shall continue to pay the full employee share of health premiums for those employees and dependents who are enrolled, during the furlough period and the employee shall continue to be eligible for such benefits, not to exceed four months. The employee can remit the monthly insurance premium amount while on furlough or upon returning to work, the premiums shall be reimbursed by payroll deductions. If the furlough leave extends beyond four months, employees will receive notification to elect to continue coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA).

Furlough leave provisions to do not apply to employees on worker's compensation leave due to an industrial illness or injury.



## 2021 Personnel Policies and Procedures Manual

### Summary of Updates

| <u>Policy #</u>                 | <u>Policy Name</u>                              | <u>Page #</u> | <u>Change Made</u> | <u>Reason</u>   |
|---------------------------------|---|---------------|--------------------|---|
| 1020                            | Equal Employment Opportunity Policy             | 6             | "Policy"           | State and Federal Labor Law changes   |
| 1030                            | Policy Against Harassment                       | 10            | Section I, III     | State and Federal Labor Law changes   |
| 1060                            | Personnel Records                               | 18            | Section IV         | Reflect changes in HRIS   |
| 1070                            | Employment Classifications                      | 20            | Section III, IV    | Simplify the tracking of introductory status when an employee transitions from sub on call or temporary status  |
|                                 |   |               | Section V, VI      | Change at the request of CEO  |
|                                 |   |               | Section VII        | Provide clarification   |
| 1090                            | Recruitment, Selection and Employment           | 25            | Entire Policy      | Relect changes in HRIS, HR and program responsibility for recruitment processes.  |
| 1130                            | Orientation                                     | 35            | Section I-Bb       | Provide Policy Manual Reference for USCIS I9 Requirements for terminating new hires for not submitting timely proof of identification/eligibility in the US.      |
| 1150                            | Hours of Work, Punctuality and Attendance       | 39            | Entire Policy      | Language and clarification updates, removed Nursing Mothers section to create Lactation Policy  |
| 1155                            | Lactation Policy                                | 43            | New Policy         | Created standalone Lactation Policy per CA Labor Code   |
| 3010                            | Holidays  | 56            | "Policy"           | Added Juneteenth Holiday; removed lanaguage to dismiss early on Christmas and New Year's eve per CEO request  |
| 3035                            | Paid Sick Leave                                 | 63            | Definitions        | Updates per CA Labor Code   |
|                                 |   |               | Section III        | Removed "Earned Basis" language as it was transitional language from 2018 policy changes  |
|                                 |   |               | Sections VII, VIII | Updates per lawyer  |
| 3060                            | COVID-19 Supplemental Paid Sick Leave           | 72            | Entire Policy      | Updates to reflect 2021 COVID PSL requirements and impact on 2020 language.   |
| 4010                            | Family, Medical, Pregnancy and Other Disability | 75            | Entire Policy      | Updates per lawyer  |
| 4020                            | Leaves of Absence                               | 85            | Section III        | To allow more time off for death in the immediate family member, provided extended family member coverage, and time off for funeral services of co-worker/retiree |
|                                 |   |               | Section IX         | Update Organ and Bone Marrow Donor Leave to account for paid time requirements  |
| 5020                            | Standards of Performance and Conduct            | 96            | Section I - A&B    | Additions/changes to Performance and Conduct Violations   |
|                                 |   |               |                    |   |
| <b><u>Proposed Policies</u></b> |   |               |                    | <b><u>Reason for Policy</u></b>   |
| 2040                            | Discretionary Bonus Policy                      |               |                    | Recommendation of Executive and/or HR Offices   |
| 5045                            | Child Support Referral                          |               |                    | Resource and Development Department recommendation to follow CSBG and other requirements  |
| 7060                            | Severance Pay Policy                            |               |                    | Recommendation of Executive and/or HR Offices   |
| 3070                            | Vaccination Policy                              |               |                    | Recommendation of Executive and/or HR Offices   |

## **POLICY 2040 – DISCRETIONARY BONUS INCENTIVE POLICY**

**PURPOSE:** To provide an effective means to motivate and compensate eligible employees through discretionary monetary award bonuses for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities. A discretionary bonus does not increase the base salary nor serve as a means to give larger annual increase. This bonus is given at the discretion of the Program Director with approval from the CEO. Fresno EOC believes that such discretionary compensation can be a highly effective means to enhance the employer-employee relationship. In addition, Fresno EOC hopes that by providing discretionary short-term bonus, the agency will motivate and increase the retention rate among its employees, which, in turn, will enhance Fresno EOC's long-term value.

**POLICY:** It is the policy of Fresno EOC to provide, at the sole and total discretion of the Program Director and CEO, a discretionary bonus to employees for the exceptional performance, significant contribution, and substantial accomplishments of employees that go well beyond normal or regular work responsibilities. There is no guarantee or promise, whether express or implied, to pay employees a discretionary bonus. No oral promise to award a discretionary bonus by any officer, director, manager or supervisor is enforceable. Fresno EOC will only honor written bonuses that have been approved by the Program Director and CEO. This discretionary bonus is only applicable when funds are available and cannot be awarded more than once annually.

### **ELIGIBILITY:**

Employees may be eligible for a discretionary bonus, at the sole discretion of the Program Director and CEO, provided the following performance standards are met:

- 1) Significant and outstanding contribution and effort well beyond normal expectations and day-to-day responsibilities.
- 2) Contribution is regarded as major, key or vital.
- 3) Extraordinary effort to meet quality and quantity requirements while meeting the essential requirements and performance standards of the regular job.

Employees may receive a discretionary bonus only if they are employed on the date the payment is processed and have not indicated an intent to resign.

Employees who terminate their employment before the end of the bonus period are not eligible for any portion of the bonus.

Employees may not be rewarded twice for the same performance standards described in 1-3, above. A discretionary bonus must not be used in place of additional job responsibilities that may be assigned or overtime payment in circumstances where the employee is entitled to such premium wage.

Employees should not receive more than one discretionary bonus within a 12-month period.

The establishment of a discretionary bonus does not constitute a contract for continued employment or alter the at-will relationship between the employee and Fresno EOC.

### **PROCEDURES:**

Appropriate documentation for the discretionary bonus must be in writing and must include the following information:

- Brief and specific description of the bonus plan
- Date or timeframe of contribution or event
- Discretionary bonus amount
- Approval signatures from Program Director and Program Officer.

Programs must ensure that funds are available. If necessary, all formal programmatic recommendations and approvals must be obtained prior to awarding discretionary bonuses.

A discretionary bonus must be made as a one-time payment and must not be added to an employee's base salary.

Fresno EOC will deduct any federal, state or local income tax withholding requirements or other tax requirements or withholdings applicable to the discretionary bonus, and all such determinations shall be final and conclusive.

A discretionary bonus will not be included in employee benefits-related calculations (i.e. retirement and pension benefits) or regular rate of pay. The discretionary bonus is not measured by or dependent upon hours worked, production or efficiency.

Programs must apply extreme care when awarding a discretionary bonus inasmuch as these awards may give rise to perceptions of favoritism and inequality. Programs must consistently and fairly apply the standards for awarding a discretionary bonus.

Fresno EOC reserves the right to dismiss any employee at-will (at any time, with or without prior notice, with or without cause), or otherwise implement other personnel or corrective actions to the employee to the same extent as though the discretionary bonus had not been adopted.

Fresno EOC (CEO) may terminate or revoke any discretionary bonus, at its sole discretion, at any time and amend, from time to time the discretionary bonus without the approval of any employee.

## **POLICY 3070 – VACCINATION POLICY**

**PURPOSE:** In accordance with Fresno EOC's duty to provide and maintain a workplace that is free of known hazards, the Agency strongly encourages employees to receive vaccines that safeguard the health of employees and their families; clients and guests, and community at large from infectious diseases, such as COVID-19 or other illnesses. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, Department of Fair Employment and Housing, and local health authorities, as applicable.

**POLICY:** All employees are strongly encouraged to receive vaccinations as determined by Fresno EOC. Employees may request reasonable accommodations.

### **PROCEDURES:**

#### **I. VACCINATION ACCESS AND APPOINTMENTS**

Fresno EOC will provide onsite access to the vaccine(s) or a list of locations to assist employees in receiving the vaccine on their own.

Employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are expected to plan appointment(s) in a manner that minimizes a disruption of the workflow. Employees are required to notify their supervisor of a vaccination appointment as soon as they are aware to ensure proper staffing coverage and to ensure such time spent attending and receiving the vaccination is recorded as time worked on the time keeping system. Such compensable time shall not result in non-exempt employees working more than eight hours in a day or more than 40 hours in a week. Employees must also make sure meal period and rest breaks are taken in accordance with policies.

Employees may be required to provide either proof of vaccination or an approved reasonable accommodation based on the needs of the program in serving clients.

#### **II. REASONABLE ACCOMMODATION**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the Human Resources Office to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause Fresno EOC undue hardship or pose a direct threat to the health and safety of others.

Questions regarding this policy can be directed to the Human Resources Office.

## **POLICY 5045 – CHILD SUPPORT REFERRAL**

**PURPOSE:** To provide guidance on Fresno EOC's responsibility to clients regarding Child Support Services in the state of California.

**POLICY:** It is the policy of Fresno EOC to comply with the Community Services Block Grant Act Child Support Services regulations regarding referrals to Child Support Services for custodial parents in single-parent families.

**REFERENCE:** 42 U.S. Code § 9919

### **PROCEDURES:**

If a client is a single parent, who has custody of a child under the age of 18, the client may be eligible for help from CA Child Support Services with obtaining child support from the other parent of the child.

#### **I. Eligibility Determination Process for Staff**

If the client indicates that they have custody of their child/children on an intake form and:

- The client does not live with the other parent
- AND
- The client did NOT indicate that they are receiving child support as a source of income on the Income Verification Form, the procedure below is to be followed:
1. Provide the client with the following information about services provided by CA Child Support Services:
    - Locating a parent
    - Arranging for paternity testing
    - Establishing a support order
    - Enforcing a support order
  2. Offer the client additional information such as a copy of the application for such services to be submitted to CA Child Support Services, an informational brochure and/or where someone could obtain additional information.

Enter any applicable tracking codes for the services rendered into Fresno EOC's intake software.

## **POLICY 7060 – SEVERANCE PAY**

**PURPOSE:** The purpose of this policy is to outline discretionary severance pay benefits that may be implemented at the discretion of Fresno EOC.

**POLICY:** This policy, when implemented at the discretion of Fresno EOC, applies to all exempt and nonexempt, full-time and part-time employees. Part-time employees may receive severance pay on a pro-rated basis in accordance with their scheduled hours. Severance pay benefits are also subject to program restrictions and funding.

### **PROCEDURES:**

In the event of an involuntary termination due to a reduction in force/downsizing, change in program or agency direction, job elimination, or as otherwise deemed appropriate by Fresno EOC, the Agency may provide a severance benefit for the affected employees. This does not apply to terminations for cause, refusal to be reassigned, or refusal to be relocated.

An issuance of severance pay by Fresno EOC for a specific event does not guarantee future severance pay or the rate paid for previous or future similar events.

Criteria for the rate of severance pay will be determined and agreed upon prior by the CEO, and program management as applicable, prior to issuance of any payments.

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Tuesday, June 8, 2021**  
**5:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Andrea Reyes, Chair, called the meeting to order at 5:02 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members (Zoom):**

Andrea Reyes (Chair)  
Linda R. Hayes  
Amy Arambula

**Absent:**

Brian King  
Catherine Robles

**Staff (Zoom):**

Emilia Reyes  
Michelle L. Tutunjian  
Karina Perez  
Elizabeth Jonasson  
Misty Gattie-Blanco  
Jeff Davis  
Cesar Lucio

Jane Thomas  
Patrick Turner  
Shawn Riggins  
Kelsey McVey  
Rosa Pineda  
Nidia Davis  
Elionora Vivanco

**3. APPROVAL OF MINUTES**

April 13, 2021 Program Planning and Evaluation Committee Meeting Minutes.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula

**Nays:** None

**4. SANCTUARY AND SUPPORT SERVICES**

**A. Basic Center Program**

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the application to the U.S. Department of Health and Human Services in the amount of \$600,000 over a 36-month period, starting on September 30, 2021. Funds will support Sanctuary and Support Services to provide case management services and day-to-day operations for 200-250 youth annually. No questions were asked by the Committee.

Public Comments: None heard.

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

B. Street Outreach Program

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the application to the U.S. Department of Health and Human Services in the amount of \$450,000 over a 36-month period, starting on September 30, 2021. Funds will support Sanctuary and Support Services to provide street-based outreach for youth on the streets and at-risk youth populations. No questions were asked by the Committee.

Public Comments: None heard.

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

C. Project HOPE

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the contract agreement with the County of Fresno, Department of Social Services for Project HOPE in the amount \$338,690 over a 24-month period, starting on July 1, 2021. Funding will support Sanctuary and Support Services to provide housing navigation, assistance and master lease oversight for students enrolled in Project HOPE. No questions were asked by the Committee.

Public Comments: None heard.

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

5. **HEALTH SERVICES**

A. California Personal Responsibility Education Program

Jane Thomas, Health Services Division Director, provided an overview of the application to California Department of Public Health, Maternal, Child and Adolescent Health Division to implement the California Personal Responsibility Education Program (CA PREP) for fiscal year 2021-2022. Funds will allow Health Services CA PREP Program to continue providing services to high-risk populations. Arambula inquired about the curriculum developed for this program. Thomas provided detailed information outlining the curriculum designed for this program.

Public Comments: None heard.

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



B. Essential Access Title X Agreement

Jane Thomas, Health Services Division Director, provided an overview of the agreement with Essential Access for the 2021-2022 Title X grant funds not to exceed \$175,000 to provide family planning and reproductive health services for the Health Center from April 1, 2021 through March 31, 2022. Funds will support clinical services operations, personnel, medical supplies, travel, training, facility rent and maintenance for clinical services that are not covered by Medi-Cal and Family PACT (Planning, Access, Care, Treatment). Hayes inquired about the outreach marketing. Thomas outlined the marketing strategy associated with the implementation of these services. Arambula inquired about providers offering services in the rural communities. Thomas responded Federally Qualified Health Centers (FQHCs) provide services in the rural areas.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula.

**Nays:** None

**6. TRAINING AND EMPLOYMENT SERVICES**

A. State Center Community College District Contract

Jeff Davis, Training and Employment Services Division Director, provided an overview of the two (2) year contract with the State Center Community College District (SCCCD) in the amount of \$260,000, beginning on May 1, 2021. This contract is a result of Valley Apprenticeship Connection ongoing success in administering both the 12-week pre- apprenticeship and Maintenance Mechanic training programs serving SCCC referred students. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Arambula

**Ayes:** Reyes, Hayes, Arambula.

**Nays:** None

B. Probation Contract Extension

Jeff Davis, Training and Employment Services Division Director, provided an overview of the one (1) year contract extension with the County of Fresno Probation Department in the amount of \$264,000 beginning on May 1, 2021 and ending April 30, 2022. The contract extension is a result of Valley Apprenticeship Connection ongoing success in administering 12-week pre- apprenticeship training program serving Probation Department referred students. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Arambula

**Ayes:** Reyes, Hayes, Arambula.

**Nays:** None

C. Local Conservation Corps Grant Program

Shawn Riggins, Local Conservation Corps Director, provided an overview of the annual Cal-Recycle Recycling grant submitted on April 30, 2021. The project budget totals \$1,770,091 for the period beginning July 1, 2021 through June 30, 2023. The grant enables youth serving programs to be considered an official “Corps” and provides funding for various LCC staff. Arambula inquired about how COVID-19 has impacted recycling efforts. Riggins provided an overview of the community and program impact.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula.

**Nays:** None

D. Fresno County Forestry Corps Programmatic Monitoring Report

Arambula inquired about the continuation of the program. Riggins provided an update of current and potential new projects associated with this program.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula.

**Nays:** None

**7. HEAD START 0-5**

A. Program Update Report (PUR)

Rosa Pineda, Head Start Early Care and Education Director, presented the Head Start 0 to 5 March and April 2021 Monthly Program Update Reports. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Arambula

**Ayes:** Reyes, Arambula, Hayes

**Nays:** None

B. Head Start 0-5 Site Boundaries

Nidia Davis, Program Support Director, provided an overview of the Head Start 0-5 Site Boundaries. Arambula inquired about the implementation of the site boundaries. Davis explained the process to develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Arambula

**Ayes:** Reyes, Arambula, Hayes.

**Nays:** None

C. Contract Monitoring Review/Program Self-Evaluation

Rosa Pineda, Head Start Early Care and Education Director, provided an overview of the Contract Monitoring Review/Program Self-Evaluation. Arambula inquired about the non-reviewed items. Pineda responded those items were not reviewed due to the pandemic's impact.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Hayes

**Ayes:** Reyes, Arambula, Hayes.

**Nays:** None

## **8. PLANNING & EVALUATION**

### **A. Grant Tracker**

Kelsey McVey, Planning & Evaluation Manager, presented the Grant Tracker. No questions were asked by the Committee.

## **9. ACCESS PLUS CAPITAL FUND REPORT**

Arambula inquired about the format of the fund report and requested to add the start date if funds are approved in future reports for the Committee. Michelle L. Tutunjian, Chief Operating Officer, responded to the request stating she would notify Access Plus Capital staff to edit the report to include the start date.

## **10. OTHER BUSINESS**

The next meeting is scheduled on Tuesday, September 14, 2021.

## **11. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

No public comments at this time.

## **12. ADJOURNMENT**

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,  
Andrea Reyes  
Chair



## BOARD OF COMMISSIONERS MEETING

|  |                                       |
|--|---------------------------------------|
| <b>Date:</b> September 22, 2021                    | <b>Program:</b> Energy Division       |
| <b>Agenda Item #:</b> 10B2                         | <b>Director:</b> Joe Amader           |
| <b>Subject:</b> Subcontractor Agreement Extensions | <b>Officer:</b> Michelle L. Tutunjian |

### Recommended Action


The Program Planning and Evaluation Committee recommends approval for full Board consideration to amend current subcontractor agreements for a two (2) year period for Energy Services weatherization program to December 31, 2023.

### Background

The formal RFP process resulted in three subcontractors selected and approved by Fresno EOC Board for a three-year contract term including: 1.) Energy Efficiency, Inc. (dba-Synergy), 2.) Sundowner Insulation, Inc. and 3.) CWES, Inc. Due to COVID-19, Fresno EOC had to suspend contract services with all three (3) subcontractors.

A contract extension is being recommended for the following reasons:

- 1) Due to the pandemic, subcontractors had to halt weatherization services for approximately sixteen months. This amendment would restore the previously planned work in accordance with the original subcontractor agreements.
- 2) The ability to add new subcontractors at this time would not be possible as required State of California weatherization training is still suspended until further notice.
- 3) Initiating an RFP process to solicit subcontractors, which takes over three months to complete, would negatively impact program services and may result in not fully expending the contract funding allocation. The weatherization contracts with our funding source have deadlines requiring the work to be completed prior to the expiration dates. The Energy Services program must prioritize focusing on providing services to clients that have been deferred for many months.



Subcontractors provide a fee-based performance to install measures required for weatherization and energy efficiency upgrades. The maximum amount for average billing is \$4,055 per dwelling unit weatherized. Annually, Energy Services provides nearly 500 households with weatherization and energy efficiency upgrades.

### **Fiscal Impact**

Extension will allow subcontractors to continue providing services and agency to fully expend funding allocations.

### **Conclusion**

If approved, Energy Services will be able to aid Fresno County low-income households in meeting their home energy cost by providing free energy efficiency upgrades to lower their monthly utility bills while also improving the health and safety of the household's occupants. If not approved, the agency may not be able to expend the contract funding allocation.



## BOARD OF COMMISSIONERS MEETING

|  |                                   |
|--|-----------------------------------|
| <b>Date:</b> September 22, 2021                          | <b>Program:</b> Head Start 0 to 5 |
| <b>Agenda Item #:</b> 10B3                               | <b>Director:</b> Rosa M. Pineda   |
| <b>Subject:</b> May and June Program Update Report (PUR) | <b>Officer:</b> Jack Lazzarini    |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Head Start 0 to 5 May and June Monthly Program Update Reports.

### Background

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

Below is a reference to the requirement.

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

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

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

The May and June Program Update Reports are attached for review.

**Fiscal Impact**

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes.

**Conclusion**

If approved by the full board, Head Start 0 to 5 will continue share accurate and current information to the governing body and policy council in order to provide optimal services to children and families in Fresno County.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT****REPORT MONTH: MAY 2021****I. Head Start 0 to 5**Program Information Summary:

1. Administrative Planning has been scheduled for the week of June 14, 2021.
2. On May 28, 2021, all staff participated in an all day in-service held at individual centers/satellites and conference rooms.
3. All offices and centers were closed on May 31, 2021 in observance of Memorial Day holiday.
4. Summer Recruitment for children 0 to 5 has started and will continue throughout the summer.
5. CACFP monitoring started this month and is not complete. The analyst requested and reviewed data.
6. An Availability Calendar was complete and sent on May 21, 2021, to OHS as requested by them.

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

On April 26, 2021, we received communication issued from the Administration for Children and Families (ACF) in regards to each year, the OHS requests all grantees to complete an Availability Calendar. The dates are sent and DLH DANYA, who is the Monitoring Support contractor for the Office of Head Start (OHS), is responsible for coordinating monitoring activities for Head Start (HS), Early Head Start (EHS), and Child Care Partnership programs.

The availability information submitted is used to schedule monitoring reviews as well as visits by Regional Office staff. In addition, the OHS reserves the right to conduct unannounced reviews at any time.

**III. Early Head Start**Program Information Summary:

1. Diaper distribution continues monthly to families enrolled.
2. Currently advertising for Family Development Specialists, several vacancies need to be filled.
3. Staff attended ERSEA training provided by Veronica Galvan.
4. Recruitment continues to be a focus for the upcoming school year.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 308; Monthly ADA: Center Base: 64.39%, Home Base: 82.63%

Wait List Total: 82

Analysis of all areas below the recommended 85% ADA, if any, has been done. Our challenge in meeting full enrollment continues to be the COVID-19 cases. Despite COVID-19, EHS continues to make every effort to fill current vacancies as we are collaborating with Head Start to identify age eligible siblings of HS children enrolled in the program and are reaching out to community partners weekly to let them know that we are actively recruiting children for Early Head Start. In doing so, we have been providing them with marketing materials via email, PDF, in person drop offs, and attending meetings/trainings via zoom to present on EHS services. For the month of May, we received a total of 31 referrals and 23 new enrollees.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 388 Lunches: 466 Snacks: 373

**IV. Head Start**Program Information Summary:

1. Recruiting Family Support Assistants due to several vacancies.
2. Family Community Services is starting the Summer Recruitment and preparing staff by providing training.
3. Veronica Galvan made contact with Kristina Hernandez from Help Me Grow to provide her with recruitment materials to be handed out to parents.
4. Hatch tablets were collected from parents on the last week of May due to classes coming to the end of the school year.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 2,156; Monthly ADA: Center Base 94.02%; Home Base: 80.88%

Wait List Total: 442

Analysis of all areas below the recommended 85% ADA, if any, has been done. Our challenge in meeting full enrollment continues to be the COVID-19 cases. On December 3, 2020, the California Department of Public Health announced a Regional Stay at Home Order that went into effect for Fresno County. As of 5/25/2021, Fresno County is still in the Orange (Moderate) Tier. Ongoing recruitment efforts include the disbursement of flyers and collaborating with community partners within our identified recruitment areas. To support our efforts, we received 23 Head Start Online Referrals in April from our





**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

Fresno EOC website. Head Start Center Base and Home Base staff continue to work diligently with Head Start families to identify and support their needs.

Head Start Meals/Snacks:

Total Children: Breakfasts: 22,883 Lunches: 24,880 Snacks: 21,610

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director

(MAY 2021 BOARD PUR) CQ 07/02/21 ~ CWPC (2020-2021 (PUR (BOARD))) ~

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT  
REPORT MONTH: JUNE 2021****I. Head Start 0 to 5**Program Information Summary:

1. Currently recruiting children for 2021/2022 program year.
2. June 18, 2021, Congressman Jim Costa along with Emilia Reyes and Linda Hayes (Fresno EOC Board Chair) announced the \$42 million grant award, granted to Head Start 0 to 5 by OHS during a press conference held at EHS Child Development Center.
3. May 28, 2021, all staff in-service was held at individual centers/sites. All staff participated in trainings at their local sites.
4. The City of Fresno provided the program with 550 Zoo tickets. The tickets were distributed to children enrolled in the program. A note of appreciation will be sent to the City of Fresno for their generous contribution.

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

On June 28, 2021, we received communication issued from the Administration for Children and Families, as Program Instructions or Information Memoranda during the month of June 2021 regarding the Child Tax Credit in the American Rescue Plan (ARP). This was signed by the Biden-Harris Administration into legislation requesting that grantees educate the families they serve about the Child Tax Credit and direct them to [www.childtaxcredit.gov](http://www.childtaxcredit.gov) to learn more.

**III. Early Head Start**Program Information Summary:

1. Currently advertising for EHS Home Base Supervisor and Family Development Specialist, as vacancies need to be filled.
2. Diaper distribution continues monthly for families enrolled in the program.
3. In-person home visitation services have started with EHS Home Base.
4. Centers continue to operate with children attending classes.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 305; Monthly ADA: Center Base: 62.46%, Home Base: 82.73%

Wait List Total: 89

Analysis of all areas below the recommended 85% ADA, if any, has been done. Despite COVID-19, EHS continues to make every effort to fill current vacancies. We are identifying age eligible siblings of HS Children enrolled in the program and reaching out to community partners weekly to let them know that we are actively recruiting children for Early Head Start. We continue to provide marketing materials and attend meetings/trainings via zoom to promote recruitment. We received a total of 38 referrals and attended 1 community event this month.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 485 Lunches: 568 Snacks: 468

**IV. Head Start**Program Information Summary:

1. Recruitment of several positions in Head Start are taking place, as vacancies need to be filled.
2. Regular classes closed down for the Summer on June 8, 2021 and June 22, 2021 for our 6, and 7.5 -hour classes.
3. CSPP classes continue to operate providing children with in-classroom learning and distance learning.
4. Education and Family/Community Services staff positions that are vacant are being advertised.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,680; Monthly ADA: Center Base 91.53%; Home Base: NA%

Wait List Total: 447

Analysis of all areas below the recommended 85% ADA, if any, has been done. The last day for Head Start Home Base was May 20, 2021. The last day for Center Base classes (3.5 hrs./day) and California State Preschool Program (CSPP 7.5 hrs./day) was on June 8, 2021. Center Base Duration classes (6.0 hrs./day) ended on June 22, 2021. CSPP Full Day/Full Year classes operated through June 30, 2021. To support our recruitment and enrollment efforts, we received 23 Head Start Online Referrals from our Fresno EOC website and we attended two Community Events in the month of June.

Head Start Meals/Snacks:

Total Children: Breakfasts: 9,929 Lunches: 11,016 Snacks: 9,465

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director



## BOARD OF COMMISSIONERS MEETING

|  |                               |
|--|-------------------------------|
| <b>Date:</b> September 22, 2021            | <b>Program:</b> Advance Peace |
| <b>Agenda Item #:</b> 10B4                 | <b>Director:</b> Isaiah Green |
| <b>Subject:</b> American Rescue Plan Grant | <b>Officer:</b> Heather Brown |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of American Rescue Plan Grant proposal in the amount of \$1,407,000 submitted to the City of Fresno on July 26, 2021.

### Background

Advance Peace is a community building strategy that focuses on those trapped at the heart of cyclical and retaliatory gun violence. Advance Peace aims to provide mentorship, social services, pathways for healing and reconciliation, employment opportunities, safe spaces and resources and support necessary to uplift those from poverty to prosperity.

Short-term goals are to identify top twenty individuals who are considered the most lethal in our city and enroll them as fellows in the program, create relationships built on trust and credibility, provide pathways for healing by offering safe spaces, therapy, any social services needed. Engagement with these community members will lead to a reduction in retaliatory gun homicides in the City of Fresno.

### Fiscal Impact

The proposed funding amount of \$1,407,000 will allow Advance Peace to hire four additional Peacekeepers and four additional Neighborhood Change Agents and increase salaries for existing Neighborhood Change Agents. The proposal also includes funding to assist with fellows' basic needs such as housing costs.

### Conclusion

Advance Peace serves those who reside in historically disinvested communities. The program aims to assist in building healthier, self-sufficient individuals and fostering a sense of value and self-worth. If not approved, other funding opportunities need to be explored to expand services.



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                 | <b>Program:</b> Health Services Division |
| <b>Agenda Item #:</b> 10B5                      | <b>Director:</b> Jane Thomas             |
| <b>Subject:</b> Oral Health Program Mini-Grants | <b>Officer:</b> Jack Lazzarini           |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Oral Health Program Mini-Grants in the amount of \$180,000 submitted to Fresno County Department of Public Health (DPH) for a 10-month period beginning September 1, 2021.

### Background

Fresno County DPH has made two \$90,000 grants available for promoting oral health literacy. One grant is to provide oral health education to pregnant women in Fresno County, and the second is for educating Fresno County residents more generally on the importance of oral health.

### Fiscal Impact

Proposed funding for the 10-month period is in the amount of up to \$180,000 for both service areas. Fresno EOC could be awarded in only one category and would therefore receive \$90,000.

### Conclusion

This award would allow Health Services Division to expand its work of addressing oral health disparities for both pregnant women and Fresno County residents more broadly. There is no direct impact if not awarded; this is a complementary funding.



## BOARD OF COMMISSIONERS MEETING

|  |                                       |
|--|---------------------------------------|
| <b>Date:</b> September 22, 2021                    | <b>Program:</b> Food Services         |
| <b>Agenda Item #:</b> 10B6                         | <b>Director:</b> Jon Escobar          |
| <b>Subject:</b> FY 2021-22 Food Service Agreements | <b>Officer:</b> Michelle L. Tutunjian |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to approve multiple Fiscal Year (FY) 2021-22 Food Service agreements for approximately \$4,060,796.

### Background

Fresno EOC's Food Services program has executed Food Service agreements with 18 external partners for FY 2021-22 (Refer to Attachment 1). Food Services program provides a wide range of services including hot and cold meals, frozen meals, home meal delivery, brown bag meals, plus pizza for school-youth.

Food Services continues to provide meals for internal partners also including: Head Start 0-5 (breakfast and lunch), Sanctuary Youth Shelters (breakfast, lunch, dinner, and brown bag), and School of Unlimited Learning (breakfast and lunch).

### Fiscal Impact

An estimated \$4,060,796 in revenue is projected for FY 2021-22.

### Conclusion

Food Services continues to provide meals to as many clients as possible during the pandemic to meet the community needs, while remaining flexible to the needs of our partners for service delivery.

Revised August 6, 2021

# ATTACHMENT 1

## FOOD SERVICE RENEWAL AGREEMENT FY 2021-22

| #  | Name of Organization  | Meal Types                                | Estimated Revenue |
|----|---|---|-------------------|
| 1  | California Indian Manpower Consortium                                 | Home Delivery Lunch                       | \$8,204.00        |
| 2  | Chapter One Preschool   | Lunch                                     | \$54,613.00       |
| 4  | City of Selma   | Congregate Meals                          | \$21,913.00       |
| 5  | Golden Charter Academy  | Breakfast and Lunch                       | \$106,380.00      |
| 6  | Learn Academy   | Lunch                                     | \$62,370.00       |
| 7  | Community Action Partnership of Madera                                | Frozen Meals                              | \$26,075.00       |
| 8  | Reading & Beyond Preschool  | Breakfast, Lunch                          | \$112,215.50      |
| 9  | Target 8 Advisory Council DBA Julia A. Lopez Child Development Center | Lunch                                     | \$105,907.00      |
| 10 | Tule River Indian Health Center, Inc.                                 | Home Delivery Lunch                       | \$106,775.00      |
| 11 | University High School  | Lunch                                     | \$10,860.00       |
| 12 | Community Service & Employment Training, Inc.                         | Tulare County Congregate Lunch            | \$268,000.00      |
| 13 | Community Service & Employment Training, Inc.                         | Tulare County Frozen Home Delivery        | \$280,000.00      |
| 14 | Fresno/Madera Area Agency on Aging (FMAAA) (1)                        | Fresno/Madera County COVID - C2 CLIENTS   | \$1,206,863.00    |
| 15 | FMAAA (2)   | Fresno/Madera County Frozen Home Delivery | \$1,126,621.00    |
| 16 | Kings County Commission on Aging                                      | Frozen Meals                              | \$249,000.00      |
| 17 | Inyo County Superintendent of Schools (Youthbuild Charter School)     | Lunch                                     | \$15,000.00       |
| 18 | Buster Enterprises  | After School Pizza                        | \$300,000.00      |
|    |   |   | \$4,060,796.50    |



## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                  | <b>Program:</b> Sanctuary and Support Services |
| <b>Agenda Item #:</b> 10B7                       | <b>Director:</b> Misty Gattie-Blanco           |
| <b>Subject:</b> Homeless Youth Services Contract | <b>Officer:</b> Michelle L. Tutunjian          |

### Recommended Action

The Program Planning and Evaluation Committee recommends acceptance of the Second Amendment of the Homeless Youth Services contract agreement with the City of Fresno for full board consideration to extend the contract term to June 30, 2023 in the amount of \$484,305. The extended 24-month grant term period begins on July 1, 2021.

### Background

The City of Fresno received funding specific for Homeless Youth Services Funding from the State of California Business, Consumer Services and Housing Agency's Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program authorized by Senate Bill 850, designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California.

HEAP funds were allocated to the City of Fresno, who collaboratively with other institutions and organizations in Fresno's homeless service provider system, aim to make homelessness infrequent, brief, and non-recurring. The Mayor's and City Manager's Office shall provide administration and oversight of these funds through contractual relationships between selected vendors and the City.

In 2021, the City of Fresno received funding under the Homeless Housing, Assistance and Prevention (HHAP) program to fund the project for 24-months.

### Fiscal Impact

The contract agreement for \$484,305 starts on July 1, 2021. The HHAP funding does not require matching funds.



## **Conclusion**

Fresno EOC can continue providing Youth Bridge Housing and Navigation services to homeless youth in Fresno for an additional 24-month with this funding.



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                           | <b>Program:</b> Training & Employment Services: Local Conservation Corps |
| <b>Agenda Item #:</b> 10B8                                | <b>Director:</b> Jeff Davis/Shawn Riggins                                |
| <b>Subject:</b> Families & Workers Fund: Recover Up Grant | <b>Officer:</b> Michelle L. Tutunjian                                    |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Recover Up grant in the amount of \$1.9 million submitted to the Families & Workers Fund for a proposed three year term.

### Background

The Families and Workers Fund is a collaborative philanthropy effort launched in April 2020 designed to support and empower workers, families, and communities devastated by the health and economic crisis caused by COVID-19. The Families & Workers Fund plans to help workers and families move back into economic security and support unemployed or underemployed communities by connecting them to quality jobs and establish career pathways that result in better financial wellness for all workers and families.

Fresno EOC's proposal includes incorporating a Guaranteed Income component into the existing Central Valley Forestry Corps (CVFC) program over a period of three years, which will allow the CVFC to connect members of Fresno County's marginalized communities with quality jobs with greater potential for upward mobility. Guaranteed income will consist of twelve-monthly supplemental income payments of \$1,000 issued to four cohorts of up to twenty Forestry Corps members each. The Central Valley Forestry Corp Guaranteed Income Project will help to provide financial security for those who may not be financially secure enough to engage in workforce training programs.

### Fiscal Impact

If funded, Fresno EOC will be awarded \$1.9 million to launch the three-year project; \$969,600 directly to participants in the form of the monthly guaranteed income payments and survey incentive gift cards. The grant will also allow the Local Conservation Corps to purchase two new vehicles, a chipper, chainsaws, and other needed small equipment.



## **Conclusion**

These funds will allow Fresno EOC to provide Central Valley Forestry Corps members with financial support during training to bridge the gap between skill development and employment. If not approved, the Central Valley Forestry Corps will continue operating with existing program funding. However, we would not be able to launch the Guaranteed Income component which would make program slots available to those community members most in need of the support of supplemental income as they work toward a higher paying job.



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021         | <b>Program:</b> Training and Employment Services: Local Conservation Corps |
| <b>Agenda Item #:</b> 10B9              | <b>Director:</b> Jeff Davis/Shawn Riggins                                  |
| <b>Subject:</b> Proud Parenting Program | <b>Officer:</b> Michelle L. Tutunjian                                      |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Proud Parenting Program grant application in the amount of \$300,000 submitted to the Board of State and Community Corrections for a 3-year period beginning January 1, 2022.

### Background

The intent of the Proud Parenting Program is to support young parents who are or were involved in the juvenile systems and/or considered crossover youth within the child welfare system. Participants must be 25 years old or younger at time of enrollment. This grant program assists participants and their children by supporting approaches to increase parenting knowledge to create positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities to strengthen generational bonding.

This proposal is in alignment with the agency's goals of assisting a low-income, diverse workforce, and provides training in the effort to assist them in becoming self-sufficient.

### Fiscal Impact

Fresno EOC applied for \$100,000 (for the first year of a three [3] year grant cycle). Each subsequent year, up to two (2) additional years, will be funded at the amount requested in the original application for funding. Total amount of funding for the three-year grant period is \$300,000. Subject to a continued annual appropriation, this new grant cycle will begin on January 1, 2022.



## **Conclusion**

Potential award of funding will augment existing Fresno County Unwed Fathers Program administered by the Local Conservation Corps, increasing the total number of fathers served.

## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                       | <b>Program:</b> Employment and Training Services: Local Conservation Corps |
| <b>Agenda Item #:</b> 10B10                           | <b>Director:</b> Jeff Davis/Shawn Riggins                                  |
| <b>Subject:</b> YouthBuild AmeriCorps Education Award | <b>Officer:</b> Michelle L. Tutunjian                                      |

### Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of a YouthBuild AmeriCorps grant in the amount of \$155,000 from YouthBuild USA over a 12-month period beginning July 1, 2021.

### Background

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

The Local Conservation Corps (LCC) administers YouthBuild. Fresno. YouthBuild programs are designed to serve communities, develop leaders, and provide educational opportunities for young adults. Since 1995, LCC has managed the YouthBuild AmeriCorps grant program.

In July 2021, Fresno EOC was awarded a grant in the amount of \$155,500 for AmeriCorps operating funds, and \$93,966.34 for 35 AmeriCorps education awards. The education awards will provide for the following:

- Two (2) Full-Time members (1,700 hours)
- Two (2) Half-Time members (900 hours)
- 31 Reduced Half-time members (675 hours)



### **Fiscal Impact**

The grant total award is for \$155,500 over a 12-month period beginning July 1, 2021. Grantees are responsible for providing funds and other resources to match the federal funds receive through their AmeriCorps grant. Currently, the match requirements have been waived due to COVID-19.

### **Conclusion**

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

## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                              | <b>Program:</b> Training and Employment Services |
| <b>Agenda Item #:</b> 10B11                                  | <b>Director:</b> Jeff Davis                      |
| <b>Subject:</b> Urban South Youth Services Monitoring Review | <b>Officer:</b> Michelle L. Tutunjian            |

### Background

The information presented below is intended to keep the Board apprised on the 2021 Urban South Youth Services monitoring review.

The primary objective of the monitoring review is to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) federal regulations, state and local policies and procedures, including Section 188 of the Americans with Disabilities Act and Equal Opportunity policies, and the WIOA agreement. The secondary goal of the review is to provide valuable information relative to the effective management of the program. WIOA eligibility and all program activities were reviewed.

Fresno EOC's monitoring visit was conducted on February 17, 2021. Due to COVID-19, FRWDB conducted the monitoring visit over Zoom to fulfill the monitoring requirements.

Attached is a copy of the final determination letter. FRWDB identified 15 issues or concerns as a result of the monitoring review, which were all closed with the exception of one area closed conditionally based on additional reviews that will be conducted by FRWDB, as noted.

July 6, 2021

Jeff Davis, Jr.  
Director of Training and Employment Services Division  
Fresno Economic Opportunities Commission  
1920 Mariposa Mall, Suite 280  
Fresno, CA 93721

RE: Programmatic Monitoring  
Program Year 2020-2021  
Agreement Number 310-301  
Urban South Youth Services

**Chair**  
Jeffrey Hensley

**Vice Chair**  
Dennis Montalbano

**Board Members**  
Stephen Avila  
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  
Michael Silveira  
Vasili Sotiropoulos  
Shelly Tarver  
Stuart VanHorn  
Lydia Zabrycki

**Executive Director**  
Blake Konczal

Dear Mr. Davis:

This letter is to inform you of the results of the Fresno Regional Workforce Development Board's (FRWDB's) review of Fresno Economic Opportunities Commission (FEOC's) agreement for the program period of July 1, 2020, to the present.

Our determination is based on the information provided in your agency's response dated May 28, 2021.

**MINOR FINDINGS:**

**1. Non-adherence to Operational Directive (OD) #04-17, Job Ready Preparation Process**

Six (6) or 12% of the 51 files job ready checklist was missing signatures and incomplete.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding and will ensure Quality Assurance staff, Business Account Specialist and Management are re-trained to pay closer attention to detail. Staff will continue to submit required information into the CalJOBS system to ensure all boxes are checked, signed and all pages are present at the time of the initial upload. The Quality Assurance staff is responsible to periodically audit the records uploaded and report any discrepancies to management. The Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

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**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.



**2. Non-adherence to OD #03-16, Revision N, Young Adult Service Codes**

Eleven (11) or 22% of the 51 files had service codes opened and appropriate services were not being provided. In some cases, the CalJOBS system closed service codes.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding and Academic and Career Advisor and Employment Readiness Facilitator staff will be re-trained in this area in order to ensure the required information (i.e. activity code and case notes) delineating what occurred to support each entry. Through the already established internal monitoring procedures, the Quality Assurance staff will ensure any additional identified discrepancies in this area are reported to management. The Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**3. Non-adherence to OD #15-18 CalJOBS Post Closure Process**

Five (5) or 10% of the 51 files did not follow the process for post closure process.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. The Academic and Career Advisor (ACA) is responsible for timely follow-ups and for entering case notes documenting progress in CalJOBS. Through the already established internal monitoring procedures, the Quality Assurance staff will ensure any discrepancies are reported to management through routine internal audits. The Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

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**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**4. Non-adherence to OD #01-14, Youth Orientation Process**

Six (6) or 12% of the 51 files youth applicant questionnaire was incomplete.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding and discrepancies have been discussed with the responsible staff including the Academic and Career Advisor and Outreach and Recruitment Assistant. The Quality Assurance staff will ensure any additional identified discrepancies in this area are reported to management. The Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**5. Non-adherence to OD #31-05, Revision D, Confidentiality and Release of Information Process**

Three (3) or 6% of the 51 files Universal Release of Information form was incomplete.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding and Eligibility Staff and the Administrative Operations Manager will ensure the forms are complete and signed appropriately before placement in the file. Through the already established internal monitoring procedures, the Quality Assurance staff will ensure any additional identified discrepancies in this area are reported to management. The Administrative and Operations Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

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**6. Non-adherence to OD #14-18, Revision B, Follow-Up Process**

Five (5) or 10% of the 51 files follow ups were not completed in a timely manner.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding and management and program support staff responsible have been re-trained. In past trainings conducted by FRWDB during the period of conversion to CalJOBS, Fresno EOC staff understood follow-ups had to occur during the quarter. Following the exit conference in regard to the minor finding, Fresno EOC Program Manager and Administrative and Operations Manager met with the FRWDB Youth Coordinator for additional instruction. A new strategy for running follow-up reports in CalJOBS has been established and internal procedures have been implemented. The Quality Assurance staff will ensure any additional identified discrepancies in this area are reported to management. The Administrative and Operations Manager will be responsible for re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**7. Non-adherence to OD #18-18, Revision H1, Supportive Services Process**

Five (5) or 10% of the 51 files did not follow the supportive service process.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. For all future supportive service approvals, the program manager will ensure the Self-Certification documents have been signed and uploaded into the CalJOBS system prior to approving the purchase. Furthermore, the Administrative and Operations Manager will ensure the assigned staff and manager sign the vouchers prior to uploading into CalJOBS. Through the already established internal monitoring procedures, the Quality Assurance staff will ensure any additional identified discrepancies in this area are reported to management. The Administrative and Operations Manager and Program Manager will be responsible for re-directing staff to complete all necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**8. Non-adherence to OD #07-18, WIOA Title 1 Programs-Nepotism and Discrimination Complaint Procedures**

Four (4) or 8% of the 51 files were missing the form and in some cases signatures.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Eligibility staff and the Administrative and Operations Manager will ensure the forms are complete, signed and all boxes checked. Through the already established internal monitoring procedures, the Quality Assurance staff will routinely monitor the records and report any discrepancies to management. The Administrative and Operations Manager will be responsible for the oversight of this function under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**FINDINGS:**

**1. Non-adherence to OD #03-15, Revision C, Fresno County Title I Eligibility Technical Assistance Guide**

Twenty (20) or 39% of the 51 files had various issues with the eligibility process and documentation.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding. Eligibility staff was referencing to an outdated 2018 Census report generated by American Factfinder. Following the exit conference, management staff met with FRWDB Youth Program Coordinator to discuss further since the 2000 Census does not list poverty rates (via the AFF or ACF) for zip codes in the following Fresno urban areas: 93701, 93702, 93705, 93706, and 93728. FRWDB directed staff to utilize Census TIGER maps as an alternate solution to address this issue. On May 28, 2021, the Director held a training for staff on how to access the most current poverty data.

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The various additional issues related to the eligibility process and documentation have been addressed with staff. All staff have received the FRWDB approved applicant statement and re-trained on the importance of documenting case notes into the client files. The Quality Assurance staff will ensure any additional identified discrepancies in this area are reported and addressed by management for compliance.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**2. Non-adherence to OD #17-20 Standalone Service Codes**

Fourteen (14) or 27% of the 51 files had opened service code 435 and was used as a standalone code while no other services were being provided to the participant.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding and the Program Manager has retrained the ACA staff on proper usage of activity codes or documentation of a correct code to substantiate its usage. The Quality Assurance Staff have been trained to review, recognize and report and "Stand Alone Codes" discrepancies directly to the Program Manager who is tasked with ensuring that all necessary corrections are made by responsible staff.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**3. Non-adherence to OD #08-20, Revision B, COVID -19 Process Changes**

Twenty-nine (29) or 57% of the 51 files did not follow the process for documenting approval for WIOA eligibility, the process of obtaining electronic signatures and documenting in case notes.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding and all staff responsible for case note documentation will be held accountable to correct this finding. The Director will schedule a training in June 2021 to address the OD 08-20 with staff and invite the FRWDB Program Monitor to attend. Fresno EOC management will ensure staff are properly following the operational directive and will document the staff attendance in the training to be provided.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**4. Non-adherence to OD #20-18, Revision E1, Youth Work Based Learning Process**

Twenty-one (21) or 41% of the 51 had missing work experience vouchers, timesheets and payment vouchers in the CalJOBS system. In some cases, the files were missing evaluations and employers were not entered into CalJOBS.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding and reoccurring challenge. The Director has addressed with management staff and has documented corrective action following Fresno EOC Policy and Procedures related to violation of job performance requirements. Any future violations may result in a disciplinary action, up to and including termination.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and will conditionally close this finding, and implement quarterly reviews to ensure progress is being made towards FEOC implementing an effective corrective and preventative action plan to address this issue.

**5. Non-adherence to OD #05-17, Revision F, Job Readiness Workshop**

Thirty-one (31) or 61% of the 51 files did not follow the process to document the duration of the workshop in the case notes. In some cases, the service code was opened and closed on a daily basis.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding. The majority of discrepancies in this area were attributed to the poor job performance of the Employment Readiness Assistant who no longer is an employee of Fresno EOC. The Director has since reassigned the job duties of the Employment Readiness Assistant to the Program Assistant II who has been trained to ensure adherence of the requirements. The Director has implemented a continuous quality improvement strategy to address the finding.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

Jeff Davis, Jr.  
July 6, 2021  
Page Eight

In addition, we would like to request a copy of the quality improvement strategy your agency has implemented.

**6. Non-adherence to OD #16-18, Revision E, Youth Program Assessment Requirements**

Twenty-five (25) or 49% of the 51 files had missing CASAS scores in CalJOBS, the ONET results were missing the participants name and date and in some cases the case notes were not correct.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding. The majority of discrepancies in this area were attributed to the poor job performance of the Employment Readiness Assistant who no longer is an employee of Fresno EOC. The Director has since reassigned the job duties of the Employment Readiness Assistant to the Program Assistant II who has been trained to ensure adherence of the requirements. The Director has implemented a continuous quality improvement strategy to address the finding.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

In addition, we would like to request a copy of the quality improvement strategy your agency has implemented.

**7. Non-adherence to OD #09-17, Revision D, Measurable Skills Gain**

Thirteen (13) or 25% of the 51 files had the incorrect documentation to show a participant is making progress. In some cases, the measurable skills gain was recorded the same day the participant was enrolled into an educational component.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding, Fresno EOC management (Program Manager and Administrative and Operations Manager) has been working closely with FRWDB (Contract Administrator, Youth Program Coordinator, and Deputy Director of Information Systems) to address the corrective action needed. As a result, Fresno EOC has assigned the Quality Assurance staff to obtain current measurable skills gains information and upload the detail into CalJOBS by May 28, 2021. FRWDB will be rerunning reports for Fresno EOC to assist in ensuring compliance.

Jeff Davis, Jr.  
July 6, 2021  
Page Nine

In order to ensure future compliance in this area, the ACA staff will receive re-training from management to properly receive and document measurable skills gain of assigned students along with properly recording results in CalJOBS system timely. The Quality Assurance staff will be required to monitor and report any discrepancies to management under supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions pertaining to this matter, please contact Rebecca Moncivais at (559) 490-7178.

Regards,



Blake Konczal  
Executive Director

bk:mw

c: Emilia Reyes  
Patrick Turner  
Phyllis Stogbauer  
Stephen DeWitt  
Ana Escareno  
Rebecca Moncivais  
Homer O. Sales





## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                       | <b>Program:</b> Training and Employment Services |
| <b>Agenda Item #:</b> 10B12                           | <b>Director:</b> Jeff Davis                      |
| <b>Subject:</b> FY 2021 -2022 Youth Services Contract | <b>Officer:</b> Michelle L. Tutunjian            |

### Background

The information presented below is intended to keep the Board apprised on the Fiscal Year (FY) 2021 -2022 Fresno Regional Workforce Development Board (FRWDB) funding award.

On June 2, 2021, FRWDB Board approved the award of the Workforce Innovation and Opportunity Act (WIOA) contract funds to the Workforce Connection Young Adult Urban South Program operated by Fresno EOC's Training and Employment Services Division for the 12-month program year beginning July 1, 2021. Funding awarded is as follows:

- Workforce Connection Young Adult Urban South (Out of School) - \$816,051; and
- Workforce Connection Young Adult Urban South (In School) - \$204,013

Combined funding received totals \$1,020,64, representing a decrease of \$139,100 (-12%) from the previous year's original Workforce Connection Young Adult Urban South Youth Services Program level of \$1,159,164.

The FY 2021-2022 contract reduction of 12% will not adversely affect the staffing or service levels. This award represents the fourth year of funding for the five (5) year funding cycle.



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021               | <b>Program:</b> Training and Employment Services: Local Conservation Corps |
| <b>Agenda Item #:</b> 10B13                   | <b>Director:</b> Jeff Davis/Shawn Riggins                                  |
| <b>Subject:</b> Corps Age Eligibility Changes | <b>Officer:</b> Michelle L. Tutunjian                                      |

### Background

The information presented is intended to keep the Board apprised of the state approved age range increase of 18-26 for Corps that counts toward annual certification.

COVID-19 has impacted many aspects of daily local corps programming, including access to work sites, education programs, and recruitment. The California Conservation Corps (CCC), a state agency that oversees the certification of Local Conservation Corps (LCC), has recently experienced recruitment difficulties as well.

Through coordinated advocacy efforts, CCC worked with California Senator John Laird's Office to increase the age range of young adults that can be counted in a Corps annual certification from ages 18-25 to ages 18-26.

On July 23, 2021, the Governor passed an act to amend sections of Bill SB No. 272 (*SB 272 Laird. State government: gender-neutral terms: California Conservation Corps*).

The Bill, which takes place immediately as an urgency statute, now requires a community conservation corps to consist of corpsmembers who are between 18 and 26 years of age in order to be certified. In addition, the Bill makes technical, non-substantive changes to these provisions to use gender-neutral language.

Increasing the age range to 26 allows corps to recruit from a wider demographic, allowing corps to be in a better position to serve project sites and clients. LCC has modified the age range for eligibility requirements and is reviewing all written policies to amend, as needed, to include gender-neutral language.



## BOARD OF COMMISSIONERS MEETING

|  |                                       |
|--|---------------------------------------|
| <b>Date:</b> September 22, 2021  | <b>Program:</b> Transit Systems       |
| <b>Agenda Item #:</b> 10B14  | <b>Director:</b> Monty Cox            |
| <b>Subject:</b> Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | <b>Officer:</b> Michelle L. Tutunjian |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, a multiple voucher request totaling \$3,788,250, submitted to the California Air Resources Board.

### Background


The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) administered by the California Air Resources Board, has made available \$130 Million for zero-emission transit, school, and shuttle buses.

The HVIP accelerates the deployment of zero-emission and other eligible trucks and buses. HVIP benefits the residents of California by stimulating deployment of advanced clean commercial vehicles, improving community health with immediate air pollution emission reductions, as well as reducing greenhouse gas emissions to help meet State climate goals, and yielding substantial economic benefits. It is implemented through a partnership between the California Air Resources Board (CARB) and a Grantee, selected via a competitive CARB grant solicitation. HVIP provides vouchers on a first-come, first-served basis. In addition, HVIP provides increased incentives for fleets domiciled in disadvantaged communities.

The Vouchers must be distributed through an approved electric vehicle distributor. In this case, the approved distributor is A-Z Bus who Fresno EOC Transit Systems has worked with in the past. These electric buses will replace 21 existing diesel school buses and nine gasoline 16-passenger buses, most of which have exceeded their normal useful life, cost more to maintain, and require parts that are hard to find.

### Fiscal Impact

The total cost estimated for this project is \$11,382,145, of which \$3,788,250 will be paid for from this funding source. The balance of \$7,593,895 will be covered by additional



alternative fuel grants currently in process and other program funds. If sufficient matching funds are not obtained, Vouchers will not be claimed and buses will not be ordered.

### **Conclusion**

This project will help the agency with its goal to expand health and wellness access to urban and rural communities by improving air quality and increasing reliability of transportation services to low-income communities. If not approved, agency needs to explore other alternatives for bus replacement.



## BOARD OF COMMISSIONERS MEETING

|   |   |
|---|---|
| <b>Date:</b> September 22, 2021                           | <b>Program:</b> Strategy And Resource Development |
| <b>Agenda Item #:</b> 10B15                               | <b>Director:</b> n/a                              |
| <b>Subject:</b> CSBG CARES Act Rapid Cycle Impact Project | <b>Officer:</b> Heather Brown                     |

### Recommended Action


The Program Planning and Evaluation Committee recommends ratification for full Board consideration of CSBG CARES Act Rapid Cycle Impact Project grant in the amount of \$250,000 submitted to the Administration of Children and Families, Office of Community Services on July 26, 2021. The 15-month grant period starts on October 1, 2021.

### Background

The Office of Community Services released the CSBG CARES Act Rapid Cycle Impact Project funding opportunity with the goal to adapt current service models to effectively respond to immediate community needs while also testing innovative community approaches and strategies developed to prevent, prepare for, and respond to the effects of COVID-19.

Fresno EOC's proposal titled "Guaranteed Income for Head Start 0 to 5 Families" will provide 30 families with children enrolled in the Head Start 0 to 5 program in Huron, with a monthly supplemental income of \$500 for 12 months as they face increased economic burden resulting from the COVID-19 pandemic and are struggling to meet basic needs such as rent, utilities, health care, and transportation. The program will also hire a Family Liaison who will engage with the families and assist them in navigating any existing social service benefits and encourage them to participate in the program's evaluation component.

Fresno EOC will partner with Faith in the Valley and the Center for Community Voices to evaluate the success of the program by gathering survey data on the wellbeing of families. These surveys will demonstrate how the families spend the supplemental income and show whether they report an increased sense of financial security and improved overall health and wellbeing. The program will also evaluate the impact that supplemental income has on parental involvement in their children's education and



development. The project findings will inform the scaling of this project and other Guaranteed Income projects in California and across the country.

### **Fiscal Impact**

If funded, Fresno EOC will receive up to \$250,000 to launch the 15-month project on October 1, 2021. The majority of funding (over \$190,000) will go directly to the families in the form of monthly guaranteed income payments and survey incentive gift cards.

### **Conclusion**

The funds will allow Fresno EOC to build on the success of Guaranteed Income programs like the one in Stockton, CA, and help 30 Huron families to meet their basic needs during this time of economic burden.



## BOARD OF COMMISSIONERS MEETING

|   |   |
|---|---|
| <b>Date:</b> September 22, 2021             | <b>Program:</b> Strategy & Resource Development |
| <b>Agenda Item #:</b> 10B16                 | <b>Director:</b> N/A                            |
| <b>Subject:</b> 2021 CSBG Monitoring Report | <b>Officer:</b> Elizabeth Jonasson              |

### Background

The information presented below is intended to keep the Board apprised on the 2021 Community Services Block Grant (CSBG) Monitoring Report.

Per requirements of the CSBG Act of 1998, the California Department of Community Services & Development (CSD) conducts onsite monitoring of all Community Action Agencies in the state every three years. The purpose of the review is to monitor statutory and contractual requirements under CSBG for financial accountability and programmatic compliance in accordance with Federal and State laws and CSD policy

Due to COVID-19, the State of California halted all non-essential travel. Consequently, CSD did not conduct on-site monitoring visits during the pandemic and elected conduct the monitoring visit over Zoom to fulfill CSD's monitoring requirements.

Fresno EOC's monitoring visit was conducted July 14-15, 2021. Attached is a copy of the monitoring report summarizing administrative, fiscal, and programmatic reviews conducted. No findings were identified.



Department of Community Services and Development  
Community Services Division  
Monitoring Report (rev. 6/2021)

**Agency Information**

Agency Name Fresno County Economic Opportunities Commission

Agency Type Community Action Agency-Private

Report # C-21-015

CSD/Field Representative Stephanie Williams

Date Report Completed July 14, 2021

Contracts Reviewed

| Contract # | Program Term      | Amount      | Contract Type      |
|------------|-------------------|-------------|--------------------|
| 20F-3649   | 03/27/20-05/31/22 | \$2,592,952 | CSBG CARES         |
| 20F-3649   | 03/27/20-05/31/22 | \$40,370    | CSBG CARES Disc    |
| 21F-4010   | 01/01/21-05/31/22 | \$1,911,934 | Annual CSBG        |
| 21F-4010   | 01/01/21-05/31/22 | \$28,250.00 | CSBG Discretionary |

**Entrance Conference**

Purpose of Visit The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Virtual Entrance Conference July 14, 2021

The following persons were present during the Entrance Conference:

Emilia Reyes, Chief Executive Officer  
Yen Kilday, Director of Impact  
Jim Rodriguez, Chief Financial Officer  
Darlene Trujillo, Senior Accountant  
Michelle Tutunjian, Chief Operating Officer  
Cesar Lucio, Program Operations Liaison  
Tate Hill, Access Plus Capital Executive Director  
Karina Perez, Chief of Staff  
Susan Shiomi, Internal Audit Director  
Jack Lazzarini, Chief Programs Officer  
Heather Brown, Chief Administrative Officer  
Elizabeth Jonasson, Strategy and Communications Officer  
Stephanie Williams, CSD Representative



The following items were discussed:

- Virtual Monitoring Overview
- CSBG Expenditure Trend
- CSD Updates
- Organizational Standards
- 2020 Closeout
- CARES Spending Plan
- CARES Annual Report

## **Administrative Review**

### Board Composition

According to the agency's bylaws modified October 2018, the Tripartite Board is composed of twenty-four (24) members: (8) eight from the public sector, (8) eight from the private sector, and (8) eight from the low-income sector. The board roster dated March 15, 2021 indicates that there are currently no board vacancies.

### Board Minutes

Fresno County Economic Opportunities Commission submits approved board minutes to (CSD) no later than thirty days after the minutes are approved as required in the annual contract agreement (2021 CSBG Contract Agreement Article 4.1.4).

A review of the board minutes from March 24, 2021, April 16, 2021, and May 25, 2021 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board's involvement in the development, planning, implementation, and evaluation of the program.

## **Fiscal Review**

### Advance Payment

The Field Representative was presented documentation that demonstrates that the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))

### Expenditure Progress

During the onsite the Field Representative met with Jim Rodriguez, Chief Financial Officer to discuss the status of all open contracts as follows.

CSBG CARES Contract  
20F-3649

A review of EARS reports from March 2020 through April 2021 indicates 49.79% or \$1,291,028.17 of \$2,592,952 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term. (See detailed CARES information below.)

CSBG CARES Disc Contract  
20F-3649

A review of EARS reports from October 2020 through April 2021 indicates 100% or \$40,370 of \$40,370 has been expended. The agency has fully expended its contract funds.

CSBG Contract  
21F-4010

A review of EARS reports from January 2021 through May 2021 indicates 8.65% or \$165,347.35 of \$1,911,934 has been expended. According to the

3-Year Average Spending Analysis, Fresno County Economic Opportunities Commission is not within 15% of its historical average. However, the agency indicated that it has a plan in place to fully expend the contract funds by the end of the contract term.

CSBG Disc Contract  
21F-4411

A review of EARS reports from June 2021 through April 2021 indicates 0% or \$0 of \$28,250 has been expended. According to the agency it has a plan in place to fully expend the contract funds by the end of the contract term.

#### Line Item Expenditure Review

*Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.*

The Field Representative sampled (3) expenditure transactions from costs reported in EARS:

| Contract Number        | Report Period        | Section (Program/ Admin) | Line Item                                | Amount      |
|------------------------|----------------------|--------------------------|--|-------------|
| 21F-4010<br>CAA        | 2/1/21-<br>2/28/21   | Admin                    | Contract/<br>Consultant<br>Services      | \$10,333.34 |
| 20F-3649<br>CARES      | 9/1/20-<br>9/30/20   | Program                  | Subcontractor<br>/Consultant<br>Services | \$805.07    |
| 20F-3649<br>CARES Disc | 12/1/20-<br>12/31/20 | Admin                    | Operating<br>Expenses                    | \$2503      |

The Field Representative reviewed the general ledger, contractor invoices, agency invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).

#### Equipment Validation Review

“Not Applicable”.

### **Programmatic Review**

#### Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicates the report have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

#### Program Performance

A review of the agency’s most recent CSBG Annual Report Modules 2 – 4 shows that the agency did not achieve its targets for FNPI 1b because COVID-19 led to temporary program closures for Fresno EOC's various employment programs. Also, the target for FNPI 4b was not achieved because a number of clients dropped out of the program before they achieved the outcome. The agency exceeded its target for FNPI 3e.

| Family Domains<br>(Module 4) | Indicator  | Target | Actual |
|------------------------------|--|--------|--------|
| Employment                   | FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage) | 43     | 30     |
| Housing                      | FNPI 4b. The number of individuals who obtained safe and affordable housing.           | 335    | 202    |
| Income and Asset Building    | FNPI 3e. The number of individuals who used their savings to purchase an asset.        | 31     | 36     |

#### Subcontractor Review

☒ The agency has not entered into a subcontract agreement for this review period.

#### Child Support

The Field Representative determined that the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).

#### Site Visits

*Due to COVID-19 CSD did not conduct an agency site visit.*

#### Client File Review

*Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.*

The Field Representative conducted a client file review of 3 clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 1.b, 4.b, 3.e. The client files contained the applicable documentation to demonstrate the client met the income eligibility for services. The client files contain documentation that verifies outcomes have been met.

#### Safeguard of client files

Due to COVID-19, CSD did not conduct an agency site visit. CSD accepts the 2020 results for Organization Standard 8.13, "The Organization has a written policy in place for record retention and destruction" as sufficient verification for this item.

☒ Organization Standard 8.13 was "met" for this review period

### CSBG CARES Activities

CSBG CARES contract was executed on 7/17/2020.

Fresno County Economic Opportunities Commission is utilizing its CSBG CARES and CSBG CARES Discretionary funds for services such as distance learning support, employment training for youth 18-24 and, the procurement of a cloud-based purchase order system.

### **CSBG CARES Quarterly Fiscal Reviews**

According to the quarterly review June 2021 the Field Representative reviewed the general ledger and agency invoices and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).

☒ CSBG CARES Annual Report data not available for this Report

### **CSBG CARES Client File Review**

☒ CSBG CARES Annual Report data not available for this Report

### **Exit Conference**

Date of Virtual Exit Conference

July 15, 2021

The following persons were present during the Exit Conference:

Heather Brown, Chief Administrative Officer  
Emilia Reyes, Chief Executive Officer  
Yen Kilday, Director of Impact  
Jim Rodriguez, Chief Financial Officer  
Darlene Trujillo, Senior Accountant  
Michelle Tutunjian, Chief Operating Officer  
Cesar Lucio, Program Operations Liaison  
Elizabeth Jonasson, Strategy and Communications Officer  
Stephanie Williams, CSD Representative

The following items were discussed:

- Highlights of Review
- Monitoring Timeline
- CSBG Contract
- Organizational Standards

Finding(s)

#### **Finding(s):**

No Findings identified during this on-site review.

Observation(s)

#### **Observation(s):**

No Observations identified during this on-site review.

Recommendation(s)

#### **Recommendation(s):**

Not Applicable

*CSD may request additional information related to meeting/resolving Findings addressed in this report.  
Unresolved Findings may result in additional monitoring or a High Risk designation.*



## BOARD OF COMMISSIONERS MEETING

|                                 |   |
|---------------------------------|---|
| <b>Date:</b> September 22, 2021 | <b>Program:</b> Strategy & Resource Development |
| <b>Agenda Item #:</b> 10B17     | <b>Director:</b> Kelsey McVey                   |
| <b>Subject:</b> Grant Tracker   | <b>Officer:</b> Elizabeth Jonasson              |

### Background

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

**Fresno Economic Opportunities Commission**  
**Grant Tracker**  
**Thursday, August 12, 2021**

| <b>FUNDED</b>    |  |   |   |                         |                          |                       |                       |
|------------------|--|---|---|-------------------------|--------------------------|-----------------------|-----------------------|
| <b>Submitted</b> | <b>Program</b>   | <b>Name</b>   | <b>Funder</b>   | <b>Amount Requested</b> | <b>Board Report Date</b> | <b>Date of Notice</b> | <b>Amount Awarded</b> |
| 6/11/2021        | <b>Health Services</b>   | <b>California Personal Responsibility Education Program (CA PREP)</b> | <b>California Department of Public Health, Maternal, Child and Adolescent Health Division</b> | \$400,000               | 6/23/2021                | 6/23/2021             | \$400,000             |
|                  | Use evidence-based models to educate at-risk youth on pregnancy prevention and sexually-transmitted diseases.  |   |   |                         |                          |                       |                       |
| 3/10/2021        | <b>Foster Grandparents</b>   | <b>FY 2021 AmeriCorps State and National Grants</b>                   | <b>Corporation for National and Community Service</b>   | \$386,408               | 3/24/2021                | 6/21/2021             | \$386,408             |
|                  | 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 |   |   |                         |                          |                       |                       |
| 4/12/2021        | <b>Sanctuary and Support Services</b>  | <b>Rise Up</b>  | <b>Public Health Institute</b>  | \$40,000                | 4/16/2021                | 6/29/2021             | \$40,000              |
|                  | Funding will support the LGBTQ+ Resource Center to host two transgender healthcare conferences to encourage health clinics to learn about appropriate practices to serving transgender individuals.  |   |   |                         |                          |                       |                       |
| 5/14/2021        | <b>Sanctuary and Support Services</b>  | <b>Stimulant Use Prevention and Treatment in Communities of Color</b> | <b>The Center at Sierra Health Foundation</b>   | \$100,000               | 5/26/2021                | 7/26/2021             | \$100,000             |
|                  | Provide increased awareness of and access to stimulant use prevention services targeting marginalized groups including communities of color and LGBTQ+ individuals   |   |   |                         |                          |                       |                       |
| 7/15/2021        | <b>Strategy &amp; Resource Development</b>   | <b>Discretionary Grant</b>  | <b>CalWellness</b>  | \$20,000                | 9/22/2021                | 7/15/2021             | \$20,000              |
|                  | Guaranteed Income strategy development   |   |   |                         |                          |                       |                       |
| 3/19/2021        | <b>Street Saints</b>   | <b>Contract</b>   | <b>FUSD Parent University</b>   | \$30,000                | 4/16/2021                | 6/16/2021             | \$30,000              |
|                  | Conduct home visits, support "Voices" meetings, Recruit/lead Parent University cohorts, and connect families with Fresno EOC wraparound services   |   |   |                         |                          |                       |                       |
| 6/25/2021        | <b>Training &amp; Employment</b>   | <b>Wells Fargo Grant</b>  | <b>Wells Fargo</b>  | \$50,000                | 9/22/2021                | 7/13/2021             | \$30,000              |
|                  | 12 youth internships (both urban and rural) and funds to support a Guaranteed Income strategy development  |   |   |                         |                          |                       |                       |
| 4/13/2021        | <b>Transit Systems</b>   | <b>Fresno Rural &amp; Urban Social Service Transportation</b>         | <b>Fresno County Rural Transit Agency</b>   | \$1,643,000             | 4/16/2021                | 6/24/2021             | \$1,643,000           |
|                  | Draft Operations & Program Budget for the 2021/2022 fiscal year.   |   |   |                         |                          |                       |                       |

| NOT FUNDED |  |   |   |                  |                   |                |
|------------|--|---|---|------------------|-------------------|----------------|
| Submitted  | Program  | Name  | Funder  | Amount Requested | Board Report Date | Date of Notice |
| 6/2/2021   | <b>Communications</b>  | <b>CDBG Funded Social Services</b>                                | <b>County of Fresno CSS</b>   | \$127,932        | 6/23/2021         | 6/28/2021      |
|            | Funds for rural hub office space in Sanger and partial personnel costs for one navigator   |   |   |                  |                   |                |
| 5/19/2021  | <b>Food Services</b>   | <b>Congressional Earmark Proposal</b>                             | <b>USDA</b>   | \$15,000,000     | 6/23/2021         | 7/15/2021      |
|            | Request was submitted through Senator Padilla's office. Includes land acquisition and construction of a 10,000 SF USDA inspection kitchen to increase capacity of meal production, including frozen and medically tailored meals |   |   |                  |                   |                |
| 6/9/2021   | <b>African American Coalition</b>  | <b>Local Community-Based Workforce to Increase COVID-19 Acces</b> | <b>Department of Health and Human Services, Health Resources and Services</b> | \$917,181        | 6/23/2021         | 7/1/2021       |
|            | Increase community outreach, expand clinic infrastructure, conduct vaccination outreach and create and distribute education materials  |   |   |                  |                   |                |

| PENDING GRANTS |  |   |   |                  |                   |                         |
|----------------|--|---|---|------------------|-------------------|-------------------------|
| Submitted      | Program  | Name  | Funder  | Amount Requested | Board Report Date | Expected Date of Notice |
| 2/26/2021      | <b>Advance Peace Fresno</b>  | <b>Visionary Freedom Fund</b>                 | <b>Andrus Family Fund</b>                                     | \$44,000         | 3/24/2021         | Prior to 7/1/2021       |
|                | Fund stipends and emergency resources for Peacekeepers, as well as professional development for staff.                                       |   |   |                  |                   |                         |
| 4/12/2021      | <b>Advance Peace Fresno</b>  | <b>General Proposal</b>                       | <b>City of Fresno</b>   | \$920,000        | 5/26/2021         | Not specified           |
|                | Hire 4 additional Neighborhood Change Agents and 4 additional Peace Keepers  |   |   |                  |                   |                         |
| 4/12/2021      | <b>Advance Peace Fresno</b>  | <b>Congressional Earmark Proposal</b>         | <b>USDOJ</b>  | \$300,000        | 5/26/2021         | Not specified           |
|                | Request was submitted through Congressman Costa's office   |   |   |                  |                   |                         |
| 8/6/2021       | <b>Advance Peace Fresno</b>  | <b>Self Development of People</b>             | <b>Presbyterian Mission on the Self Development of People</b> | \$15,000         | 9/22/2021         | Not specified           |
|                | Provide support for basic needs of fellows, including housing, food and transportation   |   |   |                  |                   |                         |
| 7/30/2021      | <b>African American Coalition</b>  | <b>General Proposal</b>                       | <b>Bank of America</b>  | \$50,000         | 9/22/2021         | Not specified           |
|                | Provide public health education and COVID vaccines   |   |   |                  |                   |                         |
| 3/15/2021      | <b>Energy Services</b>   | <b>Energy Efficiency Grant Program</b>        | <b>Energy Upgrade California</b>                              | \$20,000         | 3/24/2021         | Not specified           |
|                | Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices. |   |   |                  |                   |                         |
| 7/22/2021      | <b>Energy Services</b>   | <b>Flex Our Power</b>                         | <b>Energy Upgrade California</b>                              | \$50,000         | 9/22/2021         | Not specified           |
|                | Provide outreach and education on Flex Alerts and how to conserve energy   |   |   |                  |                   |                         |
| 12/11/2020     | <b>Food Services</b>   | <b>Smart &amp; Final Foundation Donations</b> | <b>Smart &amp; Final Foundation</b>                           | \$1,000          | 12/16/2021        | Not specified           |
|                | Kickoff event for rural food express bus.  |   |   |                  |                   |                         |
| 7/16/2021      | <b>Foster Grandparents</b>   | <b>Flexible Support Grant</b>                 | <b>NextFifty Initiative</b>                                   | \$100,000        | 9/22/2021         | Late Oct 2021           |
|                | Enhance and expand technology training for 60 FGP volunteers and an additional 100 older adults  |   |   |                  |                   |                         |

| PENDING GRANTS |   |   |  |                  |                   |                         |
|----------------|---|---|--|------------------|-------------------|-------------------------|
| Submitted      | Program   | Name  | Funder   | Amount Requested | Board Report Date | Expected Date of Notice |
| 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.                           |   |  |                  |                   |                         |
| 6/29/2021      | Health Services   | California Wellness Foundation Letter of Inquiry                | California Wellness Foundation                                     | \$600,000        | 8/10/2021         | Not specified           |
|                | Provide oral health education for seniors in assisted living and skilled nursing facilities.  |   |  |                  |                   |                         |
| 8/6/2021       | LCC   | Proud Parenting Grant Program                                   | Board of State & Community Corrections                             | \$100,000        | 11/18/2021        | Not specified           |
|                | Provide parenting education for corps members and partner with AFLP for young parents needing extra support, provide substance abuse and anger management consulting for participants as needed                               |   |  |                  |                   |                         |
| 8/12/2021      | LCC   | 24/7 Dad Expansion  | National Fatherhood Initiative                                     | \$5,000          | 9/22/2021         | Not specified           |
|                | Training for LCC staff on the 24/7 Dad curriculum and resources for parenting education   |   |  |                  |                   |                         |
| 4/15/2021      | Sanctuary and Support Services  | Fresno Rotary Grants  | Fresno Rotary  | \$15,000         | 5/26/2021         | 8/1/2021                |
|                | Purchase and installation of new double paned windows at the Sanctuary Shelter  |   |  |                  |                   |                         |
| 4/30/2021      | Sanctuary and Support Services  | Housing Assistance Grants for Victims of Human Trafficking      | Dept of Justice OVC  | \$594,316        | 5/26/2021         | Not specified           |
|                | Provide transitional and short term housing to victims of human trafficking   |   |  |                  |                   |                         |
| 5/4/2021       | Sanctuary and Support Services  | Mentoring Services  | Dept of Justice JDP  | \$625,000        | 5/26/2021         | Not specified           |
|                | Provide mentoring services to youth at risk of opioid use   |   |  |                  |                   |                         |
| 5/5/2021       | Sanctuary and Support Services  | Services for Victims of Human Trafficking                       | Dept of Justice OVC  | \$800,000        | 5/26/2021         | Not specified           |
|                | Provide trauma-informed support services, including legal services, for victims of human trafficking  |   |  |                  |                   |                         |
| 6/21/2021      | Sanctuary and Support Services  | Basic Center Program  | Health & Human Services  | \$600,000        | 6/23/2021         | Not specified           |
|                | Funding to operate the Sanctuary Youth Shelter, including necessities, case managed services and day-to-day operations for 200-250 youth annually   |   |  |                  |                   |                         |
| 6/21/2021      | Sanctuary and Support Services  | Street Outreach   | Health & Human Services  | \$450,000        | 6/23/2021         | Not specified           |
|                | Prevention and intervention services to runaway, homeless, and street youth who have been subjected to, or are at-risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking |   |  |                  |                   |                         |
| 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)   |   |  |                  |                   |                         |



| PENDING GRANTS |  |   |                 |                  |                   |                         |
|----------------|--|---|-----------------|------------------|-------------------|-------------------------|
| Submitted      | Program  | Name  | Funder          | Amount Requested | Board Report Date | Expected Date of Notice |
| 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. |   |                 |                  |                   |                         |
| 3/24/2021      | Transit Systems  | FTA Section 5310 Elderly & Disabled Specialized Transit | Fresno COG      | \$533,238        | 4/16/2021         | April/May 2021          |
|                | For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008                      |   |                 |                  |                   |                         |



## BOARD OF COMMISSIONERS MEETING

|   |                                     |
|---|-------------------------------------|
| <b>Date:</b> September 22, 2021                 | <b>Program:</b> Access Plus Capital |
| <b>Agenda Item #:</b> 10B18                     | <b>Director:</b> Tate Hill          |
| <b>Subject:</b> Access Plus Capital Fund Report | <b>Officer:</b> N/A                 |

### Background

The information presented in the Access Plus Capital Fund Report is intended to keep the Board apprised of the loan and grant activity for Fresno EOC.

# APC Fund Development Report

As of 2021-07-12

access + capital

## Filtered By

Show: All fund programs

Date Field: Submit Due Date equals Current and Previous FQ (1/1/2021 to 6/30/2021)

| Company: Grantor  | Funding Source Name                     | \$ Requested   | Fund type | Status      | Submitted | \$ Approved    | Award Start |
|---|---|----------------|-----------|-------------|-----------|----------------|-------------|
| National Association for Latino Community Asset Builders (NALCAB) | NALCAB                                  | \$70,000.00    | Grant     | Signed      | 1/21/2021 | \$60,000.00    | 2/1/2021    |
| US Bank   | US Bank- Microbusiness Accelerator Fund | \$1,750,000.00 | Grant     | Submitted   | 2/12/2021 |                | 5/1/2021    |
| Wells Fargo   | Wells Fargo Open for Business           | \$1,500,000.00 | Grant     | Awarded     | 3/12/2021 | \$1,500,000.00 | 4/30/2021   |
| City of Bakersfield   | Bakersfield ReSTART- CDBG CARES Fund    | \$3,170,000.00 | Grant     | Signed      | 3/17/2021 | \$3,211,563.00 | 1/7/2021    |
| CDFI Fund   | CDFI Rapid Response Program             | \$5,000,000.00 | Grant     | Submitted   | 3/31/2021 |                | 4/30/2021   |
| Opportunity Finance Network                                       | Grow with Google                        | \$125,000.00   | Grant     | Awarded     | 4/20/2021 | \$125,000.00   |             |
| CDFI Fund   | FA Award 2021                           | \$1,000,000.00 | Grant     | Submitted   | 4/30/2021 |                | 10/1/2021   |
| James Irvine Foundation   | DRIVE Flexible Fund- Bonding Collateral | \$1,000,000.00 | Grant     | Awarded     | 4/30/2021 |                | 7/1/2021    |
| BBVA Compass Bank   | 2021 BBVA Foundation Grant              | \$20,500.00    | Grant     | Submitted   | 5/14/2021 |                |             |
| SBA   | PRIME Grant Contract                    | \$250,000.00   | Grant     | Submitted   | 5/20/2021 |                | 9/30/2021   |
| Dept of Financial Protection and Innovation                       | CalMoney\$mart                          | \$100,000.00   | Grant     | Submitted   | 5/31/2021 |                |             |
| Bank of America   | Economic Mobility for Communities       | \$250,000.00   | Grant     | Preliminary | 6/25/2021 |                |             |
| Union Bank  | Bank Enterprise Awards                  | \$20,290.00    | Grant     | Preliminary | 7/31/2021 |                |             |

**PENSION COMMITTEE MEETING**  
**Wednesday, May 20, 2021**  
**5:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Lisa Nichols, Chair, called the meeting to order at 5:14PM.

**2. ROLL CALL**

| <b>Committee Members:</b>        | <b>Present</b> | <b><u>Presenters and Others:</u></b> |  |
|----------------------------------|----------------|--------------------------------------|--|
| Lisa Nichols, Chair              | ✓              | <b><u>Guest Presenter(s):</u></b>    |  |
| LeRoy Candler                    | ✓              | Fred Hamsayeh - RBG                  |  |
| Felipe De Jesus Perez            |                | Lloyd Engleman - RBG                 |  |
| Brian King                       |                |                                      |  |
| Ruben Zarate                     | ✓              |                                      |  |
| <b>Trustees:</b>                 |                | <b>Staff Presenters:</b>             |  |
| Emilia Reyes                     |                | Steve Warnes                         |  |
| Jim Rodriguez                    | ✓              | Michelle Tutunjian                   |  |
| <b>Employee Representatives:</b> |                | Thelma Harrison                      |  |
| Janet Berberian                  |                | Lucy Yang                            |  |
| Baldev Birk                      | ✓              |                                      |  |
|                                  |                |                                      |  |

**3. APPROVAL OF MINUTES**

A. FEBURARY 18, 2021 Pension Committee Minutes

Public comment: None heard.

**Motion by:** Candler **Second by:** Birk to approve the February 18, 2021 meeting minutes.

**Ayes:** Nichols, Candler, Zarate, Birk, Rodriguez

**Abstain:** None.

**Nayes:** None heard

**4. PLAN FINANCIALS AND INVESTMENT REPORTS**

**A. Quarterly Activity Reconciliation**

Rodriguez present a chart with 401(a), 403(b), and 457(b). 401(a) does contain employer match up to 5% with 2 years of service by the employee. 403(b) is employees only contribution plan and 457(b) is for executive participant. 401(a) started in January 1, 2021 with \$40,048,739 and

end with \$40,527,811 by March 31, 2021. There is an increase in value and withdrawal within the quarter. 403(b) plan started with \$6,125,640 and end with \$6,708,820 by March 31, 2021 and with 457(b) start with \$941,000 and end with \$929,873 with more in withdrawal. The total of Plan Balance by Source with all three plan is \$48,166,504 by the end of March 31,2021.

#### **B. Annual Activity Reconciliation**

This is 12-month report from April 1, 2020- March 31,2021. In April 2020, 401(a) begins with \$31,237,714 and end with \$40,527,811 by March 31, 2021 with an increase of 23%. 403(b) start with \$3,986,505 and end with \$6,708,820 by March 2021 with an increase of 41% and 457(b) begin with \$793,039 and end with \$929,873 with a 15% increase. Overall the increase for the plan is an increase of 25% through the last 12 months.

#### **C. Plan Divaricated Report**

Rodriguez presented a chart with funds name, percentage and participant count and target dates that is being use by the employees.

Public comment: None heard.

**Motion by:** Candler **Second by:** Zarate to accept the Plan Financials and Investment financial reports presented.

**Ayes:** Nichols, Candler, Zarate, Birk, Rodriguez

**Nayes:** None heard

### **5. RETIREMENT PLAN DEMOGRAPHICS**

#### **A. Retirement Plan Demographics:** Quarter Ending December 31, 2020

Jim Rodriguez stated that the dates on the report is will be updated to 3/31/2021. He presented the 401(a) plan has 1, 080 participants. 852 are active mostly employees and 228 is terminated participants. It is a decrease from the previous period by 9 participants. 18 is non-terminated employees and 9 terminated employees.

Jim Rodriguez presented a graph chart by age, showing the 401(a) and 403(b) plans. The largest participants are 41-55 as of 3/31/2021. Steve Warns presented Account balance chart of 401(a) and 403(b) plan. The chart shows participants with less than \$20,000 have the most participants. The graph for \$150,000+ is limited but it takes time to grows. Employees are enrolling in the 401(a) plans after 2 years.

Jim Rodriguez showed a chart of 403(b) saving rates. There is a 5.7% increase rate. Fred Hamsayeh added, Participation by Deferral Rates charts shows the Over 5% rate is 43% which is very good. The goal is to get under 5% up.

Baldev Birk asked about the blended funds that is sitting on the account. Fred Hamsayeh answered that it is the Target date funds with 85%. Which is a safe harbor for liability. A lot of people have money in there and it is fine.

Public comment: None heard.

No action required.

6. INVESTMENT PERFORMANCE SUMMARY

A. **Investment Performance summary**

Lloyd Eagleman shared a chart with investment of; Large Value, Large Blend, Large Growth, Mid-Cap Value and etc. Moved the plan over to TransAmerica, where participants can choose which plan they want to invest according to age.

Large Value last quarter is 10.07(62), it means that 62% of the category funds that beat this fund that quarter. But in 5yr and 10 yrs. the number decreases. If the fund is not showing process, it can be questions to see if it will perform before the 4 quarter.

Public Comment: None heard.

No action required.

7. Education update

A. **Education update**

Jim Rodriguez presented, in the last quarter there is 7 new hire orientation with total of 62 participants and was inform on the 403(b) plans. Any employees can join the 403(b) plans regardless of their hiring date. HR office has started a campaign to get employs to designate beneficiaries. There will be an email to employees to review their file to update any changes or add beneficiaries. On January 26,2021 there is an Educational Seminar on how to protect your retirement from cyber threats. Lloyd Engleman added that if there is any question to contact Ryan as he works closely to HR.

Leroy Candler asked, if there is a plan for employees to have a saving for their children? Llyody Engelman said, to open a 529 fund outside and get more information from Ryan. Llyody will follow up with the question on the next meeting to see if it is available.

Public comment: None heard

No action required.

8. **Other Business**

Next meeting will be at 5:00pm

9. **Public Comments**

Public comment: None heard

10. **Adjournment**

Meeting Adjourned at 5:44PM.

Respectfully submitted,

Lisa Nichols, Chair



## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021        | <b>Program:</b> Retirement Benefits    |
| <b>Agenda Item #:</b> 10C2             | <b>Trustee/ Officer:</b> Jim Rodriguez |
| <b>Subject:</b> 403(B) Plan Amendments | <b>Trustee/ Officer:</b> Emilia Reyes  |

### Recommended Action

The Pension Committee recommend approval for full Board consideration of the following amendments to the Agency's 403(b) retirement plan.

### Background

Certain provisions of the Bipartisan Budget Act of 2018 and Section 1.401(k)-1(d) of the Treasury Regulations affected the regulations with respect to Hardship Withdrawals. These initiatives sought to allow employees greater access to their retirement funds during times of need. These amendments will change our 403(b) plan by removing these two limitations:

1. The Plan will no longer require participants requesting Hardship Withdrawals to take all loans available to them beforehand. Prior rules required that participants first apply for a loan against their account balance, then if the hardship need was greater than the loan amount available, a Hardship Withdrawal would be requested.
2. The Plan will no longer prohibit participants from making contributions (pre-tax or Roth) after receipt of a Hardship Withdrawal. Prior rules imposed a 6-month period from the date of the Hardship Withdrawal during which participant's eligibility to make contributions was suspended.

We have discussed adding an Auto Enrollment feature to the plan effective January 1, 2021. Doing so, will further increase the participation of our employees. A formal amendment for the change will be in the November 18, 2021 Pension Committee Meeting.

### Fiscal Impact

There is no direct fiscal impact to the agency as these recommendations to the plan only impact the participant.



## **Conclusion**

If not approved, the 403(b) plan will not be in compliance with the Bipartisan Budget Act of 2018 and Section 1.401(k)-1(d) of the Treasury Regulations.





**Account Number: TA069804 00001**

**THIS SPECIMEN PLAN AMENDMENT HAS BEEN PREPARED BY TRANSAMERICA RETIREMENT SOLUTIONS, LLC SOLELY AS A GUIDE FOR THE EMPLOYER'S ATTORNEY AND IS, OF COURSE, SUBJECT TO HIS OR HER LEGAL REVIEW AND ADVICE.**

**IN ADOPTING THE PLAN AMENDMENT CERTAIN FORMAL STEPS SHOULD BE TAKEN TO CONFIRM THE VALIDITY AND EFFECTIVE DATE OF SUCH ADOPTION. AS A GENERAL RULE, IT IS ADVISABLE TO RECORD IN THE MINUTES OF A MEETING OF THE EMPLOYER'S BOARD OF DIRECTORS A BRIEF SUMMARY OF THE ACTION TAKEN WITH RESPECT TO THE PLAN AMENDMENT AS WELL AS A RECITATION OF THE ADOPTION DATE AND THE EFFECTIVE DATE, IF DIFFERENT. THE ULTIMATE RESPONSIBILITY, OF COURSE, FOR THE TIMELY AND PROPER ADOPTION OF THE PLAN AMENDMENT RESTS WITH THE EMPLOYER AND ITS ATTORNEY.**

**This amendment must be dated and executed by December 31, 2021.**

Amendment  
to the  
Fresno County Economic Opportunities Commission 403(b) Plan ("Plan")

REPEAL OF PRIOR HARDSHIP WITHDRAWAL ELECTIONS AMENDMENT

ARTICLE I

**PREAMBLE**

- 1.1 Adoption and Effective Date of Amendment.** Pursuant to the provisions of Article XVIII of the Plan, the Adoption Agreement of the Plan is hereby amended to implement provisions of the Bipartisan Budget Act of 2018 and Section 1.401(k)-1(d) of the Treasury Regulations, with respect to Hardship Withdrawals. (Unless otherwise defined herein or the context suggests otherwise, all capitalized terms herein shall have the meaning set forth in the Plan. Any "Section" reference in this Amendment refers only to this Amendment, unless otherwise specified in this Amendment.)
- 1.2 Supersession of Inconsistent Provisions.** This Amendment shall supersede the provisions of the Sponsoring Employer's Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 Effect of restatement of Plan.** If the Sponsoring Employer restates its Plan, then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are incorporated into such restatement or are otherwise amended.

ARTICLE II

**HARDSHIP WITHDRAWAL ELECTIONS**

Notwithstanding any provision elected in the HARDSHIP WITHDRAWAL ELECTIONS AMENDMENT (the "Amendment") to the contrary, if the Plan permits Hardship Withdrawals, Section 2.1 b. of the BPD Amendment will apply to the Plan and the Plan will not suspend Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) for 6-months after receipt of a Hardship Withdrawal. This election will automatically apply effective January 1, 2020 and the Plan will no longer prohibit the Participant from making Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) after receipt of a Hardship Withdrawal on or after January 1, 2020.

Effective Date. The above election is effective January 1, 2020 (may not be earlier than the first day of the first Plan Year beginning after December 31, 2018).

IN WITNESS WHEREOF, the Employer hereby causes this amendment to be executed on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Name of Employer: FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION D/B/A FRESNO ECONOMIC

By: \_\_\_\_\_  
(Signature of Employer)

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Account #TA069804 00001

Amendment  
to the  
Fresno County Economic Opportunities Commission 403(b) Plan ("Plan")

HARDSHIP WITHDRAWAL ELECTIONS AMENDMENT

ARTICLE I

**PREAMBLE**

- 1.1 Adoption and Effective Date of Amendment.** Pursuant to the provisions of Article XVIII of the Plan, the Adoption Agreement of the Plan is hereby amended to implement provisions of the Bipartisan Budget Act of 2018 and Section 1.401(k)-1(d) of the Treasury Regulations, with respect to Hardship Withdrawals. (Unless otherwise defined herein or the context suggests otherwise, all capitalized terms herein shall have the meaning set forth in the Plan. Any "Section" reference in this Amendment refers only to this Amendment, unless otherwise specified in this Amendment.)
- 1.2 Supersession of Inconsistent Provisions.** This Amendment shall supersede the provisions of the Sponsoring Employer's Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 Effect of restatement of Plan.** If the Sponsoring Employer restates its Plan, then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are incorporated into such restatement or are otherwise amended.

ARTICLE II

**HARDSHIP WITHDRAWAL ELECTIONS**

- 2.1 b. ☒** Notwithstanding any provision in the AMENDMENT TO THE TRANSAMERICA RETIREMENT SOLUTIONS, LLC VOLUME SUBMITTER 403(b) TAX DEFERRED ANNUITY PLAN (the "BPD Amendment") to the contrary, if the Plan permits Hardship Withdrawals, Section 2.1 b. of the BPD Amendment will not apply to the Plan and the Plan will continue to suspend Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) for 6-months after receipt of a Hardship Withdrawal. This election will expire effective January 1, 2020 and the Plan will no longer prohibit the Participant from making Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) after receipt of a Hardship Withdrawal on or after January 1, 2020.

Effective Date. The above election is effective 2/1/2019 (*may not be earlier than the first day of the first Plan Year beginning after December 31, 2018*).

- 2.1 c. ☐** Notwithstanding any provision in the BPD Amendment to the contrary, Section 2.1.c of the BPD Amendment will not apply and the application of Section 165(h)(5) to hardship withdrawal financial needs for expenses to repair damages to the Participant's principal residence that qualify for a casualty loss shall be (*please describe*):

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Effective Date. The above election is effective \_\_\_\_\_, 20\_\_ (*may not be earlier than the first day of the first Plan Year beginning after December 31, 2018*).

IN WITNESS WHEREOF, the Employer hereby causes this amendment to be executed on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Name of Employer: FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
D/B/A FRESNO ECONOMIC

By: \_\_\_\_\_  
(Signature of Employer)

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Account #TA069804 00001

TRANSAMERICA RETIREMENT SOLUTIONS, LLC  
VOLUME SUBMITTER  
403(b) TAX DEFERRED ANNUITY PLAN

HARDSHIP WITHDRAWAL REMEDIAL AMENDMENT TO THE TRANSAMERICA RETIREMENT SOLUTIONS, LLC VOLUME SUBMITTER 403(b) TAX DEFERRED ANNUITY PLAN ("Volume Submitter Plan").

ARTICLE I  
**PREAMBLE**

- 1.1 Amendment Authority.** The undersigned as the Volume Submitter Practitioner of this Volume Submitter Plan ("Practitioner") has the authority to amend the Volume Submitter Plan on behalf of all Sponsoring Employers, as more particularly set forth in the Basic Plan Document. (Unless otherwise defined herein or the context suggests otherwise, all capitalized terms herein shall have the meaning set forth in the Volume Submitter Plan. Any "Section" reference in this Amendment refers only to this Amendment, unless otherwise specified in this Amendment.)
- 1.2 Adoption and Effective Date of Amendment.** This amendment ("Amendment") to the Volume Submitter Plan is made by the Practitioner to implement provisions of the Bipartisan Budget Act of 2018 and Treasury Regulation Section 1.401(k)-1(d) (together referred to as "Hardship Distribution Relief"); and the disaster relief contained in the Disaster Tax Relief and Airport and Airway Extension Act of 2017, Bipartisan Budget Act of 2018 and Taxpayer Certainty and Disaster Tax Relief Act of 2019 ("Disaster Relief"). Each Sponsoring Employer of this Volume Submitter Plan is treated as having amended its Plan for the Hardship Distribution Relief, as provided herein, effective as of the first day of the Plan Year beginning after December 31, 2018, unless otherwise specified in any section of this Amendment or elected in an amendment to the Adoption Agreement.
- 1.3 Supersession of Inconsistent Provisions.** This Amendment shall supersede the provisions of the Volume Submitter Plan and the Sponsoring Employer's Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.4 Effect of restatement of Plan.** If the Sponsoring Employer restates its Plan, then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are incorporated into such restatement or are otherwise amended.

ARTICLE II  
**HARDSHIP DISTRIBUTION RELIEF**

- 2.1 Modification of safe harbor hardship withdrawal provisions.** Notwithstanding anything in the Volume Submitter Plan to the contrary, if the Plan permits hardship withdrawals, then:
- a. A Participant will not have failed to satisfy the safe harbor hardship requirements due to a failure to obtain a Plan loan, unless otherwise elected in the Adoption Agreement.
  - b. The Plan will no longer prohibit the Participant from making Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) for 6-months after receipt of the Hardship Withdrawal, unless otherwise elected in the Adoption Agreement. Notwithstanding this Section 2.1.b, to the extent allowed by the Volume Submitter Plan, distributions to Participants performing service in the uniformed services under Code section 414(u)(2) shall continue to require a suspension of Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any).

To the extent directed by the Sponsoring Employer in a uniform and nondiscriminatory manner, this provision may be applied to Participants who have a suspension period for Elective Deferrals (pre-tax contributions, Roth contributions and Voluntary After-Tax Contributions, if any) in effect as of the effective date of this provision.

- c. For the period beginning May 15, 2018 and June 3, 2019, a hardship withdrawal financial need for expenses to repair damages to the Participant's principal residence must have qualified for a casualty loss under Code section 165, as amended by Section 11044 of the Tax Cuts and Jobs Act adding Section 165(h)(5) without regard to whether the loss exceeds 10% of adjusted gross income. For such hardship withdrawals prior to May 15, 2018 and after June 3, 2019, such need shall be determined without regard to Section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income.
- d. To the extent directed by the Sponsoring Employer in a uniform and nondiscriminatory manner, financial needs considered immediate and heavy shall include expenses and losses (including loss of income) incurred by the Participant on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Participant's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.
- e. A distribution will be considered as necessary to satisfy an immediate and heavy financial need of the Participant if: (i) the distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution), (ii) all other currently available distributions (including distributions of ESOP dividends under Code section 404(k), but not hardship distributions) under the plan and all other plans of deferred compensation, whether qualified or nonqualified, maintained by the Employer has been obtained, and (iii) for a distribution that is made on or after January 1, 2020, the Participant provides a statement (in writing or by electronic means) that he has insufficient cash or other liquid assets reasonably available to satisfy the financial hardship.

The provisions of this Section 2.1 are effective for Plan Years beginning after December 31, 2018, unless otherwise specified above or elected in an amendment to the Adoption Agreement.

## **2.2 Interpretation**

This Amendment shall be interpreted in accordance with Sections 41113 and 41114 of the Bipartisan Budget Act of 2018, Section 1.401(k)-1(d) of the Treasury Regulations and any guidance thereunder. The Hardship Withdrawal provisions set forth in the Volume Submitter Plan and the Sponsoring Employer's Plan, except as modified by the provisions of this Amendment, continue to apply.

## **ARTICLE III DISTRIBUTION RELIEF**

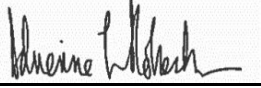
### **3.1 Operation in Accordance with Relief Allowed for Federally Declared Disaster**

The Plan Administrator has the authority to operate the Plan in a uniform and nondiscriminatory manner in accordance with any legislation or guidance as a result of a federally declared disaster issued after February 1, 2017, including, without limitation, the disaster provisions contained in the Disaster Tax Relief and Airport and Airway Extension Act of 2017, Bipartisan Budget Act of 2018 and Taxpayer Certainty and Disaster Tax Relief Act of 2019.

This Amendment is hereby adopted by the Practitioner on behalf of all Sponsoring Employers. Except as amended herein, the provisions of the Volume Submitter Plan shall remain in full force and effect.

Signed at Denver, Colorado on this 16<sup>th</sup> day of February 2021.

Practitioner Name: TRANSAMERICA RETIREMENT SOLUTIONS, LLC

By: 

Adrienne Robertson,  
Vice President



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021         | <b>Program:</b> Retirement Benefits    |
| <b>Agenda Item #:</b> 10C3              | <b>Trustee/ Officer:</b> Jim Rodriguez |
| <b>Subject:</b> 401(A) Plan Restatement | <b>Trustee/ Officer:</b> Emilia Reyes  |

### Recommended Action

The Pension Committee recommend approval for full Board consideration of the periodic restatement of the Agency's 401(a) retirement plan document.

### Background

IRS pre-approved 401(a) plan documents must be updated every six years. Transamerica has already submitted the updates to the Basic Plan Document to the IRS and received approval. We are required to update our Adoption Agreement and Summary Plan Description documents as the last step in the process.

The updates to the plan documents include legislative changes that have occurred in recent years. Many of the changes may not affect our plan but the restatement process ensures that all plans administered under Transamerica's Basic Plan Document remain compliant with all regulations.

One change we have requested to be made for our plan is in the Plan Name. Replacing the word "Pension" with "Retirement" will remove the confusion that sometimes exists that EOC has provided a traditional defined-benefit pension plan.

### Fiscal Impact

Transamerica will charge their standard restatement fee of \$3,500 for this service. The fee will be deducted from the employee account balances, as are other fees.

### Conclusion

We must submit approval to Transamerica by December 31, 2021 to update these documents.





## VERY IMPORTANT INFORMATION – PLEASE READ

May 12, 2021

Ms. Heather Brown  
Human Resources Officer  
Fresno County Economic Opportunities Commission d/b/a Fresno Economic  
1900 Mariposa Mall, Suite 121  
Fresno, CA 93721

Re: Cycle 3 Restatement for the Fresno County Economic Opportunities Commission Pension Plan ("Plan")/Account Number TA080554

Dear Ms. Brown:

Transamerica Retirement Solutions, LLC ("Transamerica") is pleased to provide you with your amended and restated Plan document, which has been updated to comply with various changes in tax laws and certain other regulatory requirements. Your Plan has been restated onto Transamerica's new Pre-approved Plan document, which has been approved in advance by the Internal Revenue Service ("IRS") and which includes an Opinion Letter issued by the IRS upon which you can rely in lieu of requesting an individual favorable determination letter affirming the Plan's tax-qualified status. This restatement also includes a Basic Plan Document interim amendment reflecting the hardship withdrawal changes required by the Bipartisan Budget Act of 2018 and Section 1.401(k)-1(d) of the Treasury Regulations.

This restatement does not reflect any plan design changes made by the Setting Every Community Up for Retirement Enhancement Act of 2019 (SECURE Act) and Coronavirus Aid, Relief and Economic Security Act (CARES Act); an interim amendment for SECURE Act and CARES Act provisions will be forthcoming in mid-2021.

Enclosed with your restatement package are the following documents: applicable Adoption Agreement and Opinion letter; Basic Plan Document with Basic Plan Document Hardship Amendment and Summary Plan Description.

We have generally transferred the provisions in your prior Plan adoption agreement to the restated Plan adoption agreement with the following modifications:

- In order to continue to be considered a pre-approved plan document, the IRS required additional conditions be added for plans electing a discretionary matching

contribution formula. Discretionary matching contributions, if any, must be allocated on a pro-rata basis based on the contribution types being matched, unless the plan sponsor specifies a different allocation formula in writing prior to the first day of the plan year that the matching contribution will be made.

- The restated Plan adoption agreement was modified to more clearly reflect that elective deferrals contributed by participants will not be matched prior to the date the participant satisfies the eligibility requirements to receive a matching contribution. Please contact me if you want elective deferrals contributed prior to the date the participant is eligible for matching contributions to receive a matching contribution. This provision is generally applicable for plans that have different service requirements for elective deferrals and matching contributions. Please carefully review the matching contribution provisions in Sections VII.A. and VIII.A.1.d. or VIII.B.10., as applicable.

We strongly suggest that you implement a best practice approach and thoroughly review your restated Plan documents to ensure that the provisions of the restated Plan reflect your understanding of the Plan's provisions and that the Plan document accurately reflects your current operational practices and procedures, including carefully reviewing your matching contribution formula and allocation provisions, if applicable, as indicated above. If you need assistance with this due diligence process, please do not hesitate to contact me.

We also strongly recommend that you consult with an attorney and/or tax advisor prior to signing any documents. If you determine that no changes to the restated plan documents are required following your review of the Plan documents, please return a signed and dated copy of the Adoption Agreement (and, if applicable, the Loan Policy Document and Hardship Amendment(s) to the Adoption Agreement) to Transamerica as soon as administratively feasible. *If, upon review of the Plan documents, you determine that additional changes to the restated document are required, please notify me at your earliest convenience so that the appropriate changes can be made and finalized in a timely manner.*

By signing the Adoption Agreement, you are representing and warranting that you have reviewed the Transamerica Plan document and certifying that the terms of the restated Plan document reflect your understanding of the benefits and features currently provided by the Plan and reflected in the Adoption Agreement.

#### **Regulatory Deadline for Adopting the Plan**

*Remedial Amendment Cycle Adoption Deadline:* On June 30, 2020, the IRS issued opinion letters for pre-approved defined contribution plans that were filed with the IRS for its third six-year remedial amendment cycle (Cycle 3). Pursuant to IRS Announcement 2020-07, employers using these pre-approved defined contribution plans to amend and restate a plan for Cycle 3 must adopt the pre-approved plan document by **July 31, 2022**. This deadline is strictly for purposes of the remedial amendment cycle and is unrelated to the separate deadline (discussed as follows) for adopting an amended and restated plan following its effective date.

*Remedial Amendment Period Adoption Deadline:* The remedial amendment period for an amended and restated plan depends on the effective date of the amendment and restatement. Generally, an amended and restated plan document must be adopted by the end of the plan year in which the amended and restated plan is effective. There are exceptions where a plan amendment or restatement must be adopted before the beginning of the plan year in which the amendment and restatement is effective and be maintained

throughout a full 12-month plan year. Where such an exception applies to your plan, this will be taken into account in determining the applicable deadline for adopting the plan document.

**Note that your Plan was amended and restated as of August 1, 2021. Therefore, your Adoption Agreement must be legally executed (signed and dated) on or before December 31, 2021, which is the last day of your Plan Year.** For administrative reasons, if the foregoing date is more than two (2) months from the date of this letter, we are requesting that you review and adopt your plan document by an earlier date set forth on the first page of the Adoption Agreement.

**Reliance on Transamerica's Opinion Letter**

As an adopter of Transamerica's Pre-approved Plan document, you are not allowed to make any changes to the Adoption Agreement, other than your plan design elections. You are required to rely upon Transamerica's Opinion Letter. As such, you have the same level of reliance and protection from the Opinion Letter that has been issued with your Plan document as you did with the Volume Submitter's Advisory Letter, as well as the same general reliance and protection you would have from an individual determination letter.

Thank you for your immediate and careful attention to this regulatory requirement as we strive to ensure that you are taking the steps necessary to keep your Plan in regulatory compliance as well as maintain your Plan's tax-qualified status. Please note that Transamerica will apply a \$3,500 restatement fee for this service. If you have any questions about the information addressed in this letter, please contact me at 303-383-5187 or e-mail me at [Ryan.Pate@transamerica.com](mailto:Ryan.Pate@transamerica.com).

Sincerely,

Ryan Pate  
Transamerica Retirement Solutions Representative



## **Update on IRS Pre-Approved Section 401(a) Defined Contribution Plan Documents** **Third Cycle Restatement**

As communicated in our plan sponsor newsletter released in the fall of 2019, IRS pre-approved 401(a) plan documents must be updated every six years. The current six-year restatement cycle for pre-approved 401(a) plans, including 401(k), profit sharing and money purchase plan documents, began in 2017 and the current six-year cycle will end January 31, 2023. All 401(a) volume submitter plan documents offered by Transamerica are pre-approved plan documents.

Three tasks are completed during each pre-approved 401(a) plan document restatement cycle, broken out into the following general timeframes.

- 1) *Years one to two:* Pre-approved 401(a) plan document providers, such as Transamerica, update their plan documents for certain law changes and regulations issued since their last restatement and submit the updated documents to the IRS for approval. Transamerica timely completed this step when we submitted our updated pre-approved 401(a) plan documents to the IRS for review and approval on December 31, 2018.
- 2) *Years three to four:* The IRS reviews and approves the restated pre-approved plan documents and issues Opinion Letters confirming the plan's qualified status. This step is underway.
- 3) *Years five to six:* Plan sponsors restate their plans by adopting the Transamerica restated pre-approved 401(a) plan documents. This step will begin upon receipt of Transamerica's Opinion Letters from the IRS.

Following is an update on the IRS' review of the Transamerica plans.

- Transamerica has responded to two sets of comments from the IRS and is awaiting confirmation of the IRS' pre-approval of the following plan documents:
  - Mid-Market Practice Multiple Employer 401(k)/Profit Sharing Plan Document
  - Large/Mega Market Practice 401(k)/Profit Sharing Plan Document
  - Large/Mega Market Practice Profit Sharing Only Plan Document
  - Large/Mega Market Practice Money Purchase Plan Document
- Transamerica is preparing to submit modifications to the plan documents to the IRS for their review of the following plan document:
  - Mid-Market Practice Single Employer combined 401(k)/Profit Sharing/Money Purchase Plan Document

It is anticipated that the IRS will complete their review of all timely submitted pre-approved 401(a) plan documents by June 30, 2020 and will issue favorable Opinion Letters for all of these documents at the same time. A plan sponsor adopting a newly pre-approved plan will be required to adopt the plan document by July 31, 2022.

Once Transamerica receives its Opinion Letters from the IRS, we will officially begin the amendment and restatement of your qualified plan(s). Further information on the restatement process and timeline will be provided at that time.

### *Transamerica's 403(b) Volume Submitter Plan*

The IRS recently extended the date that pre-approved 403(b) plan documents must be adopted from March 31, 2020 to June 30, 2020.

Please contact your Transamerica representative if you have any questions about this topic.



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                       | <b>Program:</b> Retirement Benefits    |
| <b>Agenda Item #:</b> 10C4                            | <b>Trustee/ Officer:</b> Jim Rodriguez |
| <b>Subject:</b> Plan Financials and Investment Report | <b>Trustee/ Officer:</b> Emilia Reyes  |

### Recommended Action

The Pension Committee recommend acceptance for full Board consideration of the retirement plan financial and investment reports for the period ending June 30, 2021.

### Background

In accordance with the Agency's bylaws, the Pension Committee will review and approve quarterly financial reports and investment performance reports of the retirement plans. Additionally, the Committee is to provide employees with a diversified slate of investment options and make changes to the funds offered as needed. As such, the below financial reports pertaining to the retirement plans are presented for acceptance.

### Fiscal Impact

The following reports are compiled from information made available by Transamerica and RBG:

- A. Quarterly Activity Reconciliation
- B. Annual Activity Reconciliation
- C. Plan Diversification Report

**Note:** The interest rate for deposits received between 07/01/2021 and 09/30/2021 is 2.20% on an annualized basis for Standard Stable Asset Fund II, which is unchanged from the prior quarter.

### Conclusion

The Pension Committee's review of the financial reports and Investment summary is part of the Committee duties and with acceptance by the Committee, this item will move forward for full Board consideration at the September 22, 2021 Commission Meeting.

**Fresno EOC**  
**Retirement Plan Employer Report -- Quarterly Activity Reconciliation**  
**as of June 30, 2021**

| Category                        | 401(a)       | 403(b)      | 457(b)    | All Plans    |
|---------------------------------|--------------|-------------|-----------|--------------|
| BEGINNING BALANCE April 1, 2021 | \$40,527,811 | \$6,708,820 | \$929,873 | \$48,166,504 |
| CONTRIBUTION                    | 538,245      | 332,460     | 5,115     | 875,821      |
| CHANGE IN VALUE                 | 2,367,591    | 386,184     | 36,263    | 2,790,038    |
| WITHDRAWAL                      | (587,253)    | (30,695)    | (79,816)  | (697,764)    |
| DISTRIBUTION FEES               | (565)        | (175)       |           | (740)        |
| HARDSHIP WITHDRAWAL FEE         |              |             |           | -            |
| LOAN SETUP & MAINTENANCE FEE    |              | (31)        |           | (31)         |
| LOAN PRINCIPAL                  |              | 1,350       |           | 1,350        |
| LOAN INTEREST PAID              |              | 125         |           | 125          |
| LOAN ISSUED                     |              |             |           | -            |
| RBG FEES                        |              |             |           | -            |
| ADMINISTRATIVE FEES             | (57,873)     | (13,172)    | (2,022)   | (73,068)     |
| CONVERSION ASSETS               |              |             |           | -            |
| MANAGED ADVICE FEE              | (1,667)      | (607)       |           | (2,273)      |
| EMPLOYER ADVANCED               |              |             |           | \$0          |
| ENDING BALANCE June 30, 2021    | \$42,786,290 | \$7,384,260 | \$889,413 | \$51,059,962 |
| # Distributions within Quarter  | 69           | 14          | 8         | 91           |

**Plan Balance by Source:**

|  |                     |                    |                  |                     |
|--|---------------------|--------------------|------------------|---------------------|
| Employee After-Tax/Roth Contribution     | \$ 2,047,516        | \$ 806,289         | \$ -             | \$ 2,853,804        |
| Employee Pre-Tax Contribution / Deferred | -                   | 5,950,646          | 715,028          | 6,665,674           |
| Employer Contributions                   | 40,738,774          | -                  | 174,385          | 40,913,159          |
| Rollover                                 | -                   | 627,325            | -                | 627,325             |
| <b>Total</b>                             | <b>\$42,786,290</b> | <b>\$7,384,260</b> | <b>\$889,413</b> | <b>\$51,059,962</b> |

**Fresno EOC**  
**Retirement Plan Employer Report – Annual Activity Reconciliation**  
**as of June 30, 2021**

| <b>Category</b>                       | <b>401(a)</b>        | <b>403(b)</b>       | <b>457(b)</b>     | <b>All Plans</b>     |
|---------------------------------------|----------------------|---------------------|-------------------|----------------------|
| <b>BEGINNING BALANCE July 1, 2020</b> | \$ 35,370,467        | \$ 4,708,131        | \$ 851,900        | \$ 40,930,499        |
| CONTRIBUTION                          | 1,949,509            | 1,497,707           | 31,488            | 3,478,704            |
| CHANGE IN VALUE                       | 8,943,774            | 1,404,061           | 116,231           | 10,464,066           |
| WITHDRAWAL                            | (3,292,649)          | (184,140)           | (106,570)         | (3,583,359)          |
| DISTRIBUTION FEES                     | (2,065)              | (605)               | -                 | (2,670)              |
| LOAN SETUP & MAINTENANCE FEE          | -                    | (369)               | -                 | (369)                |
| LOAN PRINCIPAL                        | -                    | 10,508              | -                 | 10,508               |
| LOAN INTEREST PAID                    | -                    | 836                 | -                 | 836                  |
| LOAN ISSUED                           | -                    | (12,671)            | -                 | (12,671)             |
| RBG FEES                              | -                    | -                   | -                 | -                    |
| ADMINISTRATIVE FEES                   | (222,003)            | (37,127)            | (3,637)           | (262,767)            |
| CONVERSION ASSETS                     | 45,271               | -                   | -                 | 45,271               |
| MANAGED ADVICE FEE                    | (6,015)              | (2,071)             | -                 | (8,086)              |
| <b>ENDING BALANCE June 30, 2021</b>   | <b>\$ 42,786,290</b> | <b>\$ 7,384,260</b> | <b>\$ 889,413</b> | <b>\$ 51,059,962</b> |

**Fresno EOC**  
**Retirement Plan Summary Report**  
**as of June 30, 2021**

| Fund Name                                       | Ticker Symbol | 401(a) Pension |            |                   | 403(b)       |            |                   | 457(b)       |            |                   | Ranking<br>(12 point maximum) |
|---|---------------|----------------|------------|-------------------|--------------|------------|-------------------|--------------|------------|-------------------|-------------------------------|
|   |               | Fund Amount    | Percentage | Participant Count | Fund Amount  | Percentage | Participant Count | Fund Amount  | Percentage | Participant Count |                               |
| State Street Instl US Govt Money Market Premier | GVMXX         | \$67.07        | 0.00%      | 0                 | \$4.57       | 0.00%      | 0                 | \$0.00       | 0.00%      | 0                 |                               |
| Standard Stable Asset Fund II                   |               | \$577,538.54   | 1.34%      | 66                | \$590,464.09 | 7.99%      | 38                | \$131,272.32 | 14.75%     | 1                 |                               |
| Fidelity Total Bond                             | FTBFX         | \$412,481.49   | 0.96%      | 61                | \$156,547.26 | 2.12%      | 63                | \$0.00       | 0.00%      | 0                 | 11                            |
| PIMCO Income Instl                              | PIMIX         | \$61,704.40    | 0.14%      | 38                | \$35,386.52  | 0.47%      | 32                | \$105,566.56 | 11.86%     | 2                 | 6                             |
| Eaton Vance High Income Opportunities I         | EIHIX         | \$3,717.47     | 0.00%      | 2                 | \$3,848.97   | 0.05%      | 10                | \$0.00       | 0.00%      | 0                 | 8                             |
| PIMCO International Bond (USD-Hedged) I         | PFORX         | \$48,588.74    | 0.11%      | 39                | \$19,140.45  | 0.25%      | 32                | \$0.00       | 0.00%      | 0                 | 10                            |
| American Funds American Balanced R6             | RLBGX         | \$139,598.03   | 0.32%      | 39                | \$42,616.06  | 0.57%      | 33                | \$0.00       | 0.00%      | 0                 | 11                            |
| Vanguard Equity-Income Adm                      | VEIRX         | \$379,072.70   | 0.88%      | 56                | \$182,937.41 | 2.47%      | 62                | \$0.00       | 0.00%      | 0                 | 11                            |
| Calvert US Large Cap Core Rspnb Idx I           | CISIX         | \$19,354.09    | 0.04%      | 3                 | \$32,453.23  | 0.43%      | 11                | \$0.00       | 0.00%      | 0                 | 11                            |
| Vanguard 500 Index Admiral                      | VFIAX         | \$344,186.64   | 0.80%      | 56                | \$252,071.04 | 3.41%      | 49                | \$0.00       | 0.00%      | 0                 | 8                             |
| Vanguard Growth Index Adm                       | VIGAX         | \$111,574.15   | 0.26%      | 6                 | \$124,786.10 | 1.68%      | 17                | \$0.00       | 0.00%      | 0                 | 10                            |
| Vanguard Mid-Cap Value Index Admiral            | VMVAX         | \$200,067.91   | 0.46%      | 60                | \$72,533.52  | 0.98%      | 62                | \$0.00       | 0.00%      | 0                 | 10                            |
| Vanguard Strategic Equity Inv                   | VSEQX         | \$19,186.20    | 0.04%      | 24                | \$12,188.01  | 0.16%      | 22                | \$0.00       | 0.00%      | 0                 | 9                             |
| JPMorgan Mid Cap Growth R6                      | JMGMX         | \$194,060.19   | 0.45%      | 59                | \$102,126.17 | 1.38%      | 65                | \$101,358.93 | 11.39%     | 1                 | 12                            |
| Vanguard Small Cap Value Index Admiral          | VSIAX         | \$97,305.87    | 0.22%      | 58                | \$52,386.48  | 0.70%      | 62                | \$0.00       | 0.00%      | 0                 | 8                             |
| Calvert Small Cap I                             | CSVIX         | \$336.79       | 0.00%      | 1                 | \$6,607.63   | 0.08%      | 10                | \$0.00       | 0.00%      | 0                 | 8                             |
| PIMCO StocksPLUS Small Institutional            | PSCSX         | \$97,524.83    | 0.22%      | 59                | \$33,363.39  | 0.45%      | 61                | \$0.00       | 0.00%      | 0                 | 10                            |
| T. Rowe Price QM U.S. Smll-Cap Grth Eqty        | PRDSX         | \$81,660.21    | 0.19%      | 30                | \$32,917.67  | 0.44%      | 27                | \$0.00       | 0.00%      | 0                 | 7                             |
| American Beacon Intl Equities Instl             | AAIEX         | \$137,815.52   | 0.32%      | 58                | \$70,319.04  | 0.95%      | 63                | \$0.00       | 0.00%      | 0                 | 9                             |
| American Funds New Perspective R6               | RNPGX         | \$421,592.94   | 0.98%      | 60                | \$204,147.84 | 2.76%      | 63                | \$0.00       | 0.00%      | 0                 | 10                            |
| Pax World Global Envrnmntl Markets Instl        | PGINX         | \$30,468.63    | 0.07%      | 32                | \$23,231.37  | 0.31%      | 36                | \$0.00       | 0.00%      | 0                 | 12                            |
| Vanguard Total Intl Stock Index Admiral         | VTIAX         | \$367,369.58   | 0.85%      | 58                | \$164,250.84 | 2.22%      | 61                | \$0.00       | 0.00%      | 0                 | 12                            |
| Goldman Sachs Intl Sm Cap Insights Instl        | GICIX         | \$582.99       | 0.00%      | 1                 | \$10,445.96  | 0.14%      | 8                 | \$0.00       | 0.00%      | 0                 | 7                             |
| American Funds New World R6                     | RNWGX         | \$7,331.15     | 0.01%      | 2                 | \$15,169.18  | 0.20%      | 9                 | \$0.00       | 0.00%      | 0                 | 12                            |



| Fund Name                                 | Ticker Symbol | 401(a) Pension   |            |                   | 403(b)          |            |                   | 457(b)        |            |                   | Ranking<br>(12 point maximum) |
|---|---------------|------------------|------------|-------------------|-----------------|------------|-------------------|---------------|------------|-------------------|-------------------------------|
|   |               | Fund Amount      | Percentage | Participant Count | Fund Amount     | Percentage | Participant Count | Fund Amount   | Percentage | Participant Count |                               |
| PIMCO RealPath Blend 2025 Institutional   | PPZRX         | \$5,645,594.70   | 13.19%     | 107               | \$552,211.65    | 7.47%      | 41                | \$0.00        | 0.00%      | 0                 | 11                            |
| PIMCO RealPath Blend 2030 Institutional   | PBPNX         | \$6,515,955.70   | 15.22%     | 128               | \$828,206.63    | 11.21%     | 51                | \$0.00        | 0.00%      | 0                 | 11                            |
| PIMCO RealPath Blend 2035 Institutional   | PDGZX         | \$5,754,137.53   | 13.44%     | 140               | \$821,912.75    | 11.13%     | 59                | \$0.00        | 0.00%      | 0                 | 8                             |
| PIMCO RealPath Blend 2040 Institutional   | PVPNX         | \$4,752,459.59   | 11.10%     | 130               | \$906,019.04    | 12.26%     | 51                | \$31,533.25   | 3.54%      | 1                 | 8                             |
| PIMCO RealPath Blend 2045 Institutional   | PVQNX         | \$2,869,249.55   | 6.70%      | 134               | \$391,121.09    | 5.29%      | 50                | \$0.00        | 0.00%      | 0                 | 8                             |
| PIMCO RealPath Blend 2050 Institutional   | PPQZX         | \$1,124,533.57   | 2.62%      | 99                | \$268,936.78    | 3.64%      | 40                | \$0.00        | 0.00%      | 0                 | 8                             |
| PIMCO RealPath Blend 2055 Institutional   | PRQZX         | \$445,741.40     | 1.04%      | 86                | \$162,363.50    | 2.19%      | 35                | \$0.00        | 0.00%      | 0                 | 7                             |
| PIMCO RealPath Blend 2060 Institutional   | PRBMX         | \$75,908.60      | 0.17%      | 34                | \$608.38        | 0.00%      | 1                 | \$0.00        | 0.00%      | 0                 |                               |
| PIMCO RealPath Blend Income Institutional | PBRNX         | \$11,730,119.46  | 27.41%     | 138               | \$1,179,353.18  | 15.97%     | 41                | \$507,010.45  | 57.00%     | 3                 | 9                             |
| T. Rowe Price Spectrum Mod Gr Alloc       | TRSGX         | \$0.00           | 0.00%      | 0                 | \$171.77        | 0.00%      | 2                 | \$0.00        | 0.00%      | 0                 | 12                            |
| Vanguard LifeStrategy Cnsvr Gr Inv        | VSCGX         | \$119,470.45     | 0.27%      | 3                 | \$33,416.61     | 0.45%      | 4                 | \$12,671.58   | 1.42%      | 1                 | 9                             |
| <b>Total</b>                              |               | \$ 42,786,356.68 | 100%       |                   | \$ 7,384,264.18 | 100%       |                   | \$ 889,413.09 | 100%       |                   |                               |

% of Participants at least partially invested in  
Target Date Funds

93%

86%

67%

Funds receiveing a ranking of a "6" or lower between one and three times within the last six consecutive quarters and will be closely monitored  
Funds receiveing a ranking of a "6" or lower for the fourth time within the last six consecutive quarters are on the watch list for potential replacement.



## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021              | <b>Program:</b> Retirement Benefits    |
| <b>Agenda Item #:</b> 10C5                   | <b>Trustee/ Officer:</b> Jim Rodriguez |
| <b>Subject:</b> Retirement Plan Demographics | <b>Trustee/ Officer:</b> Emilia Reyes  |

### Background

The information presented below is intended to keep the Board apprised on the demographics of the participants within the various retirement plans as of the quarter ending June 30, 2021.

The following reports are compiled and generated from information made available by Transamerica and by RBG:

- A. Participant Information Report – Quarterly Comparison
- B. Graph of Participants by Age
- C. Graph of Participants by Account Balance
- D. 403(b) Savings Rate chart and graph

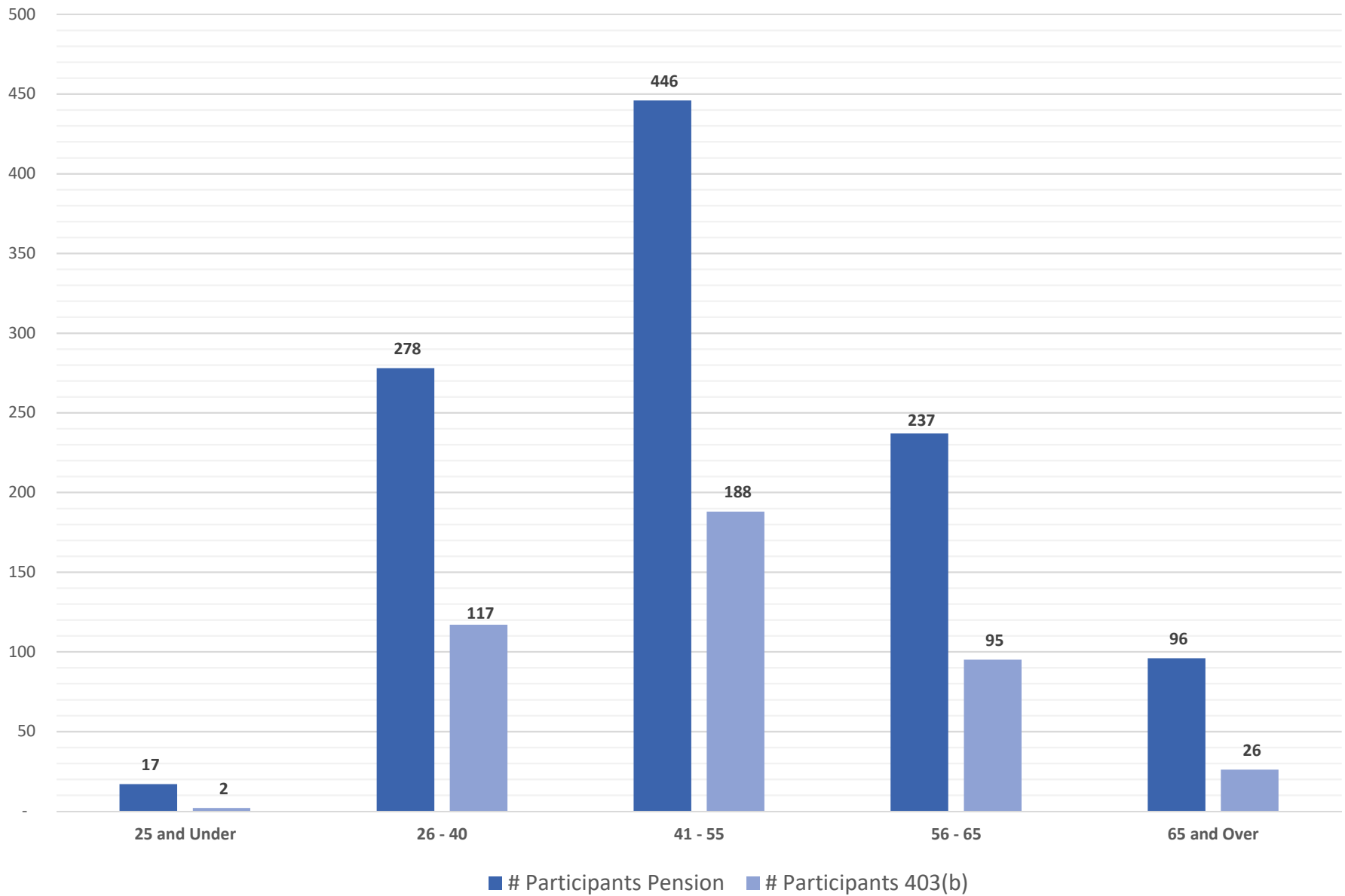
**Fresno EOC**  
**Retirement Plan Employer Report -- Participant Information**  
**as of June 30, 2021**

| Participant Count Report @ 6/30/2021          | 401(a)<br>Pension | 403(b) | 457(b) |
|---|-------------------|--------|--------|
| Participants With Balance                     | 1,074             | 428    | 6      |
| Non-Terminated Participants With Balance      | 775               | 345    | 2      |
| Terminated Participants With Balance          | 299               | 83     | 4      |
| Terminated Participants With Balance < \$5000 | 72                | 33     | -      |
| Auto Increase                                 | n/a               | 59     | -      |
| # Employees with Active Loans                 | n/a               | 4      | n/a    |
| Managed Advice                                | 51                | 51     | -      |

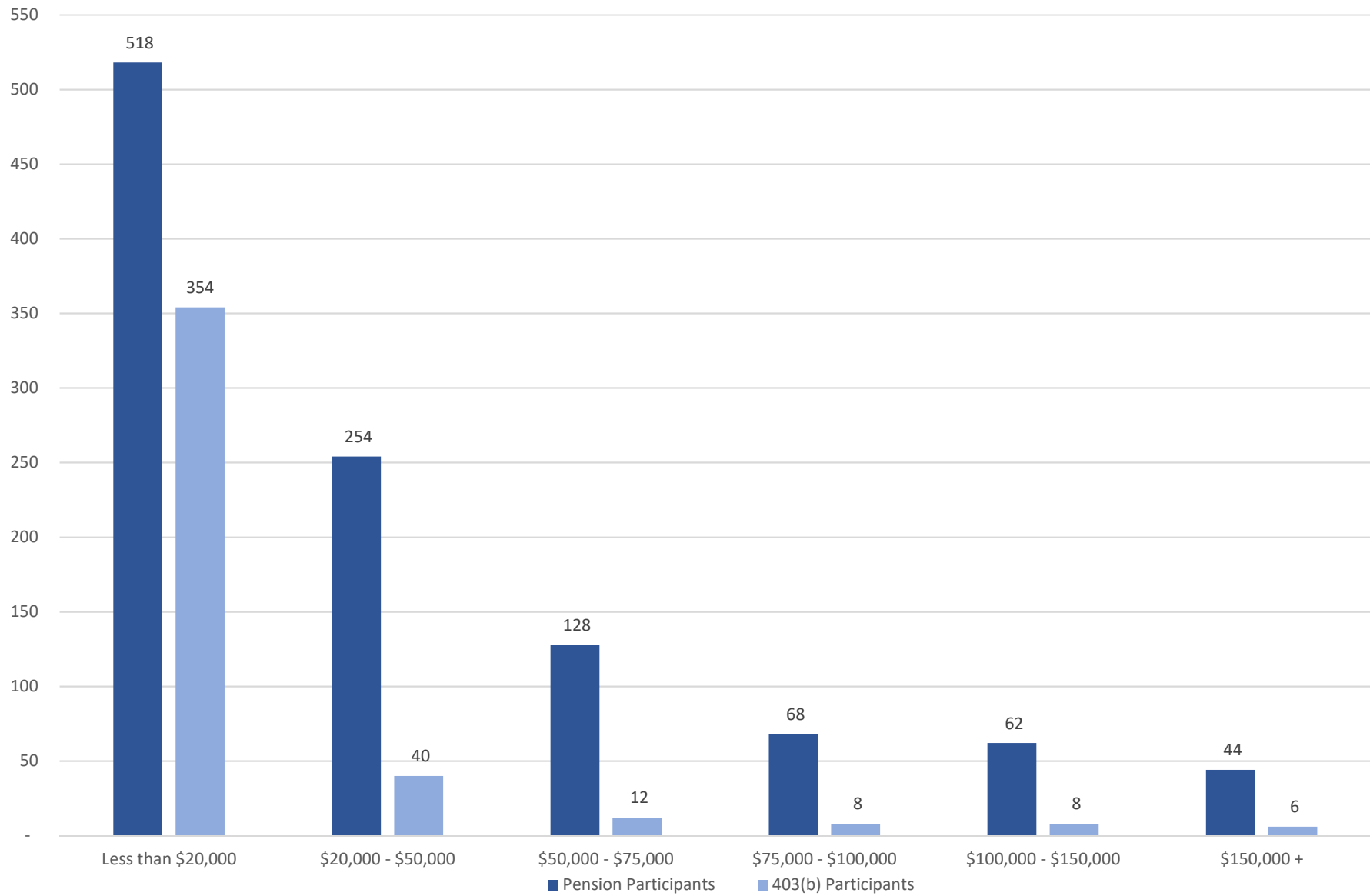
| Participant Count Report @ 3/31/2021          | 401(a)<br>Pension | 403(b) | 457(b) |
|---|-------------------|--------|--------|
| Participants With Balance                     | 1,080             | 429    | 6      |
| Non-Terminated Participants With Balance      | 852               | 390    | 2      |
| Terminated Participants With Balance          | 228               | 39     | 4      |
| Terminated Participants With Balance < \$5000 | 59                | 11     | -      |
| Auto Increase                                 | n/a               | 70     | -      |
| # Employees with Active Loans                 | n/a               | 5      | n/a    |
| Managed Advice                                | 54                | 53     | -      |

| Change in Participant Count from Prior Quarter | 401(a)<br>Pension | 403(b) | 457(b) |
|--|-------------------|--------|--------|
| Participants With Balance                      | (6)               | (1)    | -      |
| Non-Terminated Participants With Balance       | (77)              | (45)   | -      |
| Terminated Participants With Balance           | 71                | 44     | -      |
| Terminated Participants With Balance < \$5000  | 13                | 22     | -      |

Fresno EOC Plan Participants by Age  
as of 6/30/21



Fresno EOC Plan Participants by Account Balance  
as of 6/30/21



**Fresno EOC**  
**403(b) Plan Saving Rates**  
**For the Quarter Ending June 30, 2021**

| 2020 Q3 | 2020 Q4 | 2021 Q1 | 2021 Q2 |
|---------|---------|---------|---------|
|---------|---------|---------|---------|

Average Deferral  
% of pay by amount

|        |        |        |        |
|--------|--------|--------|--------|
| 6.0%   | 5.9%   | 6.0%   | 6.3%   |
| \$ 125 | \$ 142 | \$ 158 | \$ 170 |

Participation by Deferral Rate

Under 5%  
At 5%  
Over 5%

|     |     |     |     |
|-----|-----|-----|-----|
| 33% | 33% | 34% | 32% |
| 23% | 23% | 23% | 21% |
| 44% | 44% | 43% | 47% |



## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                | <b>Program:</b> Retirement Benefits    |
| <b>Agenda Item #:</b> 10C6                     | <b>Trustee/ Officer:</b> Jim Rodriguez |
| <b>Subject:</b> Investment Performance Summary | <b>Trustee/ Officer:</b> Emilia Reyes  |

### Background

The information presented below is intended to keep the Board apprised on the investment performance summary for the investment funds within the retirement plans and to receive an update of the current investment market, in accordance with the Committee's responsibilities as outlined in the Agency's bylaws.

The Performance Summary report is made available by RBG as an excerpt from their full quarterly review report on the plans, investments, regulations, and economic environment. This detailed report provides information on the ranking of each fund against its peer group, on historic performance, on expense ratios, on rankings, and on the amount of funds being held.

Representatives from RBG / LPL will be available to response to any questions, to highlight any significant items, and to provide an update of the current investment market.

# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                             | ASSETS    | LAST QTR   | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR      | SI    | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|--|-----------|------------|------------|------------|------------|------------|------------|-------|----------------|-----------|---------|-------|
| <b>Large Value</b>                     |           |            |            |            |            |            |            |       |                |           |         |       |
| Vanguard Equity-Income Adm**           | \$379,073 | 5.27 (54)  | 15.86 (67) | 37.84 (71) | 12.67 (34) | 12.29 (44) | 12.50 (12) | 8.64  | 8/13/2001      | 0.19      | 0.19    | 11    |
| Russell 1000 Value TR USD              |           | 5.21       | 17.05      | 43.68      | 12.42      | 11.87      | 11.61      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)    |           | 5.36       | 17.13      | 42.40      | 11.73      | 12.02      | 10.94      | -     | -              | 0.95      | 0.88    | -     |
| <b>Large Blend</b>                     |           |            |            |            |            |            |            |       |                |           |         |       |
| Calvert US Large Cap Core Rspnb Idx I  | \$19,354  | 8.24 (44)  | 13.78 (77) | 43.07 (26) | 21.39 (3)  | 19.17 (5)  | 15.72 (1)  | 6.73  | 6/30/2000      | 0.37      | 0.24    | 11    |
| Vanguard 500 Index Admiral             | \$344,187 | 8.54 (23)  | 15.24 (40) | 40.76 (43) | 18.64 (22) | 17.61 (21) | 14.80 (10) | 7.84  | 11/13/2000     | 0.04      | 0.04    | 8     |
| S&P 500 TR USD                         |           | 8.55       | 15.25      | 40.79      | 18.67      | 17.65      | 14.84      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)    |           | 8.06       | 15.02      | 40.42      | 17.21      | 16.57      | 13.56      | -     | -              | 0.90      | 0.80    | -     |
| <b>Large Growth</b>                    |           |            |            |            |            |            |            |       |                |           |         |       |
| Vanguard Growth Index Admiral          | \$111,574 | 11.69 (32) | 13.36 (36) | 42.77 (34) | 25.30 (24) | 23.05 (41) | 17.46 (28) | 8.73  | 11/13/2000     | 0.05      | 0.05    | 10    |
| Russell 1000 Growth TR USD             |           | 11.93      | 12.99      | 42.50      | 25.14      | 23.66      | 17.87      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)    |           | 10.84      | 12.69      | 40.60      | 22.90      | 22.17      | 16.29      | -     | -              | 0.98      | 0.91    | -     |
| <b>Mid-Cap Value</b>                   |           |            |            |            |            |            |            |       |                |           |         |       |
| Vanguard Mid-Cap Value Index Admiral** | \$200,068 | 4.84 (48)  | 19.21 (58) | 50.10 (65) | 11.07 (43) | 12.09 (39) | 11.92 (10) | 14.07 | 9/27/2011      | 0.07      | 0.07    | 10    |
| Russell Mid Cap Value TR USD           |           | 5.66       | 19.45      | 53.06      | 11.86      | 11.79      | 11.75      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)    |           | 4.80       | 19.62      | 52.39      | 10.64      | 11.48      | 10.49      | -     | -              | 1.07      | 0.99    | -     |

Fund Color:      A = To Be Added      P = Proposed      R = To Be Replaced      W = On Watch List



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as of 06/30/2021



# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                               | ASSETS    | LAST QTR  | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR      | SI    | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|--|-----------|-----------|------------|------------|------------|------------|------------|-------|----------------|-----------|---------|-------|
| <b>Mid-Cap Blend</b>                     |           |           |            |            |            |            |            |       |                |           |         |       |
| Vanguard Strategic Equity Inv            | \$19,186  | 7.37 (15) | 22.61 (3)  | 58.85 (13) | 13.18 (43) | 14.96 (26) | 13.21 (8)  | 11.15 | 8/14/1995      | 0.17      | 0.17    | 9     |
| Russell Mid Cap TR USD                   |           | 7.50      | 16.25      | 49.80      | 16.45      | 15.62      | 13.24      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)      |           | 4.96      | 16.81      | 51.27      | 12.89      | 13.67      | 11.54      | -     | -              | 1.04      | 0.94    | -     |
| <b>Mid-Cap Growth</b>                    |           |           |            |            |            |            |            |       |                |           |         |       |
| JPMorgan Mid Cap Growth R6**             | \$194,060 | 7.25 (57) | 8.69 (57)  | 44.28 (48) | 26.47 (14) | 23.65 (18) | 16.49 (10) | 18.81 | 11/1/2011      | 0.75      | 0.74    | 12    |
| Russell Mid Cap Growth TR USD            |           | 11.07     | 10.44      | 43.77      | 22.39      | 20.52      | 15.13      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)      |           | 7.65      | 9.07       | 43.82      | 21.27      | 20.03      | 14.50      | -     | -              | 1.10      | 1.04    | -     |
| <b>Small Value</b>                       |           |           |            |            |            |            |            |       |                |           |         |       |
| Vanguard Small Cap Value Index Admiral** | \$97,306  | 5.41 (24) | 23.12 (74) | 65.67 (63) | 10.85 (25) | 12.80 (35) | 11.84 (12) | 14.30 | 9/27/2011      | 0.07      | 0.07    | 8     |
| Russell 2000 Value TR USD                |           | 4.56      | 26.69      | 73.28      | 10.27      | 13.62      | 10.85      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)      |           | 4.14      | 25.52      | 69.89      | 9.22       | 12.12      | 10.14      | -     | -              | 1.23      | 1.13    | -     |
| <b>Small Blend</b>                       |           |           |            |            |            |            |            |       |                |           |         |       |
| Calvert Small-Cap I                      | \$337     | 3.16 (74) | 13.26 (94) | 46.38 (94) | 12.80 (33) | 15.23 (36) | 12.61 (16) | 9.76  | 4/29/2005      | 0.97      | 0.96    | 8     |
| PIMCO StocksPLUS® Small Institutional    | \$97,525  | 4.54 (34) | 17.68 (60) | 65.46 (21) | 13.25 (24) | 17.63 (2)  | 13.57 (1)  | 12.05 | 3/31/2006      | 0.75      | 0.75    | 10    |
| Russell 2000 TR USD                      |           | 4.29      | 17.54      | 62.03      | 13.52      | 16.47      | 12.34      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)      |           | 4.21      | 18.88      | 60.14      | 11.66      | 14.25      | 11.34      | -     | -              | 1.12      | 1.01    | -     |

Fund Color: A = To Be Added P = Proposed R = To Be Replaced W = On Watch List



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as of 06/30/2021

# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                              | ASSETS    | LAST QTR  | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR      | SI    | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|---|-----------|-----------|------------|------------|------------|------------|------------|-------|----------------|-----------|---------|-------|
| <b>Small Growth</b>                     |           |           |            |            |            |            |            |       |                |           |         |       |
| T. Rowe Price QM US Small-Cap Gr Eq     | \$81,660  | 2.51 (86) | 6.81 (76)  | 40.07 (91) | 14.96 (80) | 16.97 (77) | 13.88 (55) | 8.99  | 6/30/1997      | 0.78      | 0.78    | 7     |
| Russell 2000 Growth TR USD              |           | 3.92      | 8.98       | 51.36      | 15.94      | 18.76      | 13.52      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |           | 4.80      | 9.48       | 51.30      | 18.65      | 20.39      | 14.03      | -     | -              | 1.23      | 1.13    | -     |
| <b>Allocation - 30 to 50% Equity</b>    |           |           |            |            |            |            |            |       |                |           |         |       |
| Vanguard LifeStrategy Cnsvr Gr Inv      | \$119,470 | 3.77 (63) | 3.98 (91)  | 14.91 (79) | 9.24 (34)  | 7.94 (40)  | 6.67 (35)  | 7.13  | 9/30/1994      | 0.12      | 0.12    | 9     |
| Morningstar Moderately Cons Target Risk |           | 4.08      | 4.41       | 15.88      | 9.54       | 8.07       | 6.51       | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |           | 3.97      | 5.57       | 17.44      | 8.57       | 7.57       | 6.34       | -     | -              | 0.96      | 0.88    | -     |
| <b>Allocation - 50 to 70% Equity</b>    |           |           |            |            |            |            |            |       |                |           |         |       |
| American Funds American Balanced R6**   | \$139,598 | 5.52 (33) | 9.55 (23)  | 22.98 (71) | 12.06 (27) | 11.28 (27) | 10.70 (6)  | 12.10 | 5/1/2009       | 0.26      | 0.26    | 11    |
| Morningstar Moderate Target Risk        |           | 4.98      | 7.26       | 23.92      | 11.23      | 10.30      | 8.03       | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |           | 5.12      | 8.54       | 24.67      | 11.11      | 10.40      | 8.48       | -     | -              | 0.98      | 0.93    | -     |
| <b>Allocation - 70 to 85% Equity</b>    |           |           |            |            |            |            |            |       |                |           |         |       |
| T. Rowe Price Spectrum Mod Gr Allc      |           | 5.84 (54) | 10.71 (48) | 34.06 (29) | 13.70 (12) | 14.05 (7)  | 10.94 (4)  | 9.77  | 7/29/1994      | 0.89      | 0.78    | 12    |
| Morningstar Aggressive Target Risk      |           | 6.54      | 12.54      | 39.42      | 13.62      | 14.08      | 10.42      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |           | 5.87      | 10.62      | 32.19      | 12.14      | 11.95      | 9.06       | -     | -              | 1.03      | 0.99    | -     |

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as of 06/30/2021

# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                                | ASSETS    | LAST QTR  | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR     | SI    | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|---|-----------|-----------|------------|------------|------------|------------|-----------|-------|----------------|-----------|---------|-------|
| <b>Foreign Large Value</b>                |           |           |            |            |            |            |           |       |                |           |         |       |
| American Beacon International Eq R5       | \$137,816 | 2.82 (80) | 9.43 (76)  | 36.74 (46) | 4.59 (70)  | 7.74 (58)  | 4.67 (41) | 7.01  | 8/7/1991       | 0.72      | 0.72    | 9     |
| MSCI EAFE Value NR USD                    |           | 3.01      | 10.68      | 33.50      | 3.78       | 7.81       | 3.86      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 4.01      | 10.92      | 36.34      | 5.66       | 8.19       | 4.23      | -     | -              | 1.14      | 1.00    | -     |
| <b>Foreign Large Blend</b>                |           |           |            |            |            |            |           |       |                |           |         |       |
| Vanguard Total Intl Stock Index Admiral** | \$367,370 | 5.52 (30) | 9.68 (34)  | 36.51 (32) | 9.60 (32)  | 11.10 (26) | 5.71 (52) | 6.44  | 11/29/2010     | 0.11      | 0.11    | 12    |
| MSCI EAFE NR USD                          |           | 5.17      | 8.83       | 32.35      | 8.27       | 10.28      | 5.89      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 5.18      | 8.98       | 33.68      | 8.53       | 10.20      | 5.74      | -     | -              | 1.06      | 0.93    | -     |
| <b>Foreign Small/Mid Blend</b>            |           |           |            |            |            |            |           |       |                |           |         |       |
| Goldman Sachs Intl Sm Cp Insights Instl   | \$583     | 5.47 (77) | 12.97 (29) | 38.98 (89) | 6.90 (69)  | 11.07 (41) | 8.26 (22) | 6.11  | 9/28/2007      | 0.93      | 0.87    | 7     |
| MSCI EAFE Small Cap NR USD                |           | 4.34      | 9.04       | 40.98      | 8.40       | 12.03      | 8.38      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 6.39      | 11.95      | 43.94      | 7.61       | 10.75      | 7.31      | -     | -              | 1.31      | 1.15    | -     |
| <b>Diversified Emerging Markets</b>       |           |           |            |            |            |            |           |       |                |           |         |       |
| American Funds New World R6**             | \$7,331   | 9.34 (9)  | 10.23 (25) | 42.35 (47) | 16.90 (13) | 16.10 (16) | 8.26 (2)  | 11.46 | 5/1/2009       | 0.59      | 0.59    | 12    |
| MSCI EM NR USD                            |           | 5.05      | 7.45       | 40.90      | 11.27      | 13.03      | 4.28      | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 5.07      | 7.85       | 42.01      | 11.47      | 12.62      | 4.57      | -     | -              | 1.45      | 1.22    | -     |

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| INVESTMENT                             | ASSETS   | LAST QTR  | YTD        | 1 YR      | 3 YR      | 5 YR      | 10 YR      | SI   | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|--|----------|-----------|------------|-----------|-----------|-----------|------------|------|----------------|-----------|---------|-------|
| <b>World Large-Stock Blend</b>         |          |           |            |           |           |           |            |      |                |           |         |       |
| Pax Global Environmental Markets Instl | \$30,469 | 6.39 (60) | 11.75 (56) | 47.09 (7) | 17.73 (2) | 15.93 (6) | 11.03 (12) | 8.48 | 3/27/2008      | 0.95      | 0.95    | 12    |
| MSCI ACWI NR USD                       |          | 7.39      | 12.30      | 39.26     | 14.57     | 14.61     | 9.90       | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)    |          | 6.72      | 12.01      | 37.34     | 13.37     | 13.43     | 9.70       | -    | -              | 1.20      | 0.97    | -     |

|                                     |           |           |            |           |            |            |            |       |          |      |      |    |
|-------------------------------------|-----------|-----------|------------|-----------|------------|------------|------------|-------|----------|------|------|----|
| <b>World Large-Stock Growth</b>     |           |           |            |           |            |            |            |       |          |      |      |    |
| American Funds New Perspective R6** | \$421,593 | 8.31 (41) | 10.76 (45) | 46.25 (7) | 20.40 (26) | 19.64 (27) | 13.70 (21) | 15.48 | 5/1/2009 | 0.42 | 0.42 | 10 |
| MSCI ACWI NR USD                    |           | 7.39      | 12.30      | 39.26     | 14.57      | 14.61      | 9.90       | -     | -        | -    | -    | -  |
| Peer Group Median (50th Percentile) |           | 8.01      | 10.61      | 40.25     | 18.11      | 18.71      | 12.32      | -     | -        | 1.23 | 1.05 | -  |

|   |      |          |           |          |           |           |           |      |            |      |      |   |
|---|------|----------|-----------|----------|-----------|-----------|-----------|------|------------|------|------|---|
| <b>Money Market/Stable Value</b>        |      |          |           |          |           |           |           |      |            |      |      |   |
| State Street Instl US Govt MMkt Premier | \$67 | 0.01 (5) | 0.01 (10) | 0.04 (9) | 1.18 (13) | 1.04 (13) | 0.53 (15) | 0.63 | 10/25/2007 | 0.12 | 0.12 | - |
| ICE BofA US 3M Trsy Bill TR USD         |      | 0.00     | 0.02      | 0.09     | 1.34      | 1.17      | 0.63      | -    | -          | -    | -    | - |
| Peer Group Median (50th Percentile)     |      | -0.01    | -0.08     | 0.00     | 1.02      | 0.83      | 0.41      | -    | -          | 0.45 | 0.38 | - |

| FUND NAME                           | QTRLY RETURN | YTD RETURN | 1 YR RETURN | 3 YR RETURN | 5 YR RETURN | 10 YR RETURN | SINCE INCEPTION | DURATION (MATURITY) | AVERAGE CREDIT QUALITY | FUND SIZE | INCEPTION DATE |
|-------------------------------------|--------------|------------|-------------|-------------|-------------|--------------|-----------------|---------------------|------------------------|-----------|----------------|
| <b>Stable Value - Hueler</b>        |              |            |             |             |             |              |                 |                     |                        |           |                |
| Standard Stable Asset Fund II       | 0.58         | 1.14       | 2.25        | 2.34        | 2.50        | 2.97         | 3.36            | n/a                 | n/a                    | 0         | n/a            |
| Hueler Index                        | n/a          | n/a        | n/a         | n/a         | n/a         | n/a          | -               | n/a                 | n/a                    | 0         | -              |
| Peer Group Median (50th Percentile) | n/a          | n/a        | n/a         | n/a         | n/a         | n/a          | -               | n/a                 | n/a                    | 0         | -              |

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# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                                | ASSETS    | LAST QTR  | YTD        | 1 YR       | 3 YR      | 5 YR      | 10 YR     | SI   | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|---|-----------|-----------|------------|------------|-----------|-----------|-----------|------|----------------|-----------|---------|-------|
| <b>Intermediate Core-Plus Bond</b>        |           |           |            |            |           |           |           |      |                |           |         |       |
| Fidelity® Total Bond Fund                 | \$412,481 | 2.26 (28) | -0.48 (34) | 3.32 (36)  | 6.37 (25) | 4.27 (25) | 4.21 (29) | 4.98 | 10/15/2002     | 0.45      | 0.45    | 11    |
| BBgBarc US Universal TR USD               |           | 1.96      | -1.15      | 1.12       | 5.64      | 3.48      | 3.74      | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 2.10      | -0.80      | 2.68       | 5.85      | 3.74      | 3.85      | -    | -              | 0.79      | 0.70    | -     |
| <b>High Yield Bond</b>                    |           |           |            |            |           |           |           |      |                |           |         |       |
| Eaton Vance High Income Opportunities I** | \$3,717   | 3.11 (15) | 4.75 (20)  | 16.53 (27) | 6.81 (37) | 6.50 (49) | 6.50 (14) | 7.95 | 10/1/2009      | 0.68      | 0.68    | 8     |
| ICE BofA US High Yield TR USD             |           | 2.77      | 3.70       | 15.62      | 7.15      | 7.30      | 6.50      | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 2.59      | 3.63       | 14.78      | 6.48      | 6.49      | 5.68      | -    | -              | 1.00      | 0.86    | -     |
| <b>Multisector Bond</b>                   |           |           |            |            |           |           |           |      |                |           |         |       |
| PIMCO Income Instl                        | \$61,704  | 2.01 (57) | 1.84 (47)  | 9.59 (54)  | 5.65 (52) | 5.80 (18) | 6.97 (1)  | 7.91 | 3/30/2007      | 1.09      | 1.09    | 6     |
| BBgBarc US Agg Bond TR USD                |           | 1.83      | -1.60      | -0.33      | 5.34      | 3.03      | 3.39      | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 2.15      | 1.79       | 9.87       | 5.72      | 4.86      | 4.42      | -    | -              | 1.09      | 0.92    | -     |
| <b>World Bond-USD Hedged</b>              |           |           |            |            |           |           |           |      |                |           |         |       |
| PIMCO International Bond (USD-Hdg) Instl  | \$48,589  | 0.12 (86) | -1.22 (53) | 3.02 (38)  | 4.26 (56) | 3.82 (20) | 5.37 (1)  | 6.91 | 12/2/1992      | 0.60      | 0.60    | 10    |
| BBgBarc Global Aggregate TR Hdg USD       |           | 0.98      | -1.52      | 0.08       | 4.59      | 2.98      | 3.87      | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)       |           | 1.06      | -1.13      | 2.40       | 4.42      | 3.16      | 4.00      | -    | -              | 0.85      | 0.71    | -     |

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# Fresno EOC 401(a) Plan Performance Summary



| INVESTMENT                              | ASSETS      | LAST QTR  | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR    | SI   | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|---|-------------|-----------|------------|------------|------------|------------|----------|------|----------------|-----------|---------|-------|
| <b>Target Date 2025</b>                 |             |           |            |            |            |            |          |      |                |           |         |       |
| PIMCO RealPath Blend 2025 Institutional | \$5,645,595 | 5.61 (3)  | 6.73 (47)  | 22.73 (37) | 11.63 (11) | 10.42 (30) | n/a (na) | 8.33 | 12/31/2014     | 0.37      | 0.36    | 11    |
| S&P Target Date 2025 TR USD             |             | 4.43      | 6.92       | 21.67      | 10.06      | 9.76       | 8.07     | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 4.62      | 6.66       | 21.42      | 10.31      | 9.93       | 7.98     | -    | -              | 0.80      | 0.63    | -     |
| <b>Target Date 2030</b>                 |             |           |            |            |            |            |          |      |                |           |         |       |
| PIMCO RealPath Blend 2030 Institutional | \$6,515,956 | 6.10 (3)  | 8.20 (45)  | 26.03 (43) | 12.23 (19) | 11.32 (38) | n/a (na) | 8.97 | 12/31/2014     | 0.31      | 0.30    | 11    |
| S&P Target Date 2030 TR USD             |             | 4.92      | 8.31       | 25.71      | 10.95      | 10.76      | 8.72     | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 5.23      | 8.03       | 25.56      | 11.32      | 11.03      | 8.63     | -    | -              | 0.84      | 0.64    | -     |
| <b>Target Date 2035</b>                 |             |           |            |            |            |            |          |      |                |           |         |       |
| PIMCO RealPath Blend 2035 Institutional | \$5,754,138 | 6.53 (4)  | 9.68 (43)  | 29.68 (60) | 12.70 (33) | 11.97 (57) | n/a (na) | 9.35 | 12/31/2014     | 0.27      | 0.26    | 8     |
| S&P Target Date 2035 TR USD             |             | 5.45      | 9.91       | 30.35      | 11.93      | 11.82      | 9.37     | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 5.79      | 9.56       | 30.35      | 12.32      | 12.09      | 9.20     | -    | -              | 0.90      | 0.66    | -     |
| <b>Target Date 2040</b>                 |             |           |            |            |            |            |          |      |                |           |         |       |
| PIMCO RealPath Blend 2040 Institutional | \$4,752,460 | 6.76 (14) | 10.84 (51) | 32.50 (66) | 13.17 (46) | 12.47 (63) | n/a (na) | 9.74 | 12/31/2014     | 0.23      | 0.22    | 8     |
| S&P Target Date 2040 TR USD             |             | 5.79      | 11.00      | 33.56      | 12.60      | 12.55      | 9.82     | -    | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 6.23      | 10.85      | 33.89      | 13.02      | 12.83      | 9.76     | -    | -              | 0.91      | 0.65    | -     |

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| INVESTMENT                              | ASSETS      | LAST QTR  | YTD        | 1 YR       | 3 YR       | 5 YR       | 10 YR    | SI    | INCEPTION DATE | GROSS EXP | NET EXP | SCORE |
|---|-------------|-----------|------------|------------|------------|------------|----------|-------|----------------|-----------|---------|-------|
| <b>Target Date 2045</b>                 |             |           |            |            |            |            |          |       |                |           |         |       |
| PIMCO RealPath Blend 2045 Institutional | \$2,869,250 | 6.92 (15) | 11.56 (61) | 34.67 (67) | 13.56 (50) | 12.86 (71) | n/a (na) | 9.93  | 12/31/2014     | 0.19      | 0.18    | 8     |
| S&P Target Date 2045 TR USD             |             | 6.00      | 11.66      | 35.51      | 12.97      | 12.99      | 10.10    | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 6.49      | 11.87      | 36.31      | 13.55      | 13.39      | 9.97     | -     | -              | 0.92      | 0.67    | -     |
| <b>Target Date 2050</b>                 |             |           |            |            |            |            |          |       |                |           |         |       |
| PIMCO RealPath Blend 2050 Institutional | \$1,124,534 | 6.99 (19) | 12.11 (45) | 35.82 (75) | 13.73 (49) | 13.04 (65) | n/a (na) | 10.09 | 12/31/2014     | 0.16      | 0.15    | 8     |
| S&P Target Date 2050 TR USD             |             | 6.08      | 12.00      | 36.49      | 13.15      | 13.30      | 10.33    | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 6.60      | 12.04      | 37.21      | 13.71      | 13.50      | 10.16    | -     | -              | 0.94      | 0.67    | -     |
| <b>Target Date 2055</b>                 |             |           |            |            |            |            |          |       |                |           |         |       |
| PIMCO RealPath Blend 2055 Institutional | \$445,741   | 7.02 (22) | 12.33 (41) | 36.15 (74) | 13.65 (55) | 12.96 (74) | n/a (na) | 10.02 | 12/31/2014     | 0.16      | 0.15    | 7     |
| S&P Target Date 2055 TR USD             |             | 6.15      | 12.17      | 37.01      | 13.23      | 13.46      | 10.49    | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 6.65      | 12.19      | 38.05      | 13.77      | 13.64      | 10.25    | -     | -              | 1.03      | 0.67    | -     |
| <b>Target-Date 2060</b>                 |             |           |            |            |            |            |          |       |                |           |         |       |
| PIMCO REALPATH® Blend 2060 Instl        | \$75,909    | 7.07 (22) | 12.26 (52) | 36.18 (75) | n/a (na)   | n/a (na)   | n/a (na) | 17.50 | 12/31/2019     | 0.15      | 0.15    | -     |
| DJ Target 2060 TR USD                   |             | 6.36      | 12.43      | 39.24      | 13.53      | 13.87      | 10.32    | -     | -              | -         | -       | -     |
| Peer Group Median (50th Percentile)     |             | 6.66      | 12.28      | 38.47      | 13.90      | 13.93      | n/a      | -     | -              | 1.15      | 0.68    | -     |

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|---|--------------|----------|----------|-----------|-----------|----------|----------|------|----------------|-----------|---------|-------|
| <b>Target Date Retirement</b>               |              |          |          |           |           |          |          |      |                |           |         |       |
| PIMCO RealPath Blend Income Instl           | \$11,730,119 | 4.98 (1) | 5.54 (4) | 19.37 (1) | 10.58 (1) | 9.20 (1) | n/a (na) | 7.55 | 12/31/2014     | 0.42      | 0.41    | 9     |
| S&P Target Date Retirement<br>Income TR USD |              | 3.06     | 3.09     | 11.12     | 7.44      | 6.29     | 5.42     | -    | -              | -         | -       | -     |
| Peer Group Median (50th<br>Percentile)      |              | 3.31     | 3.54     | 12.60     | 7.57      | 6.38     | 5.15     | -    | -              | 0.83      | 0.61    | -     |

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**FINANCE COMMITTEE MEETING**  
**Wednesday, June 14, 2021**  
**12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charles Garabedian, Chair, called the meeting to order at 12:02 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

| COMMITTEE MEMBERS          | PRESENT | STAFF           |
|----------------------------|---------|-----------------|
| Charles Garabedian (chair) | ✓       | Jim Rodriguez   |
| Alysia Bonner              | ✓       | Thelma Harrison |
| James Martinez             | ✓       | Lucy Yang       |
| Itzi Robles                |         | Cesar Lucio     |
|                            |         | Rosa Pineda     |
|                            |         | Shawn Riggins   |
|                            |         | Karina Perez    |
|                            |         | Mark Wilson     |

**APPROVAL OF MINUTES**

A. May 12, 2021 Finance Committee Minutes

**3.**

Public comment: None heard.

***Motion/Second:*** Bonner/Martinez to approve the May 12, 2021 meeting minutes.

***Ayes:*** Garabedian, Martinez, Bonner

***Abstain:*** None.

***Nays:*** None heard

**4. FINANCIAL REPORTS: April 2021**

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented the Agency Statement of Accounts Receivable of \$4,631,339 differences with a total asset of \$57,941,896. There is also some increase throughout Liabilities, mostly in Deferred Revenue which is Access Capital, accounts payable, and Health Reserve. The total Fund Balance is \$28,246,849 about 1million dollar less than last year. There is a loss of \$1.7 million which was payment to Health and Human Services department. There \$33.7 million in Cash revenue and \$11.3 in Kind Revenue which it totals to \$45 million for the year.

B. Head Start Financial status report:

Head Start Financial Status Report as of April 2021. Annual Budget for 18 months is \$57,842,831 with a prorated additional 6 months. Through 80% of the budget, only \$46 million is spent, left with \$11.8 million remaining. Due to COVID related, they are understaffing, less students in center, training, and less materials.

The Duration Start-up is \$2million to fund faciality at one of the centers. This is a project that still need approval. It is on hold at the moment for 1303 approval. With that, there is \$1.7million left. Staffs did file a no cost extension with Head Start office for another 6 months to utilizes the fund before December 30, 2021.

Early Head Start with a saving of \$1.7 million of the year. Credit card Expenses is very little spend for classroom supplies mostly.

Public comment: None heard.

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

**Ayes:** Garabedian, Bonner, Martinez

**Nayes:** None heard

**Abstain:** None.

5. Insurance Renewal

Fiscal Impact have increase of 6% this year. It went from \$710,573 last year to \$753,967 this renewal year. There are increase in premiums for cyber and general liability and umbrella. Directors and Officers policy decreased by 7. Medical, auto policy, and crime had a flat renewal. The Auto stay flat maybe be due to less claims.

Public comment: none

**Motion/Second:** Bonner/Garabedian to accept the Insurance report.

**Ayes:** Garabedian, Bonner, Martinez, Robles

**Nayes:** None heard

**Abstain:** None.

6. Non-Competitive Procurements

A. Non- competitive Procurements

Zumwalts Construction is \$847,100 for LCC vocational training building at 1815 E. California. Affinity Truck Center Body shop is \$11,890 for Food Services to deliver meals to low-income youth for the NO Kids Hungry Campaign. Dave Bang & Associated Inc is for \$7,004 for Head Start to replace and repair broken slides for Jefferson and Roosevelt site.

Public comment: None.

**Motion/Second:** Bonner/Garbedian to accept Non-Competitive Procurement

**Ayes:** Garabedian, Bonner, Martinez

**Nayes:** None heard

**Abstain:** None.

## **7. Health Insurance**

### **A. Health Insurance**

Rodriguez, Chief Financial Officer presented, a monthly report through April 30, 2021 of health insurance reserve is at \$4.9 million with 5.9 month of average expenditures. Now through 2021 (January- April) \$4,432,540 contributions made of 3 different contributions sources. Employer portion, Employees portions, and Cares is a total of \$269,905.

January- April 2021 employees contributions made up of \$3.4 million to the plan. It is about 77% total of the contributions towards the health funds. The agency is doing its best to take care of its employees. Ending fund is 4,258,188. There is a 3-month lags in recording. There are 834 enrolled employees in the health plan.

Garabedian asked about the employee's contributions, jumping from 181,000 in March to 94,000 in April. Jim read what Steve Warnes has, that the contributions in April is low due to 3 payrolls in a month balance it out on the high amount in January.

Public comment: None heard  
No action required.

## **8. Variance Report**

### **A. SOUL**

Through 83% of the reporting period, 59% of revenues earned compared to budget. 62% of expense has been utilized as of April 30, 2021.

### **B. CSPP**

Through 75% of the reporting period. The loss that is shown is due to not having enough attendance. This is part of the difficulty because parent is pulling their child out of CSPP due to COVID and decided to keep students at home. Therefore, there is more staff due to more sanitation more in the classroom to prevent spread of COVID. Also, classroom is limited to only 10 students per class.

Public comment: None heard  
No action required.

## **9. Public Comment**

None

## **10. Other Business**

- Next meeting: Wednesday, September 8, 2021 @ 12:00pm

## **11. ADJOURNMENT**

Garabedian adjourned meeting at 12:35PM.

Respectfully submitted,

Charles Garabedian, Chair



## BOARD OF COMMISSIONERS MEETING

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Date:</b> September 22, 2021   | <b>Program:</b> Finance       |
| <b>Agenda Item #:</b> 10D2        | <b>Director:</b> N/A          |
| <b>Subject:</b> Financial Reports | <b>Officer:</b> Jim Rodriguez |

### Recommended Action

The Finance Committee recommends acceptance for full Board consideration of the interim consolidated financial statements as of Year-to-Date July 2021 as well as acceptance of the financial status report for the Head Start 0-5 program as of Year-to-Date June 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 July 31, 2021, the Agency had preliminary revenue of \$75,294,293 million, including \$18 million of in-kind contributions, and net operating gain of \$1,450,608. This is due to the Wells Fargo grant that was received by Access Plus Capital. In comparison, the Agency had revenue of \$71,756,785 million including in-kind of \$19 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date June 30, 2021. The 18 month grant period is 100% complete.

(C)

| <b>Program Area</b>                                 | <b>% of budget</b> | <b>Notes</b>  |
|---|--------------------|---|
| Head Start – Basic                                  | 89%                | 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) | 38%                | COVID impacted planned training.  |

| <b>Program Area</b>      | <b>% of budget</b> | <b>Notes</b>   |
|--------------------------|--------------------|--|
| Duration                 | 16%                | 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 | 87%                | 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  | 17%                | 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 Seventh Month Period Ended July 31, 2021 and 2020**

|                                    | <b>A</b>                             | <b>B</b>                        | <b>A - B</b>                            | <b>C</b>                             | <b>D</b>                        | <b>B - D</b>                                   |
|------------------------------------|--------------------------------------|---------------------------------|---|--------------------------------------|---------------------------------|--|
|                                    | <b>BUDGET<br/>JAN - DEC<br/>2020</b> | <b>ACTUAL<br/>JULY<br/>2021</b> | <b>BUDGET<br/>BALANCE<br/>REMAINING</b> | <b>ACTUAL<br/>JAN - DEC<br/>2020</b> | <b>ACTUAL<br/>JULY<br/>2020</b> | <b>ACTUAL<br/>2021 vs 2020<br/>Differences</b> |
| <b>REVENUES AND SUPPORT</b>        |                                      |                                 |   |                                      |                                 |  |
| GRANT REVENUE                      | \$ 82,029,680                        | \$ 43,979,848 54%               | \$ 38,049,832                           | 73,880,314                           | \$ 39,643,726                   | 4,336,122                                      |
| GRANT REVENUE - LENDING CAPITAL    | -                                    | -                               | -                                       | 438,674                              | -                               | -  |
| CHARGES FOR SERVICES               | 16,426,275                           | 11,114,348 68%                  | 5,311,927                               | 17,473,531                           | 10,118,548                      | 995,800  |
| OTHER PROGRAM REVENUE              | 3,536,400                            | 1,485,210 42%                   | 2,051,190                               | 3,147,836                            | 2,252,709                       | (767,500)                                      |
| CONTRIBUTIONS                      | 69,685                               | 134,833 193%                    | (65,148)                                | 187,423                              | 133,002                         | 1,831  |
| MISCELLANEOUS INCOME               | 219,265                              | 141,382 64%                     | 77,883                                  | 319,067                              | 182,623                         | (41,241)                                       |
| INTEREST & INVESTMENT INCOME       | 96,000                               | 42,556 44%                      | 53,444                                  | 138,432                              | 64,566                          | (22,010)                                       |
| AFFILIATE INTEREST INCOME          | 977,720                              | 625,169 64%                     | 352,551                                 | 938,448                              | 524,604                         | 100,564  |
| RENTAL INCOME                      | 1,256,595                            | 148,243 12%                     | 1,108,352                               | 1,284,203                            | 744,135                         | (595,893)                                      |
| <b>TOTAL CASH REVENUE</b>          | <b>\$ 104,611,620</b>                | <b>\$ 57,671,588 55%</b>        | <b>\$ 46,940,032</b>                    | <b>\$ 97,807,928</b>                 | <b>\$ 53,663,913</b>            | <b>4,007,674</b>                               |
| IN KIND REVENUE                    | \$ 32,991,055                        | \$ 17,622,705 53%               | \$ 15,368,350                           | 22,057,737                           | \$ 19,437,821                   | (1,815,116)                                    |
| <b>TOTAL REVENUE &amp; SUPPORT</b> | <b>137,602,675</b>                   | <b>75,294,293 55%</b>           | <b>62,308,382</b>                       | <b>119,865,666</b>                   | <b>73,101,734</b>               | <b>2,192,559</b>                               |
| <b>EXPENDITURES</b>                |                                      |                                 |   |                                      |                                 |  |
| PERSONNEL COSTS                    | \$ 66,198,180                        | \$ 37,118,403 56%               | \$29,079,777                            | 59,374,528                           | \$ 33,729,669                   | 3,388,734                                      |
| ADMIN SERVICES                     | 5,810,400                            | 2,850,396 49%                   | 2,960,004                               | 4,977,874                            | 2,694,109                       | 156,287  |
| PROFESSIONAL SERVICES - AUDIT      | 103,915                              | 42,944 41%                      | 60,971                                  | 83,844                               | 51,449                          | (8,505)  |
| CONTRACT SERVICES                  | 11,712,675                           | 4,446,556 38%                   | 7,266,119                               | 6,078,354                            | 4,527,744                       | (81,188)                                       |
| FACILITY COSTS                     | 5,345,730                            | 2,957,647 55%                   | 2,388,083                               | 5,646,226                            | 3,195,840                       | (238,193)                                      |
| TRAVEL, MILEAGE, VEHICLE COSTS     | 2,691,175                            | 954,845 35%                     | 1,736,330                               | 1,550,013                            | 1,061,859                       | (107,014)                                      |
| EQUIPMENT COSTS                    | 1,717,700                            | 640,040 37%                     | 1,077,660                               | 1,163,027                            | 597,600                         | 42,441   |
| DEPRECIATION - AGENCY FUNDED       | 345,000                              | 183,839 53%                     | 161,161                                 | 361,861                              | 211,959                         | (28,120)                                       |
| OFFICE EXPENSE                     | 1,717,700                            | 1,575,037 92%                   | 142,662                                 | 3,551,960                            | 1,581,784                       | (6,746)  |
| INSURANCE                          | 804,060                              | 414,101 52%                     | 389,959                                 | 736,437                              | 433,965                         | (19,864)                                       |
| PROGRAM SUPPLIES & CLIENT COSTS    | 7,625,880                            | 4,628,863 61%                   | 2,997,017                               | 8,310,778                            | 4,064,105                       | 564,758  |
| INTEREST EXPENSE                   | 145,275                              | 143,100 99%                     | 2,175                                   | 209,247                              | 116,414                         | 26,686   |
| OTHER COSTS                        | 234,030                              | 87,489 37%                      | 146,541                                 | 438,275                              | 42,466                          | 45,023   |
| <b>TOTAL CASH EXPENDITURES</b>     | <b>\$ 104,451,720</b>                | <b>\$ 56,043,261 54%</b>        | <b>\$ 48,408,458</b>                    | <b>92,482,424</b>                    | <b>\$ 52,308,964</b>            | <b>3,734,297</b>                               |
| IN KIND EXPENSES                   | \$ 32,991,055                        | \$ 17,622,705 53%               | \$ 15,368,350                           | \$ 22,057,737                        | \$ 19,437,821                   | (1,815,116)                                    |
| <b>TOTAL EXPENDITURES</b>          | <b>137,442,775</b>                   | <b>73,665,967 54%</b>           | <b>63,776,808</b>                       | <b>114,540,161</b>                   | <b>71,746,785</b>               | <b>1,919,181</b>                               |
| <b>OPERATING SURPLUS (DEFICIT)</b> | <b>\$ 159,901</b>                    | <b>\$ 1,628,327</b>             | <b>\$ (1,468,426)</b>                   | <b>\$ 5,325,505</b>                  | <b>\$ 1,354,949</b>             | <b>273,377</b>                                 |
| <b>OTHER INCOME / EXPENSE</b>      |                                      |                                 |   |                                      |                                 |  |
| TRANSIT GRANT ASSET DEPRECIATION   |                                      | 177,719                         | (177,719)                               | 366,531                              | 237,000                         | (59,281)                                       |
| <b>NET SURPLUS (DEFICIT)</b>       | <b>\$ 159,901</b>                    | <b>\$1,450,608</b>              | <b>(1,290,707)</b>                      | <b>\$ 4,958,974</b>                  | <b>\$ 1,117,949</b>             | <b>332,658</b>                                 |

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

|   | <b>2021</b>          | <b>2020</b>          | <b>Differences</b>  |
|---|----------------------|----------------------|---------------------|
| <b>ASSETS</b>                             |                      |                      |                     |
| CASH & INVESTMENTS                        | \$ 17,822,496        | \$ 14,775,514        | \$ 3,046,982        |
| ACCOUNTS RECEIVABLE                       | 16,219,569           | 10,065,712           | 6,153,857           |
| PREPAIDS/DEPOSITS                         | 296,319              | 197,980              | 98,339              |
| INVENTORIES                               | 150,933              | 176,299              | (25,366)            |
| PROPERTY, PLANT & EQUIPMENT               | 13,908,412           | 14,234,724           | (326,313)           |
| NOTES RECEIVABLE (net)                    | 15,898,330           | 15,503,003           | 395,327             |
| <b>TOTAL ASSETS</b>                       | <b>\$ 64,296,058</b> | <b>\$ 54,953,233</b> | <b>\$ 9,342,826</b> |
| <b>LIABILITIES</b>                        |                      |                      |                     |
| ACCOUNTS PAYABLE                          | \$ 3,396,104         | \$ 2,338,187         | \$ 1,057,917        |
| ACCRUED PAYROLL LIABILITIES               | 3,596,666            | 2,515,559            | 1,081,107           |
| DEFERRED REVENUE                          | 3,795,930            | 1,168,910            | 2,627,020           |
| NOTES PAYABLE                             | 15,164,303           | 13,243,199           | 1,921,104           |
| HEALTH INSURANCE RESERVE                  | 4,620,772            | 3,265,244            | 1,355,527           |
| OTHER LIABILITIES                         | 1,735,805            | 2,295,127            | (559,322)           |
| <b>TOTAL LIABILITIES</b>                  | <b>\$ 32,309,580</b> | <b>\$ 24,826,226</b> | <b>\$ 7,483,353</b> |
| <b>FUND BALANCE</b>                       |                      |                      |                     |
| CURRENT OPERATING EARNINGS (YTD)          | \$ 1,628,327         | \$ 1,354,949         | \$ 273,377          |
| UNRESTRICTED NET ASSETS                   | 15,119,451           | 15,427,720           | (308,269)           |
| REVOLVING LOAN FUND                       | 5,020,125            | 2,788,197            | 2,231,928           |
| INVESTMENT IN GENERAL FIXED ASSETS        | 10,218,576           | 10,556,141           | (337,564)           |
| <b>TOTAL FUND BALANCE</b>                 | <b>\$ 31,986,479</b> | <b>\$ 30,127,007</b> | <b>\$ 1,859,472</b> |
| <b>TOTAL LIABILITIES AND FUND BALANCE</b> | <b>\$ 64,296,058</b> | <b>\$ 54,953,233</b> | <b>\$ 9,342,825</b> |

**Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
June 30, 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       | \$1,435,334      | \$26,333,969 | \$5,538,798       |                     |                  |              |                   |
| Fringe Benefits                       | 12,210,971         | 667,750          | 12,051,296   | 159,675           |                     |                  |              |                   |
| Total Personnel                       | 44,083,738         | \$2,103,084      | 38,385,265   | 5,698,473         |                     |                  |              |                   |
| Travel                                | 16,465             | -                | 15           | 16,450            | -                   | -                | -            | -                 |
| Equipment*                            | -                  | -                | -            | -                 | -                   | -                | -            | -                 |
| Supplies                              | 2,238,335          | 14,491           | 2,335,554    | (97,219)          | 43,156              | -                | 71,080       | (27,924)          |
| Contractual                           | 1,459,026          | 101,981          | 2,111,175    | (652,149)         | 468                 | 46               | 257          | 211               |
| Facilities /Construction              |                    |                  |              |                   |                     |                  |              |                   |
| Other:                                |                    |                  |              |                   |                     |                  |              |                   |
| Food Cost                             | 1,561,118          | 4,311            | 1,008,061    | 553,057           |                     |                  |              |                   |
| Transportation                        | 870,158            | 2,446            | 895,940      | (25,782)          |                     |                  |              |                   |
| Staff Mileage                         | 329,661            | 14,336           | 243,471      | 86,190            |                     |                  |              |                   |
| Field Trips, including Transportation | 52,175             | -                | 6,888        | 45,287            |                     |                  |              |                   |
| Space                                 | 1,123,247          | 40,439           | 1,156,220    | (32,973)          |                     |                  |              |                   |
| Utilities / Telephone / Internet      | 747,387            | 69,942           | 599,639      | 147,748           |                     |                  |              |                   |
| Publication/Advertising/Printing      | 63,252             | 3,137            | 43,543       | 19,709            |                     |                  |              |                   |
| Repair/Maintenance Building           | 707,555            | 31,139           | 534,063      | 173,492           |                     |                  |              |                   |
| Repair/Maintenance Equipment          | 146,850            | -                | 146,763      | 87                |                     |                  |              |                   |
| Property & Liability Insurance        | 231,669            | 12,549           | 238,140      | (6,471)           |                     |                  |              |                   |
| Parent Involvement / CWPC             | 118,289            | -                | 14,241       | 104,048           |                     |                  |              |                   |
| Other Costs*                          | 124,712            | 2,804            | 147,411      | (22,699)          |                     |                  |              |                   |
| Staff & Parent Training               |                    |                  |              |                   | 514,562             | 462              | 132,983      | 381,579           |
| Total Direct Charges                  | \$53,873,637       | \$2,400,660      | 47,866,389   | \$6,007,248       | \$558,186           | 508              | 204,319      | \$353,867         |
| Total Indirect Charges                | \$3,969,194        | \$180,049        | \$3,589,979  | \$379,215         | \$27,228            | \$38             | \$15,324     | \$11,904          |
| Total Federal Expenditures            | \$57,842,831       | \$2,580,709      | 51,456,368   | \$6,386,463       | \$585,414           | 546              | \$219,643    | \$365,771         |
| % of Annual Budget Expended to Date   | 89%                |                  |              |                   | 38%                 |                  |              |                   |
| Non-Federal Share                     | \$13,880,375       | \$645,177        | \$10,029,742 | \$3,850,633       | \$146,354           | \$137            | \$54,911     | \$91,443          |

| Credit Card Expenses: Credit card statement dated 6/1/21 - 6/30/21 |    |        |   |
|--|----|--------|---|
| June 2021 expenses   |    |        |   |
| Staff Training (Including meeting costs)                           | \$ | 462.00 | American Red Cross - CPR AND FIRST AID TRAINING |
| Child Care   | \$ | 678.05 | Costco - Baby wipes, diapers different sizes    |
| Printing   | \$ | 875.67 | Michaels - printing for picture frames          |
| Office Supplies  | \$ | 21.38  | Amazon - Idea pad charger                       |
| Contract Services-Facility repair                                  | \$ | 229.90 | Azuga Fleet - vehicle tracking maintenance      |
|  |    |        |   |
|  | \$ | 2,267  |   |



Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
June 30, 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                                   | -                | 38,596       | 327,780           |
| Contractual                           | 429,400                                   | 7,028            | 245,200      | 184,200           |
| 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                                    | 12,051           | 29,858       | 24,842            |
| Staff & Parent Training               | -   | -                | -            | -                 |
| Total Direct Charges                  | 2,001,636                                 | \$19,079         | \$313,655    | \$1,687,981       |
| Total Indirect Charges                | \$0                                       | \$0              | \$0          | \$0               |
| Total Federal Expenditures            | \$2,001,636                               | \$19,079         | \$313,655    | \$1,687,981       |
| % of Annual Budget Expended to Date   |   |                  | 16%          |                   |
| Non-Federal Share                     | -   | -                | -            | -                 |

**Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
June 30, 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              | \$249,233        | \$4,112,310  | \$701,280         | \$44,714                  | \$0              | \$0          | \$44,714          |
| Fringe Benefits                       | 1,171,725                | 77,810           | 1,415,270    | (243,545)         | 11,608                    | -                | -            | 11,608            |
| Total Personnel                       | 5,985,315                | 327,043          | 5,527,580    | 457,735           | 56,322                    | -                | -            | 56,322            |
| Travel                                | -                        | -                | -            | -                 | -                         | -                | -            | -                 |
| Equipment*                            | -                        | -                | -            | -                 | -                         | -                | -            | -                 |
| Supplies                              | 359,940                  | 3,056            | 262,414      | 97,526            | 1,500                     | -                | 125          | 1,375             |
| Contractual                           | 180,640                  | 10,600           | 255,736      | (75,096)          | 128                       | 4                | 33           | 95                |
| Facilities /Construction              | 616,000                  | -                | -            | 616,000           |                           |                  |              |                   |
| Other:                                |                          |                  |              |                   |                           |                  |              |                   |
| Food Cost                             | 68,193                   | 1,727            | 178,764      | (110,571)         |                           |                  |              |                   |
| Transportation                        | 5,057                    | 555              | 7,273        | (2,216)           |                           |                  |              |                   |
| Staff Mileage                         | 37,680                   | 570              | 17,019       | 20,661            |                           |                  |              |                   |
| Field Trips, including Transportation | -                        | -                | -            | -                 |                           |                  |              |                   |
| Space                                 | 154,342                  | 5,242            | 173,645      | (19,303)          |                           |                  |              |                   |
| Utilities / Telephone / Internet      | 101,576                  | 5,962            | 129,031      | (27,455)          |                           |                  |              |                   |
| Publication/Advertising/Printing      | 5,640                    | -                | 4,593        | 1,047             |                           |                  |              |                   |
| Repair/Maintenance Building           | 77,484                   | 627              | 18,471       | 59,013            |                           |                  |              |                   |
| Repair/Maintenance Equipment          | 18,150                   | -                | 5,841        | 12,309            |                           |                  |              |                   |
| Property & Liability Insurance        | 30,011                   | 1,726            | 30,137       | (126)             |                           |                  |              |                   |
| Parent Involvement / CWPC             | 4,630                    | -                | 1,816        | 2,814             |                           |                  |              |                   |
| Other Costs*                          | 8,389                    | 5                | 15,071       | (6,682)           |                           |                  |              |                   |
| Staff & Parent Training               |                          |                  |              |                   | 94,973                    | -                | 24,910       | 70,063            |
| Total Direct Charges                  | \$7,653,047              | 357,112          | 6,627,390    | \$1,025,657       | \$152,923                 | \$4              | \$25,069     | \$127,854         |
| Total Indirect Charges                | \$527,177                | \$26,783         | \$497,054    | \$30,123          | \$7,460                   | \$0              | \$1,880      | \$5,580           |
| Total Federal Expenditures            | \$8,180,224              | 383,895          | \$7,124,444  | \$1,055,780       | \$160,383                 | \$4              | \$26,949     | \$133,434         |
| % of Annual Budget Expended to Date   |                          |                  | 87%          |                   |                           |                  | 17%          |                   |
| Non-Federal Share                     | \$2,045,056              | \$95,974         | \$1,781,111  | \$263,945         | \$40,095                  | \$1              | \$6,737      | \$33,359          |

**Credit Card Expenses: Credit card statement dated 6/1/21 - 6/30/21**  
**June 2021 expenses**

|                                   |    |        |  |
|-----------------------------------|----|--------|--|
| Program Supplies - Classroom      | \$ | 447.96 | Target - Enfamil infant formula powder     |
| Contract Services-Facility repair | \$ | 22.99  | Azuga Fleet - vehicle tracking maintenance |

\$ 471



## BOARD OF COMMISSIONERS MEETING

|  |   |
|--|---|
| <b>Date:</b> September 22, 2021                    | <b>Program:</b> Transit Systems                     |
| <b>Agenda Item #:</b> 10D3                         | <b>Director:</b> Monty Cox                          |
| <b>Subject:</b> Enterprise Vehicle Lease Agreement | <b>Officer:</b> Michelle Tutunjian<br>Jim Rodriquez |

### Recommended Action

The Finance Committee recommends approval for full Board consideration of an Agreement with Enterprise Fleet Leasing to lease 10 vans for an amount not to exceed \$81,000 per year.

### Background

Transit Systems currently has a mixed fleet of aging vehicles with no significant source of capital funds for fleet replacement. Currently, Fresno EOC is utilizing vehicles that are far beyond the life expectancy for each vehicle type. Even though these vehicles can still complete our service each day, the cost for maintenance, fuel and parts is very high. Staff completed an analysis comparing the cost of three options: purchasing new vehicles, leasing new vehicles or continuing to maintain old vehicles. The analysis concluded that leasing new vehicles through a partnership with Enterprise Fleet Leasing was the most cost-effective solution and came with several other benefits itemized below.

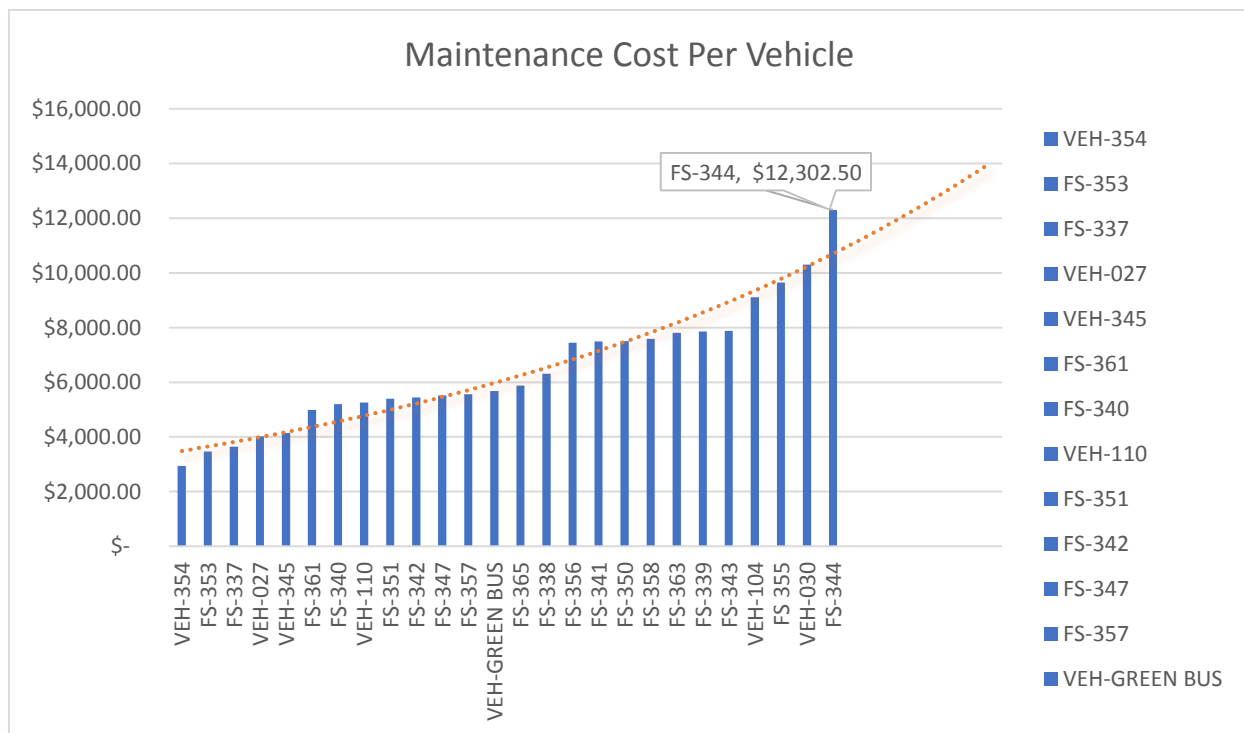
1. Enterprise offers a lease management system that analyses each vehicle's mileage, age and value annually and determines the point when a vehicle should be replaced in order to maximize residual value and minimize maintenance expense. The result is a residual value that can then be used toward the replacement vehicle.
2. Replacing vehicles on a regular basis will maximize the vehicle warrantee period, also reducing out-of-pocket costs for maintenance expenses.
3. By replacing vehicles at the maximum value point we are also increasing safety by introducing modern safety features faster into our fleet. This will also reduce the number of breakdowns.

4. Many of the vehicles we have in our fleet currently are old enough that parts are more expensive and harder to find. This creates longer downtime and reduces reliability.
5. As vehicles become more efficient and safer, we will be able to obtain vehicles that meet our needs and can be adapted to the changes in the transportation environment.

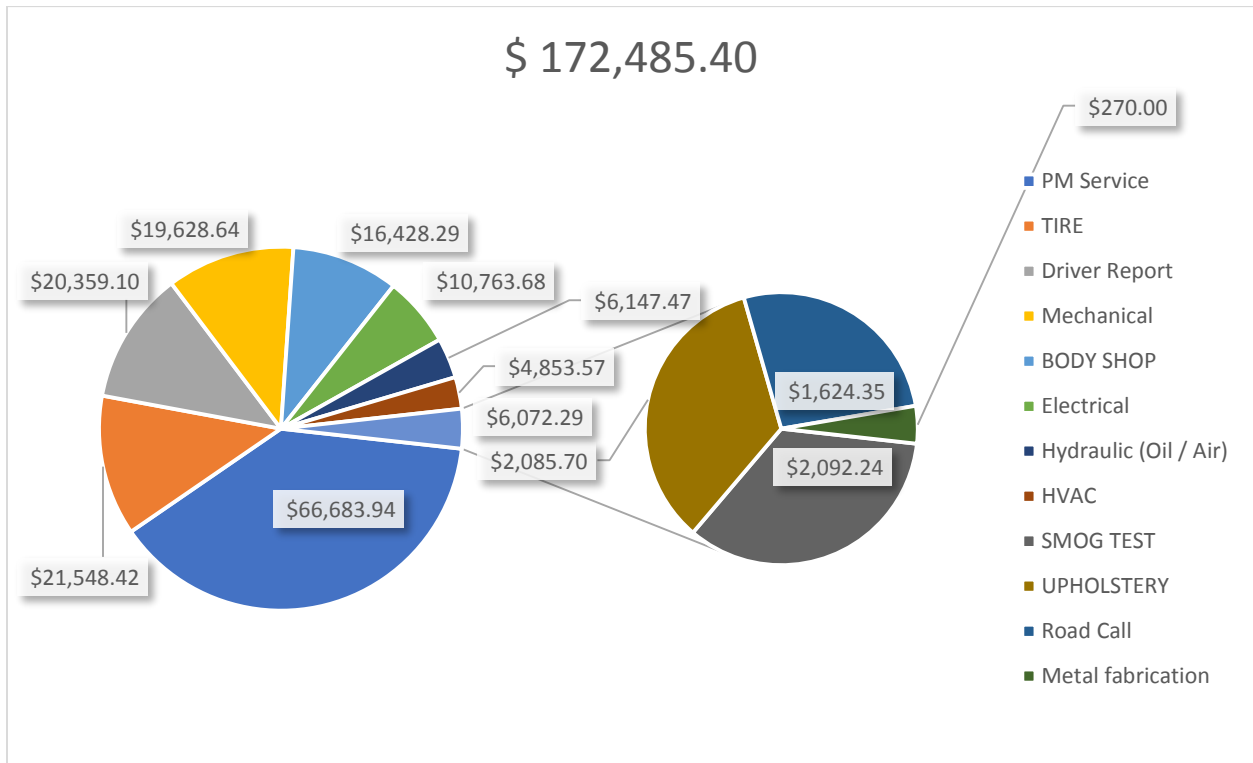
With this lease agreement, we will be able to provide a clean, safe and reliable transportation program that is consistent with agency and program goals.

### Fiscal Impact

The funding source for the Transit Program comes from various grants and operating contracts. While ideally the capital purchases are covered by specific grants, these have become more difficult to find. It is now required to cover the capital expense with the operating budgets. The following chart shows the maintenance cost per vehicle for the last two years totaling approximately \$250,000:



In addition, below is a breakdown of the different maintenance expenses due to the age of the fleet.



## Conclusion

If this is approved, we will enter into an agreement with Enterprise Fleet Leasing to replace the oldest 10 vans and prepare a schedule for fleet replacement moving forward. If this is not approved, we will continue to look for capital grants and keep maintaining our aging fleets at increasing costs.



## BOARD OF COMMISSIONERS MEETING

|  |                                       |
|--|---------------------------------------|
| <b>Date:</b> September 22, 2021                  | <b>Program:</b> Facilities Management |
| <b>Agenda Item #:</b> 10D4                       | <b>Director:</b> Troy Sosa            |
| <b>Subject:</b> LED Green Light Equipment Leases | <b>Officer:</b> Jim Rodriguez         |

### Recommended Action

The Finance Committee recommends approval for full Board consideration of two-lease agreements with LED Green Light.

- a. Seven-year equipment lease for an amount not to exceed \$495,205 for 84 months to complete a LED lighting retrofit.
- b. Five-year equipment lease for an amount not to exceed \$123,173 for the installation of ten EV level two charging stations and two level three charging stations in five of our facilities.

### Background

The installation of new advanced indoor and outdoor LED lighting products installed in five of Fresno EOC locations will create an annual positive cash flow back to the Fresno EOC operations budget. The LED lighting products includes a ten-year non-prorated warranty.

This lighting retrofit will provide Advanced LED lighting, integrated Bluetooth network lighting controls, certified automated demand response, professional installation, and a true turnkey solution. This endeavor will also support the emotional stability of our staff in providing a 97% CRI lighting level promoting a true natural light environment. A higher CRI level offers many health benefits, including increasing occupant productivity and comfort while providing the stimulation needed to regulate human circadian rhythms. Our long-term outcome will put dollars back into Fresno EOC, and elevate all buildings to a true load level lighting balance for a future installation of solar power provision

The EV Chargers are being provided also at five Fresno EOC locations. The total costs of the EV Chargers will be offset with available rebates. There are 12 proposed EV stations, 10 Level II stations and 2 Level III stations. Rebates do take approximately 8-10 months to be issued.

## **Fiscal Impact**

For the LED lighting project, the financing solution for the equipment will be used to secure the upfront costs of \$495,205 including installation. This project will result in immediate positive cash flow with savings of \$27,348 in each of the first seven years and a savings \$82,500 in year eight and beyond. The lease terms for the equipment is 84 months with a rate of 5.2%.

For the Electric Vehicle charging stations, the financing solution for the equipment lease to will be used to secure the upfront costs of the EV chargers in the amount of \$123,173 including installation. We are pleased to share there are utility rebates available to offset the costs of the charging stations making this a no out-of-pocket costs project while providing a clean air vehicle charging stations for staff and guests. The lease terms for the equipment is 60 months with a rate of 5.2%.

## **Conclusion**

If not approved, the agency will not realize savings in our energy costs from the LED lighting, nor take advantage of a no-cost installation of 12 EV charging stations.



## BOARD OF COMMISSIONERS MEETING

|  |                               |
|--|-------------------------------|
| <b>Date:</b> September 22, 2021              | <b>Program:</b> Finance       |
| <b>Agenda Item #:</b> 10D5                   | <b>Director:</b> N/A          |
| <b>Subject:</b> Non-Competitive Procurements | <b>Officer:</b> 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   |
|------------------------------|--|----------|---|
| Turnkey Construction & Solar | Transit - To install six dual port Level 2 Chargers at the Transit yard. This is part of The San Joaquin Valley Incentive Project that promotes easy access to zero-emission vehicle infrastructure for the purchase and installation of eligible Electric | \$77,294 | Vendor has specialized licensing for charger installation which greatly limited the competition in the local area. Turnkey Electric was one of the vendors that came recommended by the funding source. This vendor was the only one that could expedite the process and took on the application for the grant funding on our behalf and meet the fund utilization deadline of June 30th. |



|                            |   |          |  |
|----------------------------|---|----------|--|
|                            | Vehicle (EV) chargers in Fresno, Kern, and San Joaquin counties. Transit applied for \$24,000 funding for six dual port Level 2 chargers.   |          |  |
| Pacific Gas & Electric Co. | Head Start - Expansion Building Project for the Dakota Circle site. To provide electric distribution and service extension. To provide engineering services for the added modular building at the Dakota Circle site. | \$11,074 | PG&E is the only electric provider at this location. |



## BOARD OF COMMISSIONERS MEETING

|   |                               |
|---|-------------------------------|
| <b>Date:</b> September 22, 2021         | <b>Program:</b> Finance       |
| <b>Agenda Item #:</b> 10D6              | <b>Director:</b> N/A          |
| <b>Subject:</b> Health Insurance Report | <b>Officer:</b> Jim Rodriguez |

### Background

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

As of July 31, 2021, the health insurance reserve is at \$4.6 million, which covers approximately 5.2 months of average expenditures. To date, contributions from programs and employees for 2021 total \$7,021,381 while the Fund paid out \$6,392,063 in expenses. COVID-related claims costs, which can be funded by our CSBG CARES grant, total \$116,291. This budgeted amount has been fully utilized.

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<br>(Wellness<br>Incentive) | Total Premium |
|----------------------|----------|-------------------------------------|---------------|
| Employee(EE)<br>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 JULY 31, 2021

|                                    | 2021      |           |           |           |           |           |           |                          |                         | 2020                     |                     |                                |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------------|-------------------------|--------------------------|---------------------|--------------------------------|
|                                    | January   | February  | March     | April     | May       | June      | July      | YTD totals<br>Jan - July | Mo. Avg.<br>Prev 12 mos | YTD totals<br>Jan - July | Annual<br>Jan - Dec | Annual Mo.<br>Avg<br>Jan - Dec |
| Beginning Fund Balance             | 3,991,455 | 4,258,188 | 4,659,792 | 4,938,789 | 4,828,850 | 4,834,261 | 4,819,505 |                          |                         |                          |                     |                                |
| Income                             |           |           |           |           |           |           |           |                          |                         |                          |                     |                                |
| Agency Contributions               | 868,403   | 858,194   | 852,325   | 847,093   | 842,960   | 870,509   | 611,667   | 5,751,151                | 823,574                 | 5,928,201                | 10,059,937          | 838,328                        |
| Additional Agency Contr.           | 51,529    | 64,762    | -         | -         | -         | -         | -         | 116,291                  | 15,105                  | 226                      | 65,197              | 5,433                          |
| Employee Contributions             | 283,964   | 176,372   | 181,307   | 94,977    | 187,274   | 98,212    | 131,833   | 1,153,939                | 158,098                 | 1,012,582                | 1,755,815           | 146,318                        |
| Total Income                       | 1,203,896 | 1,099,328 | 1,033,632 | 942,070   | 1,030,234 | 968,721   | 743,500   | 7,021,381                | 996,777                 | 6,941,009                | 11,880,949          | 990,079                        |
| Expenses                           |           |           |           |           |           |           |           |                          |                         |                          |                     |                                |
| Health Claims Paid                 | 500,161   | 302,551   | 362,388   | 686,188   | 616,262   | 920,707   | 578,700   | 3,966,957                | 545,836                 | 3,580,932                | 6,164,003           | 513,667                        |
| Dental Claims Paid                 | 65,934    | 67,225    | 51,751    | 50,080    | 72,754    | 52,746    | 57,765    | 418,255                  | 56,534                  | 286,477                  | 546,628             | 45,552                         |
| Prescriptions Paid                 | 210,323   | 158,769   | 169,885   | 143,417   | 169,455   | 114,955   | 154,172   | 1,120,976                | 148,734                 | 1,318,993                | 1,982,823           | 165,235                        |
| Vision Claims Paid                 | 12,742    | 9,468     | 7,580     | 14,869    | 10,131    | 9,665     | 8,010     | 72,465                   | 9,658                   | 54,521                   | 97,955              | 8,163                          |
| Stop Loss Premiums                 | 89,987    | 101,368   | 106,728   | 103,446   | 101,789   | 103,240   | 95,787    | 702,345                  | 105,468                 | 798,731                  | 1,362,007           | 113,501                        |
| Stop Loss Claims                   | 0         | 0         | 0         | 0         | 0         | (271,090) | (3,119)   | (274,209)                | (33,194)                | (69,628)                 | (193,741)           | (16,145)                       |
| Life Insurance Premiums            | 14,000    | 13,799    | 13,676    | 13,548    | 13,654    | 13,056    | 12,346    | 94,079                   | 13,732                  | 102,709                  | 173,408             | 14,451                         |
| Pinnacle                           | 14,462    | 14,514    | 14,393    | 14,410    | 14,324    | 14,306    | 13,579    | 99,988                   | 14,355                  | 104,237                  | 176,507             | 14,709                         |
| Blue Cross                         | 14,970    | 14,933    | 14,822    | 14,840    | 14,747    | 14,728    | 13,984    | 103,024                  | 14,911                  | 108,352                  | 184,255             | 15,355                         |
| Benefits Consultant                | 6,917     | 6,917     | 6,916     | 6,917     | 6,916     | 6,917     | 6,917     | 48,417                   | 7,272                   | 54,136                   | 92,979              | 7,748                          |
| Employee Assist. Program           | 1,877     | 1,876     | 1,877     | 1,876     | 1,877     | 1,876     | 1,877     | 13,136                   | 1,877                   | 13,136                   | 22,518              | 1,877                          |
| Preferred Chiropractors            | 1,005     | 1,003     | 995       | 996       | 990       | 989       | 939       | 6,917                    | 894                     | 5,484                    | 9,299               | 775                            |
| Other Expenses                     | 4,785     | 5,300     | 3,624     | 1,423     | 1,924     | 1,382     | 1,276     | 19,713                   | 2,251                   | 12,682                   | 19,976              | 1,665                          |
| ACA Fees                           | 0         | 0         | 0         | 0         | 0         |           |           | 0                        | 0                       | 5,220                    | 5,220               | 435                            |
| Total Expenses                     | 937,163   | 697,723   | 754,635   | 1,052,010 | 1,024,823 | 983,477   | 942,233   | 6,392,063                | 888,327                 | 6,375,981                | 10,643,836          | 886,986                        |
| Current Fund Activity (net)        | 266,733   | 401,605   | 278,997   | (109,940) | 5,411     | (14,756)  | (198,733) | 629,317                  | 108,450                 | 565,028                  | 1,237,113           | 103,093                        |
| Ending Fund Balance                | 4,258,188 | 4,659,792 | 4,938,789 | 4,828,850 | 4,834,261 | 4,819,505 | 4,620,772 | 4,620,772                |                         |                          |                     |                                |
| Enrollment                         |           |           |           |           |           |           |           |                          |                         |                          |                     |                                |
| Employee only-Traditional          | 294       | 287       | 288       | 290       | 293       | 293       | 280       |                          | 289                     |                          | 330                 |                                |
| High-Deduct                        | 57        | 56        | 57        | 58        | 57        | 52        | 50        |                          | 55                      |                          | 41                  |                                |
| Family coverage-Traditional        | 416       | 421       | 414       | 413       | 408       | 412       | 390       |                          | 411                     |                          | 463                 |                                |
| High-Deduct                        | 37        | 37        | 36        | 35        | 33        | 33        | 30        |                          | 34                      |                          | 28                  |                                |
| Dental coverage only               | 31        | 36        | 35        | 35        | 35        | 35        | 33        |                          | 34                      |                          | 36                  |                                |
| Temp/On Call Plan                  | 0         | 1         | 1         | 1         | 1         | 1         | 1         |                          | 1                       |                          | 0                   |                                |
| Total employees enrolled           | 835       | 838       | 831       | 832       | 827       | 826       | 784       |                          | 825                     |                          | 898                 |                                |
| Total dependants covered           |           |           |           |           |           |           |           |                          |                         |                          |                     |                                |
| Average contributions per employee | 1,442     | 1,312     | 1,244     | 1,132     | 1,246     | 1,173     | 948       |                          | 1,209                   |                          | 1,103               |                                |
| Average expenses per employee      | 1,122     | 833       | 908       | 1,264     | 1,239     | 1,191     | 1,202     |                          | 1,077                   |                          | 988                 |                                |

Estimated # months funded: 5.2



## BOARD OF COMMISSIONERS MEETING

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Date:</b> September 22, 2021   | <b>Program:</b> Finance       |
| <b>Agenda Item #:</b> 10D7        | <b>Officer:</b> N/A           |
| <b>Subject:</b> Investment Report | <b>Officer:</b> Jim Rodriguez |

### Background

The information below is presented to keep the Committee apprised on the status of the Agency's investment accounts.

As of June 30, 2021 the Agency holds these investments to 1> maintain cash funding items such as the health insurance reserve and accrued vacation liability and 2> provide pledged collateral from Fresno EOC for Access Plus Capital's \$700,000 loan from Citibank.

|                               | <b>Wells Fargo</b>  | <b>Citibank<br/>(pledged)</b> | <b>Total</b>        |
|-------------------------------|---------------------|-------------------------------|---------------------|
| Cash & Cash Equivalents       | \$ 554,922          | \$ 23,511                     | \$ 578,434          |
| Corporate Bonds               | 287,336             | -                             | 287,336             |
| Government Bonds              | -                   | -                             | -                   |
| Certificates of Deposit (CD)  | 2,556,745           | 754,678                       | 3,311,423           |
| Stocks                        | 16,474              | -                             | 16,474              |
| <b>Total</b>                  | <b>\$ 3,415,477</b> | <b>\$ 778,189</b>             | <b>\$ 4,193,666</b> |
| Minus unrealized gains on CDs | 74,877              | 4,678                         | 79,555              |
| <b>General Ledger balance</b> | <b>\$ 3,340,600</b> | <b>\$ 773,511</b>             | <b>\$ 4,114,111</b> |

Total annual interest earned on these fixed income investments is \$65,743. Interest rates received on the Corporate Fixed Income investments range between 3.5% and 4.5%. These are long-term holdings with maturity dates after 2022. The Certificates of Deposit have interest rates between 0.05% and 3.5%; and a tiered maturity date structure to provide for both shorter-term maturities and longer investments past 2023. Investments with very low interest rates also have very short maturity schedules.

The funds at Self-Help Federal Credit Union are returning 0.21% interest.



## BOARD OF COMMISSIONERS MEETING

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Date:</b> September 22, 2021 | <b>Program:</b> Access Plus Capital |
| <b>Agenda Item #:</b> 10D8      | <b>Director:</b> N/A                |
| <b>Subject:</b> Variance Report | <b>Officer:</b> Jim Rodriguez       |

### Background

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

The following prepared financial analysis reports will be presented:

- **Access Plus Capital**
  - Through 50% of the reporting period, 253% of total Contributions & Grants have been realized compared to budget. The significant increase is due to the Wells Fargo Open for Business grant award of \$1.5 million and the CDFI Fund, RRP grant award of \$1.8 million.
  - 43% of total earned revenue realized compared to budget.
  - 34% of total expense budget has been utilized

|   | <i>APC Budget<br/>2021</i> | <i>APC Unaudited<br/>Actual<br/>June 30, 2021</i> | <i>Actual<br/>% of<br/>Budget</i> | <i>Variance \$</i>    |
|---|----------------------------|---|-----------------------------------|-----------------------|
| <b>Support and Revenue</b>                              |                            |   |                                   |                       |
| <i>Total Contribution &amp; Grants</i>                  | <i>\$ 1,465,000</i>        | <i>\$ 3,702,266</i>                               | <i>253%</i>                       | <i>\$ (2,237,266)</i> |
| <i>Total Earned Revenue</i>                             | <i>\$ 2,174,657</i>        | <i>\$ 934,983</i>                                 | <i>43%</i>                        | <i>\$ 1,239,674</i>   |
| <b>TOTAL CONTRIBUTIONS, GRANTS &amp; EARNED REVENUE</b> | <b>\$ 3,639,657</b>        | <b>\$ 4,637,249</b>                               | <b>127%</b>                       | <b>\$ (997,592)</b>   |
| <b>General Admin &amp; Program Services Expenses</b>    |                            |   |                                   |                       |
| <i>Total Program Services Expenses</i>                  | <i>\$ 2,596,034</i>        | <i>\$ 980,395</i>                                 | <i>38%</i>                        | <i>1,615,639</i>      |
| <i>Total General and Administrative</i>                 | <i>701,683</i>             | <i>\$ 145,784</i>                                 | <i>21%</i>                        | <i>555,899</i>        |
| <b>TOTAL EXPENSES</b>                                   | <b>\$ 3,297,717</b>        | <b>\$ 1,126,179</b>                               | <b>34%</b>                        | <b>\$ 2,171,539</b>   |
| <b>NET SURPLUS (DEFICIT)</b>                            | <b><u>\$ 341,940</u></b>   | <b><u>\$ 3,511,070</u></b>                        | <b>1027%</b>                      | <b>\$ (3,169,130)</b> |



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                                       | <b>Program:</b> Sanctuary and Support Services |
| <b>Agenda Item #:</b> 10D8  | <b>Director:</b> Misty Gattie-Blanco           |
| <b>Subject:</b> Sanctuary and Support Services<br>July 2021 Narrative | <b>Officer:</b> Jim Rodriguez                  |

### Background

The information presented below is intended to keep the Board apprised on the following Sanctuary and Supportive Services variance reports.

#### **Central Valley Against Human Trafficking (CalOES - HTVAP) (80376):**

*Funding Period:* April 2021 – March 2022

*Revenue:* Budgeted revenue is \$476,190.

*Expenses:* YTD expenses are \$120,901 or 30% of budget. The project period is 33% complete.

*OBSERVATIONS:* Overall, this program is operating slightly below the budget.

#### **OVC Comprehensive Services for Victims of All Forms of Human Trafficking (OVC) (80378):**

*Funding Period:* October 2018 – September 2021

*Revenue:* Budgeted revenue is \$774,999.

*Expenses:* Expenses are \$558,973, or 72% of budget. The project period is 94% complete.

*OBSERVATIONS:* This program is currently operating under budget due to a delayed start. The Grant was approved at the end of November, 2018, the hiring process for this program began in December, and the new staff began working in January 2019. However, funds are expected to be fully utilized.

### **OVC Minors- DOJ FUNDING (80378):**

*Funding Period:* October 2019 – September 2022

*Revenue:* Budgeted revenue is \$499,998.

*Expenses:* YTD expenses are \$129,803, or 28% of budget. The project period is 58% complete.

*OBSERVATIONS:* This program is currently operating under budget due to a delayed start. However, funds are expected to be fully utilized.

### **National Human Trafficking Victim Assistance Program (NHTVAP) (80375):**

*Funding Period:* September 2016 – September 2021

*Revenue:* Budgeted revenue is \$149,425.

*Expenses:* Expenses are \$151,959, or 100% of revenue. The project period is 100% complete.

*OBSERVATIONS:* Funding for this project is reimbursed based on monthly clients' expenses and provides a set reimbursement rate per client served for associated administrative costs. Based on funding to date, there is approximately \$2,534 shortage. Shortage is due to allocation of office rent to the project and no activities in 2021. Office rent will be moved to donations if no additional revenue is generated by the end of September 2021.

### **Human Trafficking Donation (80370):**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$105,209.

*Expenses:* YTD expenses are \$67,186.

*OBSERVATIONS:* Human Trafficking donation fund is for utilization within the Human Trafficking program and is primarily utilized when there is a gap in funding for either client or program needs. As of July, there is approximately \$38,023 available for future support.

### **Slave 2 Nothing (80380):**

*Funding Period:* May 2019 – No end date

*Revenue:* Budgeted revenue is \$30,000.

*Expenses:* YTD expenses are \$21,026, or 70% of budget.

*OBSERVATIONS:* Overall, this program is operating within the budget. As of July, there is approximately \$8,974 available for future support.

### **Slave 2 Nothing 2020 (80382):**

*Funding Period:* May 2020 – No end date

*Revenue:* Budgeted revenue is \$50,000.

*Expenses:* YTD expenses are \$21,162, or 42% of budget.

*OBSERVATIONS:* Overall, this program is operating within the budget. As of July, there is approximately \$28,838 available for future support.

### **HT Rise Up (80381):**

*Funding Period:* August 2019 – December 2021

*Revenue:* Budgeted revenue is \$20,000.

*Expenses:* YTD expenses are \$9,555, or 48% of budget. The project period is 100% complete.

*OBSERVATIONS:* Overall, this program is operating under the budget. As of July, there is approximately \$10,455 after contract term ended.

### **Homeless Youth Emergency Services Pilot Program: 80310/50310**

*Funding Period:* April 2017 – March 2022

*Revenue:* Budgeted revenue is \$2,500,000; \$500,000 annually.

*Expenses:* YTD expenses are \$1,703,159 or 68% of total budget. Project period is 87% complete.

*OBSERVATIONS:* Sanctuary Transitional Shelter operates in an agency owned 16-apartment complex. Several line items, such as Lease copiers/Software (195%) and Vehicle Maint/Fuel/Mileage (132%) are over their line item budgets for year 5; however, these overages are offset by prior year under spent, the overall 5-year budget for these line items are still within the budget. Overall, this program is operating within budget.

### **U.S. Department of Health & Human Services (HHS) Basic Center Program: 80352**

*Funding Period:* September 2018 – September 2021

*Revenue:* Budgeted revenue is \$600,000; \$200,000 annually.

*Expenses:* YTD expenses are \$160,280 or 80% of budget. Project period is 83% complete.

*OBSERVATIONS:* This grant is operating slightly below budget and is expected to be fully utilized.



### **HHS CARES: 80319**

*Funding Period:* September 2020 – September 2021

*Revenue:* Budgeted revenue is \$23,400.

*Expenses:* YTD expenses are \$12,841 or 55% of budget. Project period is 83% complete.

*OBSERVATIONS:* This grant is operating below budget and is expected to be fully utilized.

### **Rental/Allocation: 80107**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$83,949. Actual revenue received to date is \$58,103.

*Expenses:* YTD expenses are \$19,160, or 23% of budget. Project period is 58% complete. Rent charged to other Fresno EOC programs must be supported by actual costs to maintain the facility. Based on actual costs incurred, this agreed upon rate will be reviewed.

*OBSERVATIONS:* Revenue generated is primarily from interagency lease agreements and is used to support building maintenance and utility costs. Overall, this program is currently operating under budget.

### **Donation: 80340**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$207,237.

*Expenses:* YTD expenses are \$203,333.

*OBSERVATIONS:* Donations are critical for use in grant matching and for sustaining program operations. Funding is used to maintain quality and comprehensive services, to assist with special projects pertaining to Homeless Services operations, and to account for any unforeseen needs. More donations are expected to be received in 2021 to cover the expenses to date. As of July, there is approximately \$3,904 available for future support.

### **Shelter - Youth Bridge Housing Fresno County DSS HEAP: 80313**

*Funding Period:* July 2021 – September 2023

*Revenue:* Budgeted revenue is \$327,884.

*Expenses:* YTD expenses are \$14,090, or 4% of budget. Funding period is 4% completed.

*OBSERVATIONS:* This program is currently operating within budget.

### **Shelter - Youth Bridge Housing Fresno City HEAP: 80315**

*Funding Period:* July 2021 – September 2023

*Revenue:* Budgeted revenue is \$242,153.

*Expenses:* YTD expenses are \$7,179, or 3% of budget. Funding period is 4% completed.

*OBSERVATION:* Overall, this program is operating slightly below budget.

### **Shelter – City Renovations: 80188**

*Funding Period:* December 2019 – December 2021

*Revenue:* Budgeted revenue is \$368,000.

*Expenses:* YTD expenses are \$122,645, or 33% of budget. Funding period is 79% completed.

*OBSERVATIONS:* The contract term extended to December 31, 2021, due to lack of response to RFP for rehabilitation of the facility. Overall, this program is currently operating below budget.

### **Fresno City College (FCC) HOPE: 87150**

*Funding Period:* December 2020 – June 2022

*Revenue:* Budgeted revenue is \$400,000.

*Expenses:* YTD expenses are \$150,340, or 38% of budget. Funding period is 42% completed.

*OBSERVATIONS:* Funding is used to serve a minimum of 75 homeless Fresno City College students per year. Overall, this program is currently operating below budget due to a delayed start.

### **Fresno County HOPE: 87152**

*Funding Period:* July 2021 – June 2023

*Revenue:* Budgeted revenue is \$234,290 for 2021-2022 funding cycle.

*Expenses:* YTD expenses are \$5,125, or 2% of budget. Funding period is 8% completed.

*OBSERVATIONS:* Funding is used to provide housing navigators and transitional housing services to assist young adults to secure and maintain housing and prevent young adults from being homeless. Overall, this program is currently operating below budget.

### **Hero Team 2: 81845, 81846**

*Funding Period:* September 2020 – August 2021

*Revenue:* Budgeted revenue is \$525,000.

*Expenses:* YTD Expenses are \$360,986 or 69% of budget. Funding period is 92% complete.

*OBSERVATIONS:* Food (104%), Office Furniture (100%), and Outreach (130%) are operating over its line item budget; however, they are offset by line items operating under budget. Overall, this program is currently operating under budget on most line items due to challenges in recruitment and have operated primarily with two vacant Community Outreach Specialists.

### **Project Hearth: 81815, 81810, 81816**

*Funding Period:* October 2020 – September 2021

*Revenue:* Budgeted revenue is \$279,938.

*Expenses:* YTD Expenses are \$244,938, or 87% of the budget. Funding period is 83% complete.

*OBSERVATIONS:* Several expenses, such as Program Supplies Household / Supportive Cost (129%) and Bus Pass (100%), are operating over its line item budget. On a consolidated basis, this program is operating slightly over budget.

### **Project Hearth (Other): 81825, 81824**

*Funding Period:* October 2020 – September 2021

*Revenue:* Budgeted revenue is \$50. Funding period is 83% complete.

*Expenses:* YTD expenses is \$0. Funding period is 83% complete.

*OBSERVATIONS:* This funding is used for the project and must be eligible expenses as defined by HUD CoC.

### **Project Home Plate: 81835, 81830, 81836**

*Funding Period:* September 2020 – August 2021

*Revenue:* Budgeted revenue is \$343,598

*Expenses:* YTD Expenses are \$232,693 or 68% of the budget. Project period is 92% complete.

*OBSERVATIONS:* On a consolidated basis, these programs are operating under budget. Several line items, such as Staff screening/training (117%), Program supplies household (100%), and Dues (100%), are operating over its line item budget; however,

they are offset by line items operating under budget. Rental assistance for Home Plate is significantly below budget (63%) as an outcome of the Coordinated Entry system. With the Coordinated Entry system, clients have to be matched to the appropriate housing option(s) and then they choose under which housing program they want to apply. The decreased usage of rental assistance can also be attributed to the requirement that clients lease directly with landlords and pay their portions of rent directly to that landlord.

**Project Home Plate (Other): 81837, 81838**

*Funding Period:* September 2020 – August 2021

*Revenue:* Budgeted revenue is \$732. Funding period is 83% complete.

*Expenses:* YTD expenses is \$0. Funding period is 83% complete.

*OBSERVATIONS:* This funding is used for the project and must be eligible expenses as defined by HUD CoC.

**Project Phoenix: 81715, 81720, 81721, 81716**

*Funding Period:* September 2020 – August 2021

*Revenue:* Budgeted revenue is \$399,442.

*Expenses:* YTD Expenses are \$335,940, or 84% of the budget. Funding period is 92% complete.

*OBSERVATIONS:* Indirect costs (106%) and Personnel expenses (93%) are operating over budget. However, these expenses are being offset by other line items under budget. Overall, this program is operating just slightly under budget.

**Project Phoenix Rent / Donations: 81725, 81824**

*Funding Period:* September 2020 – August 2021

*Revenue:* Budgeted revenue is \$55,527.

*Expenses:* YTD expenses to date are \$4,995.

*OBSERVATIONS:* Revenue is from program rent collected from clients as this project master leases housing units. Client rent cannot exceed 30% of eligible income per HUD guidelines. As of July, there is approximately \$50,532 available to offset expenditures. All expenses must be eligible expenses as defined by HUD CoC.

### **Project Rise: 81881, 81882, 81883, 81880**

*Funding Period:* November 2020 – October 2021

*Revenue:* Budgeted revenue is \$306,142.

*Expenses:* YTD Expenses are \$181,905, or 60% of the budget. Funding period is 75% complete.

*OBSERVATIONS:* Several expenses, such as Repair & Maintenance (92%) and Mileage (84%), are operating over budget. However, these expenses are being offset by other line items under budget. Overall, this program is operating under budget.

### **Project Rise Rent / Donations: 81884, 81885**

*Funding Period:* November 2020 – October 2021

*Revenue:* Budgeted revenue is \$13,994.

*Expenses:* YTD expenses to date are \$2,095.

*OBSERVATIONS:* Revenue is from program rent collected from clients as this project master leases housing units. Client rent cannot exceed 30% of eligible income per HUD guidelines. As of July, there is approximately \$11,899 available to offset expenditures. All expenses must be eligible expenses as defined by HUD CoC.

### **LGBTQ - Donation: (80031)**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$177,767.

*Expenses:* YTD expenses are \$104,808. Project period is 48% complete.

*OBSERVATIONS:* The donation fund is for utilization within the LGBTQ project and is used for gap funding. As of July, there is approximately \$72,959 available for future support.

### **LGBTQ - Youth Substance Used Disorder Prevention Program: (80033)**

*Funding Period:* March 2020 – November 2022

*Revenue:* Budgeted revenue is \$1,000,000.

*Expenses:* YTD expenses are \$283,631, or 28% of budget. Project period is 48% complete.

*OBSERVATIONS:* Overall, operations are below budget due to recruitment challenges for the Mental Health Associate. As of July, there is approximately \$680,389 available for future support. Office Supplies (71%) and CPR/First Aid Training (81%) are operating over its line item budget; however, this is offset by line items operating under budget.

### **LGBTQ - Health Access Foundation: (80034)**

*Funding Period:* January 2020 – August 2020

*Revenue:* Budgeted revenue is \$18,200.

*Expenses:* YTD expenses are \$17,253, or 95% of budget. Project period is 100% complete.

*OBSERVATIONS:* According to Health Access Foundation, the remaining balance can be used to support LGBTQ activities after the term ended. As of July, there is approximately \$947 available for future support.

### **LGBTQ MAT - Stimulant Prevention: (80038)**

*Funding Period:* July 1, 2021 – August 30, 2022

*Revenue:* Budgeted revenue is \$100,000.

*Expenses:* YTD expenses are \$605, or 1% of budget. Project period is 7% complete.

*OBSERVATIONS:* This program is currently operating under budget due to timing. The hiring process for this program has started, but there have been challenges with recruitment, and the new staff began working in the future. However, funds are expected to be fully utilized.

### **LGBTQ - California Youth Opioid Response: (80035)**

*Funding Period:* March 1, 2021 – August 30, 2022

*Revenue:* Budgeted revenue is \$646,211.

*Expenses:* YTD expenses are \$31,454, or 5% of budget. Project period is 28% complete.

*OBSERVATIONS:* This program is currently operating under budget due to a delayed start. However, funds are expected to be fully utilized.

### **Donations: 87000**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$138,654.

*Expenses:* YTD expenses are \$107,296.

*OBSERVATIONS:* The program has remaining funds of approximately \$31,358 to be used to support special projects for Sanctuary and Support Services.

**SOS and Safe Place Donations: 80110, 80116, 80358, and 80371**

*Funding Period:* January 2021 – December 2021

*Revenue:* Budgeted revenue is \$102,818.

*Expenses:* YTD expenses are \$57,135, or 56% of available donations.

**OBSERVATIONS:** Available funds are to support special homeless services projects such as: Camp Sanctuary, Outreach to the Streets, Making Spirits Bright, National Runaway Youth Prevention Month, and Safe Place. Donations are unrestricted for use within this program and includes funds raised through the Save SOS Campaign and a donation from Central Valley Community Foundation (formerly known as Fresno Regional Foundation). As of July, there is approximately \$45,683 available for future support.

|  |                                 |                                 |  |                    |
|--|---------------------------------|---------------------------------|--|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Central Valley Against Human Trafficking ( CVAHT)</b><br><b>Contract Term: 4/1/2021 thru 3/31/2022</b><br><b>CalOES - HTVAP FUNDING - 80376</b> |                                 |                                 |  |                    |
| Monthly report as of : <b>July-21</b> % Budget <b>33%</b>  |                                 |                                 |  |                    |
| Budget Category  | Full Budget<br>4/1/21 - 3/31/22 | YTD Actual<br>Apr. 21 - July 21 | Total Budget<br>Balance as of<br>7/31/2021 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                 |                                 |  |                    |
| 4105 CalOES - HTVAP  | 476,190                         | 140,901.00                      | 335,289.00                                 | 30%                |
| TOTAL  | \$ 476,190.00                   | \$ 140,901.00                   | \$ 335,289.00                              | 30%                |
| <b>SALARIES &amp; FRINGES:</b>   |                                 |                                 |  |                    |
| 5010, 5015, 5075 Salaries  | 160,520                         | 50,723.00                       | 109,797.00                                 | 32%                |
| Fringe/Benefits  | 76,676                          | 21,363.00                       | 55,313.00                                  | 28%                |
| TOTAL  | \$ 237,196                      | \$ 72,086.00                    | \$ 165,110.00                              | 30%                |
| <b>OPERATIING EXPENSES</b>   |                                 |                                 |  |                    |
| 5792, 5720,5340, 5790 Family Dev. Credential Prog/CPR Training/My Life M/C/ Freedom  | 1,230                           | -                               | 1,230.00                                   | 0%                 |
| 5315, 5350,5345 Vehicle Maint/Fuel/Gas   | 2,160                           | 206.00                          | 1,954.00                                   | 10%                |
| 5330, 5335 Mileage reimb.  | 926                             | 108.00                          | 818.00                                     | 12%                |
| 5605, 5620 Insurance   | 1,560                           | 410.00                          | 1,150.00                                   | 26%                |
| 5435, 5522, 5512 Lease copiers/Software  | 840                             | 181.00                          | 659.00                                     | 22%                |
| 5535, 5550 Office Supplies   | 2,160                           | 1,261.00                        | 899.00                                     | 58%                |
| 5240, 5252, 5270 Facility Rental   | 12,581                          | 4,517.00                        | 8,064.00                                   | 36%                |
| 5570, 5571 Telephones/Mobile/Internets   | 1,560                           | 598.00                          | 962.00                                     | 38%                |
| 5555, 5701, 5737 Printing/Advertising  | 1,200                           | -                               | 1,200.00                                   | 0%                 |
| TOTAL  | \$ 24,217                       | \$ 7,281.00                     | \$ 16,936.00                               | 30%                |
| <b>CONTRACTED SERVICES:</b>  |                                 |                                 |  |                    |
| 5125 Alliance Against Family Violence & Sexual Assault (Kern)  | 30,000                          | 14,113.00                       | 15,887.00                                  | 47%                |
| 5125 Alliance for Community Transformations.   | 30,000                          | 10,231.00                       | 19,769.00                                  | 34%                |
| 5125 Family Services of Tulare County  | 30,000                          | 8,986.00                        | 21,014.00                                  | 30%                |
| 5125 Centro La Familia Advocacy Services, Inc.   | 30,000                          | 5,543.00                        | 24,457.00                                  | 18%                |
| 5125 Breaking the Chains   | 30,000                          | 9,615.00                        | 20,385.00                                  | 32%                |
| TOTAL  | \$ 150,000                      | \$ 48,488.00                    | \$ 101,512.00                              | 32%                |
| <b>PROGRAM COSTS:</b>  |                                 |                                 |  |                    |
| 5930 24 Hrs. Crisis Hotline  | 840                             | 169.00                          | 671.00                                     | 20%                |
| 5736, 5776 Emergency Shelter, Hotel Voucher/Clothing   | 14,331                          | 65.00                           | 14,266.00                                  | 0%                 |
| 5722, 5515 Emergency Food  | 5,000                           | 238.00                          | 4,762.00                                   | 5%                 |
| 5196, 5929 Counseling  | 400                             | -                               | 400.00                                     | 0%                 |
| 5126 Survivor Stipend  | 900                             | -                               | 900.00                                     | 0%                 |
| 5815, 5734, 5706, 5419 Transportation  | 2,060                           | 758.00                          | 1,302.00                                   | 37%                |
| 5806, 5825, 5190, 5774, 5766, 5729, 5 Emergency Financial Assistance   | 5,100                           | 570.00                          | 4,530.00                                   | 11%                |
| TOTAL  | \$ 28,631.00                    | \$ 1,800.00                     | \$ 26,831.00                               | 6%                 |
| <b>INDIRECT COSTS:</b>   |                                 |                                 |  |                    |
| 5144 Indirect Costs - 9%   | 36,146                          | 11,246.00                       | 24,900.00                                  | 31%                |
| TOTAL  | \$ 36,146.00                    | \$ 11,246.00                    | \$ 24,900.00                               | 31%                |
| <b>TOTAL COSTS</b>   | \$ 476,190                      | \$ 140,901.00                   | \$ 335,289.00                              | 30%                |



**Fresno Economic Opportunities Commission**  
**Program: Central Valley Against Human Trafficking ( CVAHT)**  
**Contract Term: 10/1/2018 thru 09/30/2021 (36 months)**  
**OVC - DOJ FUNDING - 80378**

| Monthly report as of : <b>July-21</b> <b>% Budget 94%</b>                      |                                  |                                 |  |                    |
|--|----------------------------------|---------------------------------|--|--------------------|
| Budget Category  | Full Budget<br>10/1/18 - 9/30/21 | YTD Actual<br>Oct. 18 - July 21 | Total Budget Balance<br>as of<br>7/31/2021 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                  |                                 |  |                    |
| 4105 OVC - DOJ   | 774,999                          | 558,973.00                      | 216,026.00                                 | 72%                |
| <b>TOTAL</b>   | <b>\$ 774,999.00</b>             | <b>\$ 558,973.00</b>            | <b>\$ 216,026.00</b>                       | <b>72%</b>         |
| <b>SALARIES &amp; FRINGES:</b>   |                                  |                                 |  |                    |
| 5010, 5015, 5075 Salaries  | 266,550                          | 220,689.00                      | 45,861.00                                  | 83%                |
| Fringe/Benefits  | 117,730                          | 77,626.00                       | 40,104.00                                  | 66%                |
| <b>TOTAL</b>   | <b>\$ 384,280</b>                | <b>\$ 298,315.00</b>            | <b>\$ 85,965.00</b>                        | <b>78%</b>         |
| <b>OPERATING EXPENSES</b>  |                                  |                                 |  |                    |
| 5340 Travel Expense  | 13,256                           | 4,502.00                        | 8,754.00                                   | 34%                |
| 5315, 5350,5345,5330 Vehicle Maint/Fuel/Gas                                    | 7,902                            | 2,641.00                        | 5,261.00                                   | 33%                |
| 5535, 5550 Office Supplies   | 4,800                            | 4,630.00                        | 170.00                                     | 96%                |
| 5520, Computer Supplies  | 2,000                            | 1,990.00                        | 10.00                                      | 100%               |
| 5605, 5620 Insurance   | 7,398                            | 2,865.00                        | 4,533.00                                   | 39%                |
| 5435 Lease copiers   | 1,485                            | 1,009.00                        | 476.00                                     | 68%                |
| 5240, 5252, 5270 Facility Rental   | 21,600                           | 20,025.00                       | 1,575.00                                   | 93%                |
| 5537 Office Furniture  | 650                              | 447.00                          | 203.00                                     | 69%                |
| 5570, 5571 Telephones/Mobile/Internets   | 6,275                            | 2,582.00                        | 3,693.00                                   | 41%                |
| 5790 Staff Clearance   | 273                              | 273.00                          | -  | 100%               |
| 5555, 5701 Printing/Advertising  | 2,400                            | 132.00                          | 2,268.00                                   | 6%                 |
| 5160 Audit   | 930                              | 670.00                          | 260.00                                     | 72%                |
| 5522 Victim Service tracking software  | 3,168                            | 3,168.00                        | -  | 100%               |
| <b>TOTAL</b>   | <b>\$ 72,137</b>                 | <b>\$ 44,934.00</b>             | <b>\$ 27,203.00</b>                        | <b>62%</b>         |
| <b>CONTRACTED SERVICES:</b>  |                                  |                                 |  |                    |
| 5125 Fresno Pacific University   | 46,500                           | 37,981.00                       | 8,519.00                                   | 82%                |
| 5125 Centro La Familia Advocacy Services, Inc.                                 | 135,000                          | 90,716.00                       | 44,284.00                                  | 67%                |
| 5170 Consulting - Melissa Gomez/Sarah J.                                       | 3,500                            | 8,637.00                        | (5,137.00)                                 | 247%               |
| <b>TOTAL</b>   | <b>\$ 185,000</b>                | <b>\$ 137,334.00</b>            | <b>\$ 47,666.00</b>                        | <b>74%</b>         |
| <b>Training &amp; Outreach</b>   |                                  |                                 |  |                    |
| 5708 Annual Human Trafficking Conference                                       | 5,500                            | -                               | 5,500.00                                   | 0%                 |
| 5792 Annual Case Worker Training/Staff Training (Freedom Network USA Training) | 10,499                           | 8,196.00                        | 2,303.00                                   | 78%                |
| 5126 Survivor/Training Stipends  | 7,500                            | 800.00                          | 6,700.00                                   | 11%                |
| 5737 Outreach Activity Incentive Items   | 7,500                            | -                               | 7,500.00                                   | 0%                 |
| <b>TOTAL</b>   | <b>\$ 30,999</b>                 | <b>\$ 8,996.00</b>              | <b>\$ 22,003.00</b>                        | <b>29%</b>         |
| <b>PROGRAM COSTS:</b>  |                                  |                                 |  |                    |
| 5930 24 Hrs. Crisis Hotline  | 2,100                            | 1,304.00                        | 796.00                                     | 62%                |
| 5736 Emergency Shelter, Hotel Voucher  | 19,200                           | 19,060.00                       | 140.00                                     | 99%                |
| 5776, 5774, 5772,5927 Clothing and Hygiene Products                            | 8,303                            | 6,998.00                        | 1,305.00                                   | 84%                |
| 5722, 5724 Emergency Food  | 10,000                           | 4,244.00                        | 5,756.00                                   | 42%                |
| 5815, 5560, 5705, 5706 Transportation/Phone Replacement Assistance             | 7,085                            | 3,735.00                        | 3,350.00                                   | 53%                |
| 5825 Interpreter/Translator Services   | 2,000                            |                                 | 2,000.00                                   | 0%                 |
| 5806 Identification/Document Replacement                                       | 3,000                            | 327.00                          | 2,673.00                                   | 11%                |
| 5800 Life Skills Classes/Survivor Groups                                       | 6,000                            | 265.00                          | 5,735.00                                   | 4%                 |
| <b>TOTAL</b>   | <b>\$ 57,688.00</b>              | <b>\$ 35,933.00</b>             | <b>\$ 21,755.00</b>                        | <b>62%</b>         |
| <b>INDIRECT COSTS:</b>   |                                  |                                 |  |                    |
| 5144 Indirect Costs - 7.50%  | 44,895                           | 33,461.00                       | 11,434.00                                  | 75%                |
| <b>TOTAL</b>   | <b>\$ 44,895.00</b>              | <b>\$ 33,461.00</b>             | <b>\$ 11,434.00</b>                        | <b>75%</b>         |
| <b>TOTAL COSTS</b>   | <b>\$ 774,999</b>                | <b>\$ 558,973.00</b>            | <b>\$ 216,026.00</b>                       | <b>72%</b>         |

Fresno Economic Opportunities Commission  
Program: Central Valley Against Human Trafficking ( CVAHT)  
Contract Term: 10/1/2019 thru 09/30/2022 (36 months)  
OVC Minors- DOJ FUNDING - 80388

| Monthly report as of : <span>July-21</span> <span>% Budget</span> <span>58%</span> |                                  |                                 |  |                    |
|--|----------------------------------|---------------------------------|--|--------------------|
| Budget Category  | Full Budget<br>10/1/19 - 9/30/22 | YTD Actual<br>Oct. 19 - July 21 | Total Budget<br>Balance as of<br>7/31/2021 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                  |                                 |  |                    |
| 4105 OVC - DOJ   | 499,998                          | 129,803.00                      | 370,195.00                                 | 26%                |
| TOTAL  | \$ 499,998.00                    | \$ 129,803.00                   | \$ 370,195.00                              | 26%                |
| <b>SALARIES &amp; FRINGES:</b>   |                                  |                                 |  |                    |
| 5010, 5015, 5075 Salaries  | 176,684                          | 62,615.00                       | 114,069.00                                 | 35%                |
| Fringe/Benefits  | 75,864                           | 18,607.00                       | 57,257.00                                  | 25%                |
| TOTAL  | \$ 252,548                       | \$ 81,222.00                    | \$ 171,326.00                              | 32%                |
| <b>OPERATIING EXPENSES</b>   |                                  |                                 |  |                    |
| 5340 Travel Expense  | 3,314                            | 1,052.00                        | 2,262.00                                   | 32%                |
| 5315, 5350,5345,5330 Vehicle Maint/Fuel/Gas  | 5,939                            | 190.00                          | 5,749.00                                   | 3%                 |
| 5535, 5550 Office Supplies   | 2,580                            | 2,516.00                        | 64.00                                      | 98%                |
| 5520, Computer Supplies  | 1,300                            | 1,062.00                        | 238.00                                     | 82%                |
| 5605, 5620 Insurance   | 2,880                            | 282.00                          | 2,598.00                                   | 10%                |
| 5435 Lease copiers   | 1,440                            | 181.00                          | 1,259.00                                   | 13%                |
| 5240, 5252, 5270 Facility Rental   | 5,994                            | 2,704.00                        | 3,290.00                                   | 45%                |
| 5537 Office Furniture  | 3,000                            | 339.00                          | 2,661.00                                   | 11%                |
| 5570, 5571 Telephones/Mobile/Internets   | 2,615                            | 919.00                          | 1,696.00                                   | 35%                |
| 5790 Staff Clearance   | 96                               | 91.00                           | 5.00                                       | 95%                |
| 5555, 5701 Printing/Advertising  | 3,000                            | -                               | 3,000.00                                   | 0%                 |
| 5160 Audit   | 600                              | 156.00                          | 444.00                                     | 26%                |
| TOTAL  | \$ 32,758                        | \$ 9,492.00                     | \$ 23,266.00                               | 29%                |
| <b>CONTRACTED SERVICES:</b>  |                                  |                                 |  |                    |
| 5125 Family First Counseling   | 14,000                           | -                               | 14,000.00                                  | 0%                 |
| 5125 Breaking The Chains   | 60,000                           | 24,192.00                       | 35,808.00                                  | 40%                |
| 5170 Family Healing Center   | 30,000                           | 3,400.00                        | 26,600.00                                  | 11%                |
| TOTAL  | \$ 104,000                       | \$ 27,592.00                    | \$ 76,408.00                               | 27%                |
| <b>Training &amp; Outreach</b>   |                                  |                                 |  |                    |
| 5792 Staff Training  | 5,750                            | 1,229.00                        | 4,521.00                                   | 21%                |
| TOTAL  | \$ 5,750                         | \$ 1,229.00                     | \$ 4,521.00                                | 21%                |
| <b>PROGRAM COSTS:</b>  |                                  |                                 |  |                    |
| 5930 24 Hrs. Crisis Hotline  | 1,800                            | 279.00                          | 1,521.00                                   | 16%                |
| 5736 Sanctuary Youthy Shelter Beds   | 45,000                           | -                               | 45,000.00                                  | 0%                 |
| 5776, 5774 Clothing and Hygiene Products   | 3,834                            | 108.00                          | 3,726.00                                   | 3%                 |
| 5722, 5515 Emergency Food  | 4,105                            | -                               | 4,105.00                                   | 0%                 |
| 5815, 5705 Transportation  | 7,000                            | 28.00                           | 6,972.00                                   | 0%                 |
| 5825 Interpreter/Translator Services   | 800                              | -                               | 800.00                                     | 0%                 |
| 5806 Identification/Document Replacement   | 1,500                            | 8.00                            | 1,492.00                                   | 1%                 |
| 5800 Life Skills Classes/Survivor Groups   | 8,809                            | 800.00                          | 8,009.00                                   | 9%                 |
| TOTAL  | \$ 72,848.00                     | \$ 1,223.00                     | \$ 71,625.00                               | 2%                 |
| <b>INDIRECT COSTS:</b>   |                                  |                                 |  |                    |
| 5144 Indirect Costs - 7.50%  | 32,094                           | 9,045.00                        | 23,049.00                                  | 28%                |
| TOTAL  | \$ 32,094.00                     | \$ 9,045.00                     | \$ 23,049.00                               | 28%                |
| <b>TOTAL COSTS</b>   | \$ 499,998                       | \$ 129,803.00                   | \$ 370,195.00                              | 26%                |

|   |                                  |                                      |                                 |                             |                    |
|---|----------------------------------|--------------------------------------|---------------------------------|-----------------------------|--------------------|
| Fresno County Economic Opportunities Commission               |                                  |                                      |                                 |                             |                    |
| Program: National Human Trafficking Victim Assistance Program |                                  |                                      |                                 |                             |                    |
| Contract Term: 09/30/2016 thru 9/29/21                        |                                  |                                      |                                 |                             |                    |
| Project - 80375   |                                  |                                      |                                 |                             |                    |
|   |                                  | Monthly report as of                 | July-21                         | % Budget                    |                    |
| Budget Category   |                                  | Original Budget<br>9/30/16 - 9/29/21 | YTD Actual<br>Oct. 16 - Jul. 21 | Balance as<br>of<br>July-21 | % Spent<br>July-21 |
| REVENUES:   |                                  |                                      |                                 |                             |                    |
|   | Sub-Contract NHTVAP - Client Exp | 72,361.00                            | 72,361.00                       | -                           | 100%               |
|   | Sub-Contract NHTVAP - Admin Inc. | 77,064.00                            | 77,064.00                       |                             | 100%               |
|   |                                  | -                                    | -                               |                             |                    |
| TOTAL   |                                  | \$ 149,425.00                        | \$ 149,425.00                   | \$ -                        | 100%               |
| SALARIES & FRINGE:  |                                  |                                      |                                 |                             |                    |
|   | Salaries                         | 32,258.00                            | 32,258.00                       | -                           | 100%               |
|   | Fringe/Benefits                  | 13,901.00                            | 13,901.00                       | -                           | 100%               |
| TOTAL   |                                  | \$ 46,159.00                         | \$ 46,159.00                    | \$ -                        | 100%               |
| Program Costs   |                                  |                                      |                                 |                             |                    |
| 5240  | Facility Rental                  | 30,894.00                            | 30,894.00                       | -                           | 100%               |
| 5315, 5330, 5344  | Mileage/Fuel                     | \$ 475.00                            | \$ 475.00                       | -                           | 100%               |
| 5515  | Bottle Water                     | \$ 10.00                             | \$ 10.00                        | -                           | 100%               |
| 5620  | Insurance                        | \$ 458.00                            | \$ 458.00                       | -                           | 100%               |
| 5792  | Staff Training                   | \$ 130.00                            | \$ 130.00                       | -                           | 100%               |
| 5930  | Gift Card Fees                   | \$ 80.00                             | \$ 80.00                        | -                           | 100%               |
| 5535, 5550, 5520  | Office Supplies / Postage        | \$ 724.00                            | \$ 724.00                       | -                           | 100%               |
| TOTAL   |                                  | \$ 32,771.00                         | \$ 32,771.00                    | \$ -                        | 100%               |
| Client Expenses   |                                  |                                      |                                 |                             |                    |
| 5706, 5815  | Transportation                   | 2,484.00                             | 2,484.00                        | -                           | 100%               |
| 5722  | Emergency Meals                  | 20,056.00                            | 20,056.00                       | -                           | 100%               |
| 5776, 5727, 5729, 5758, 5806, 5770, 5772, 5774, 5776          | Personal Client Supplies/Medical | 18,635.00                            | 18,635.00                       | -                           | 100%               |
| 5736  | Motel/Hotel Voucher              | 18,148.00                            | 18,148.00                       | -                           | 100%               |
| 5570, 5571  | Communications                   | 4,455.00                             | 4,455.00                        | -                           | 100%               |
| 5270  | Utilities                        | 3,238.00                             | 3,238.00                        | -                           | 100%               |
| TOTAL   |                                  | \$ 67,016.00                         | \$ 67,016.00                    | \$ -                        | 100%               |
| ADMIN & AUDIT:  |                                  |                                      |                                 |                             |                    |
| 5160  | Audit                            | 95.00                                | 95.00                           |                             | 100%               |
| 5144  | Indirect Costs -7.50%            | 5,918.00                             | 5,918.00                        | -                           | 100%               |
| TOTAL   |                                  | \$ 6,013.00                          | \$ 6,013.00                     | \$ -                        | 100%               |
| GRANT TOTAL COSTS   |                                  | \$ 151,959.00                        | \$ 151,959.00                   | \$ -                        | 100%               |

Surplus \$ (2,534.00)

| Fresno County Economic Opportunities Commission |                                    |                                      |                                 |                             |                    |
|---|------------------------------------|--------------------------------------|---------------------------------|-----------------------------|--------------------|
| Program: Human Trafficking Donation             |                                    |                                      |                                 |                             |                    |
| Contract Term:                                  |                                    |                                      |                                 |                             |                    |
| Project - 80370                                 |                                    |                                      |                                 |                             |                    |
|   |                                    | Monthly report as of                 | July-21                         | % Budget                    |                    |
| Budget Category                                 |                                    | Original Budget<br>Jan. 19 - Dec. 20 | YTD Actual<br>Jan. 19 - July 21 | Balance as<br>of<br>July-21 | % Spent<br>July-21 |
| REVENUES:                                       |                                    |                                      |                                 |                             |                    |
|   | Fundraising Income HT Conf.        | 91,333.00                            | 91,333.00                       | -                           | 100%               |
|   | CSBG                               | -                                    | -                               | -                           | 100%               |
|   | Donations                          | 13,876.00                            | 13,876.00                       | -                           | 100%               |
|   | CVIIC                              | -                                    | -                               | -                           | 100%               |
|   | Misc. income                       | -                                    | -                               | -                           | 100%               |
| TOTAL   |                                    | \$ 105,209.00                        | \$ 105,209.00                   | \$ -                        | 100%               |
| SALARIES & FRINGES:                             |                                    |                                      |                                 |                             |                    |
|   | Salaries - (HHS)                   | -                                    | -                               | -                           | 100%               |
|   | Fringe/Benefits - (HHS)            | -                                    | -                               | -                           | 100%               |
| TOTAL   |                                    | \$ -                                 | \$ -                            | \$ -                        | 100%               |
| CONTRACTOR                                      |                                    |                                      |                                 |                             |                    |
| 5170  | Professional Services - Consulting | 400.00                               | \$ 400.00                       | -                           | 100%               |
| TOTAL   |                                    | \$ 400.00                            | \$ 400.00                       | \$ -                        | 100%               |
| Others  |                                    |                                      |                                 |                             |                    |
| 5252  | Rent                               | 1,477.00                             | 1,477.00                        | -                           | 100%               |
| 5126  | Stipends                           | 8,000.00                             | 8,000.00                        | -                           | 100%               |
| 5335  | Travel                             | 163.00                               | 163.00                          | -                           | 100%               |
| 5635  | Insurance                          | 106.00                               | 106.00                          | -                           | 100%               |
| 5722/5724/5515                                  | Food/Snacks                        | 1,570.00                             | 1,570.00                        | -                           | 100%               |
| 5736  | Transitional Living Services       | 1,076.00                             | 1,076.00                        | -                           | 100%               |
| 5737  | Outreach                           | 3,659.00                             | 3,659.00                        | -                           | 100%               |
| 5806  | Supportive Costs                   | 2,040.00                             | 2,040.00                        | -                           | 100%               |
| 5708  | Conference Fees                    | 38,070.00                            | 38,070.00                       | -                           | 100%               |
| 5560  | Supplies - other                   | 216.00                               | 216.00                          | -                           | 100%               |
| 5764  | Program Supplies - Arts & Crafts   | 34.00                                | 34.00                           | -                           | 100%               |
| 5570, 5571                                      | Telephone                          | 237.00                               | 237.00                          | -                           | 100%               |
| 5522, 5512                                      | Software Licenses                  | 75.00                                | 299.00                          | -                           | 100%               |
| 5405  | Depreciation Expense               | 6,581.00                             | 6,581.00                        | -                           | 100%               |
| 5435  | Leased Copier                      | 488.00                               | 488.00                          | -                           | 100%               |
| 5770  | Program Supplies - Household       | 1,206.00                             | 1,206.00                        | -                           | 100%               |
| 5792  | Staff Training                     | 424.00                               | 424.00                          | -                           | 100%               |
| 5535, 5550                                      | Office Supplies                    | 958.00                               | 958.00                          | -                           | 100%               |
| 5790  | Staff Screening                    | \$ 182.00                            | \$ 182.00                       | -                           | 100%               |
| TOTAL   |                                    | \$ 66,562.00                         | \$ 66,786.00                    | \$ -                        | 100%               |
| OVER/UNDER                                      |                                    | \$ 66,562.00                         | \$ 67,186.00                    | \$ -                        | 100%               |

**Surplus**
**\$**
**38,023.00**

Note:

|   |                     |                  |               |         |
|---|---------------------|------------------|---------------|---------|
| Fresno County Economic Opportunities Commission |                     |                  |               |         |
| Program: Slave 2 Nothing                        |                     |                  |               |         |
| Contract Term: 05/01/2019 thru                  |                     |                  |               |         |
| Project - 80380                                 |                     |                  |               |         |
| Monthly report as of July-21 % Budget           |                     |                  |               |         |
| Budget Category                                 | Original Budget     | YTD Actual       | Balance as of | % Spent |
|   | 5/1/19 -no end date | May 19 - July 21 | July-21       | July-21 |
| REVENUES:                                       |                     |                  |               |         |
| Slave 2 Nothing                                 | 30,000.00           | 30,000.00        | -             | 100%    |
| TOTAL   | \$ 30,000.00        | \$ 30,000.00     | \$ -          | 100%    |
| CONTRACTED SERVICES:                            |                     |                  |               |         |
| 5125 Family Healing Center                      | 15,000.00           | 9,450.00         | 5,550         | 63%     |
|   |                     |                  | -             |         |
| TOTAL   | \$ 15,000.00        | \$ 9,450.00      | \$ 5,550.00   | 100%    |
| Client Expenses                                 |                     |                  |               |         |
| 5706, 5815, 5315, 5350 Transportation           | 3,176.00            | 2,672.00         | 504           | 84%     |
| 5326 Rental Vehicle                             | 8,700.00            | 7,415.00         | 1,285         | 85%     |
| 5722 Food                                       | 1,000.00            | -                | 1,000         | 0%      |
| TOTAL   | \$ 12,876.00        | \$ 10,087.00     | \$ 2,789      | 128%    |
| ADMIN & AUDIT:                                  |                     |                  |               |         |
| 5160 Audit                                      | 33.00               | 24.00            | 9             | 73%     |
| 5144 Indirect Costs -7.50%                      | 2,091.00            | 1,465.00         | 626           | 70%     |
| TOTAL   | \$ 2,124.00         | \$ 1,489.00      | \$ 635.00     | 100%    |
| GRANT TOTAL COSTS                               | \$ 30,000.00        | \$ 21,026.00     | \$ 8,974.00   | 70%     |

Surplus \$ 8,974.00

|   |                     |                      |               |          |
|---|---------------------|----------------------|---------------|----------|
| <b>Fresno County Economic Opportunities Commission</b><br><b>Program: Slave 2 Nothing 2020</b><br><b>Contract Term: 05/01/2020 thru</b><br><b>Project - 80382</b> |                     |                      |               |          |
|   |                     | Monthly report as of | July-21       | % Budget |
| Budget Category   | Original Budget     | YTD Actual           | Balance as of | % Spent  |
|   | 5/1/20 -no end date | May 20 - July 21     | July-21       | July-21  |
| <b>REVENUES:</b>  |                     |                      |               |          |
| Slave 2 Nothing   | 50,000.00           | 50,000.00            | -             | 100%     |
| TOTAL   | \$ 50,000.00        | \$ 50,000.00         | \$ -          | 100%     |
| <b>Personnel</b>  |                     |                      |               |          |
| 5010, 5015, 501 Salaries  | 11,394.00           | 2,144.00             | 9,250         | 19%      |
| Benefits  | 5,108.00            | 825.00               | 4,283         | 16%      |
| TOTAL   | \$ 16,502.00        | \$ 2,969.00          | \$ 13,533.00  | 18%      |
| <b>Program Costs</b>  |                     |                      |               |          |
| 5240 Apartment Rental (Safte House)   | 13,720.00           | 8,905.00             | 4,815         | 65%      |
| 5270 PG&E   | \$ 2,900.00         | \$ 2,211.00          | 689           | 76%      |
| 5570 Phone & Internet for Security Camera   | \$ 2,860.00         | \$ 680.00            | 2,180         | 24%      |
| 5927 Security Camera and Installation   | \$ 480.00           | \$ 480.00            | -             | 100%     |
| 5770 Furnitures   | \$ 2,720.00         | \$ 2,890.00          | (170)         | 106%     |
| 5722 Food   | \$ 3,420.00         | \$ -                 | 3,420         | 0%       |
| 5776 Household and Client Supplies  | \$ 3,623.00         | \$ 1,520.00          | 2,103         | 42%      |
| TOTAL   | \$ 29,723.00        | \$ 16,686.00         | \$ 5,523      | 56%      |
| <b>ADMIN &amp; AUDIT:</b>   |                     |                      |               |          |
| 5160 Audit  | 33.00               | 21.00                | 12            | 64%      |
| 5144 Indirect Costs -7.50%  | 3,742.00            | 1,486.00             | 2,256         | 40%      |
| TOTAL   | \$ 3,775.00         | \$ 1,507.00          | \$ 2,268.00   | 100%     |
| <b>GRANT TOTAL COSTS</b>  | \$ 50,000.00        | \$ 21,162.00         | \$ 21,324.00  | 42%      |

Surplus \$ 28,838.00

|  |                                       |                                |                            |                      |
|--|---------------------------------------|--------------------------------|----------------------------|----------------------|
| <b>Fresno County Economic Opportunities Commission</b><br><b>Program: HT Rise Up</b><br><b>Contract Term: 08/15/2019 thru 12/31/20</b><br><b>Project - 80381</b> |                                       |                                |                            |                      |
|  | <b>Monthly report as of 7/31/2021</b> |                                | <b>% Budget</b>            | <b>100%</b>          |
| Budget Category  | Original Budget<br>8/15/19 - 12/31/20 | YTD Actual<br>Aug 19 - July 21 | Balance as of<br>7/31/2021 | % Spent<br>7/31/2021 |
| <b>REVENUES:</b>   |                                       |                                |                            |                      |
| Public Health Institute  | 20,000.00                             | 20,000.00                      | -                          | 100%                 |
| TOTAL  | \$ 20,000.00                          | \$ 20,000.00                   | \$ -                       | 100%                 |
| <b>SALARIES &amp; FRINGES:</b>   |                                       |                                |                            |                      |
| 5010, 5015, 5075 Salaries  | 3,712.00                              | 3,325.00                       | 387                        | 90%                  |
| Fringe/Benefits  | 738.00                                | 943.00                         | (205)                      | 128%                 |
| TOTAL  | \$ 4,450.00                           | \$ 4,268.00                    | \$ 182.00                  | 96%                  |
| <b>Program Costs</b>   |                                       |                                |                            |                      |
| 5335, 5815,5792 Travel   | 2,854.00                              | 1,473.00                       | 1,381                      | 52%                  |
| Stipends   | \$ 1,000.00                           | \$ -                           | 1,000                      | 0%                   |
| 5560 Supplies  | \$ 1,021.00                           | \$ 1,021.00                    | -                          | 100%                 |
| 5763, 5555 Printing  | \$ 2,000.00                           | \$ 603.00                      | 1,397                      | 30%                  |
| 5722 Meeting   | \$ 5,979.00                           | \$ 233.00                      | 5,746                      | 4%                   |
| 5170, Consultant   | \$ 1,280.00                           | \$ 1,280.00                    | -                          | 100%                 |
| TOTAL  | \$ 14,134.00                          | \$ 4,610.00                    | \$ 9,524                   | 307%                 |
| <b>ADMIN &amp; AUDIT:</b>  |                                       |                                |                            |                      |
| 5160 Audit   | 22.00                                 | 11.00                          | 11                         | 50%                  |
| 5144 Indirect Costs -7.50%   | 1,394.00                              | 666.00                         | 728                        | 48%                  |
| TOTAL  | \$ 1,416.00                           | \$ 677.00                      | \$ 739.00                  | 48%                  |
| <b>GRANT TOTAL COSTS</b>   | \$ 20,000.00                          | \$ 9,555.00                    | \$ 10,445.00               | 48%                  |

Surplus \$ 10,445.00



|   |                                     |                                     |                                      |  |                                |                                   |                    |
|---|-------------------------------------|-------------------------------------|--------------------------------------|--|--------------------------------|-----------------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Homeless Youth Emergency Services Pilot Program</b><br><b>Contract Term: 4/1/2017 thru 03/31/2022 (5 yrs.)</b><br><b>CalOES - HY FUNDING - 80310/50310</b> |                                     |                                     |                                      |  |                                |                                   |                    |
| Monthly report as of :  |                                     |                                     |                                      | July-21                                |                                | % Budget                          | 86.7%              |
| Budget Category   | Original Budget<br>4/1/17 - 3/31/22 | Fifth Year Budget<br>4/1/21-3/31/22 | Year Five Actual<br>4/1/21 - 7/31/21 | 5th Year Balance as<br>of<br>7/31/2021 | YTD Actual<br>Apr. 17- Jul. 21 | YTD Balance as<br>of<br>7/31/2021 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                     |                                     |                                      |  |                                |                                   |                    |
| 4105 Shelter CalOES - HY  | 2,250,000                           | 450,000                             | 151,432                              | 298,568.00                             | 1,535,929.00                   | 714,071.00                        | 68%                |
| E&T CalOES  | 250,000                             | 50,000                              | 12,118                               | 37,882.00                              | 167,230.00                     | 82,770.00                         | 67%                |
| TOTAL   | \$ 2,500,000.00                     | \$ 500,000.00                       | \$ 163,550.00                        | \$ 336,450.00                          | \$ 1,703,159.00                | \$ 796,841.00                     | 68%                |
| <b>SALARIES &amp; FRINGES:</b>  |                                     |                                     |                                      |  |                                |                                   |                    |
| Shelter Salaries  | 991,049                             | 222,539                             | 58,669                               | 163,870.00                             | 752,056.00                     | 238,993.00                        | 76%                |
| Shelter Fringe/Benefits   | 384,002                             | 86,281                              | 15,970                               | 70,311.00                              | 239,964.00                     | 144,038.00                        | 62%                |
| E&T Salaries  | 167,222                             | 33,386                              | 8,750                                | 24,636.00                              | 119,264.00                     | 47,958.00                         | 71%                |
| E&T Fringe/Benefits   | 63,624                              | 12,783                              | 2,952                                | 9,831.00                               | 38,141.00                      | 25,483.00                         | 60%                |
| TOTAL   | \$ 1,605,897                        | \$ 354,989                          | \$ 86,341                            | \$ 268,648.00                          | \$ 1,149,425.00                | \$ 456,472.00                     | 72%                |
| <b>OPERATIING EXPENSES</b>  |                                     |                                     |                                      |  |                                |                                   |                    |
| 5260, 5270, 5280, 5230, 5240 Shelter Facility   | 76,550                              | 17,000                              | 4,473                                | 12,527.00                              | 53,480.00                      | 23,070.00                         | 70%                |
| E&T Facility Rental   | 8,550                               | 1,800                               | 354                                  | 1,446.00                               | 6,993.00                       | 1,557.00                          | 82%                |
| 5535 Office Supplies  | 18,820                              | 2,953                               | 1,477                                | 1,476.00                               | 12,687.00                      | 6,133.00                          | 67%                |
| E&T Office Supplies   | 3,000                               | 600                                 | -                                    | 600.00                                 | 1,885.00                       | 1,115.00                          | 63%                |
| 5435/5522/5457/5520 Lease copiers/Software  | 11,100                              | 1,440                               | 2,811                                | (1,371.00)                             | 8,500.00                       | 2,600.00                          | 77%                |
| 5570/5571 Telephones/Mobile/Internets   | 16,316                              | 2,901                               | 971                                  | 1,930.00                               | 12,740.00                      | 3,576.00                          | 78%                |
| E&T Telephones/Mobile/Internets   | 3,405                               | 680                                 | 62                                   | 618.00                                 | 854.00                         | 2,551.00                          | 25%                |
| 53,255,326 Vehicle Lease  | 24,801                              | -                                   | 3,183                                | (3,183.00)                             | 17,345.00                      | 7,456.00                          | 70%                |
| 5315/5330/ 5350/ 5345 Vehicle Maint/Fuel/Mileage  | 12,732                              | 3,755                               | 4,953                                | (1,198.00)                             | 11,502.00                      | 1,230.00                          | 90%                |
| E&T Vehicle Maint/Fuel/Mileage  | 3,750                               | 750                                 | -                                    | 750.00                                 | 93.00                          | 3,657.00                          | 2%                 |
| 5605 Vehicle Insurance /Liability Insurance   | 20,520                              | 2,160                               | 647                                  | 1,513.00                               | 15,218.00                      | 5,302.00                          | 74%                |
| 5555/5701/5737 Printing/Advertising/Outreach  | 19,874                              | 5,548                               | 190                                  | 5,358.00                               | 4,455.00                       | 15,419.00                         | 22%                |
| 5792, 5716,5340 Staff Training  | 6,772                               | 4,012                               | 1,946                                | 2,066.00                               | 3,762.00                       | 3,010.00                          | 56%                |
| 5720, 5790 Staff Background   | 2,208                               | 409                                 | 220                                  | 189.00                                 | 1,767.00                       | 441.00                            | 80%                |
| 5160 Audit  | 2,298                               | -                                   | -                                    | -                                      | 1,663.00                       | 635.00                            | 72%                |
| TOTAL   | \$ 230,696                          | \$ 44,008                           | \$ 21,287                            | \$ 22,721.00                           | \$ 152,944.00                  | \$ 77,752.00                      | 66%                |
| <b>CONTRACTED SERVICES:</b>   |                                     |                                     |                                      |  |                                |                                   |                    |
| 5125 Family First Counseling  | 298,490                             | 56,000                              | 32,160                               | 23,840.00                              | 182,885.00                     | 115,605.00                        | 61%                |
| TOTAL   | \$ 298,490                          | \$ 56,000                           | \$ 32,160                            | \$ 23,840.00                           | \$ 182,885.00                  | \$ 115,605.00                     | 61%                |
| <b>PROGRAM COSTS:</b>   |                                     |                                     |                                      |  |                                |                                   |                    |
| 5706/5705 Client Transportation   | 5,000                               | 1,450                               | -                                    | 1,450.00                               | 3,400.00                       | 1,600.00                          | 68%                |
| 5776, 5761 Client Hygiene Supplies/Emergency Clothing   | 37,628                              | 14,628                              | 440                                  | 14,188.00                              | 12,257.00                      | 25,371.00                         | 33%                |
| 5115/5722/5724/5769 Meals/Snacks  | 67,500                              | 18,600                              | 4,802                                | 13,798.00                              | 47,726.00                      | 19,774.00                         | 71%                |
| 5766/5729 Education Costs   | -                                   | -                                   | -                                    | -                                      | -                              | -                                 | 0%                 |
| 5770, 5537 Furniture  | 24,630                              | 12,000                              | -                                    | -                                      | 10,093.00                      | 14,537.00                         | 41%                |
| 5110/5255/5772/5285/5201 Janitorial Supplies/Maint Repair   | 48,505                              | 30,000                              | 7,841                                | 22,159.00                              | 26,397.00                      | 22,108.00                         | 54%                |
| 5800, 5798, 5806 Life Skills/Workshop Materials   | 9,000                               | 2,997                               | 242                                  | 2,755.00                               | 5,877.00                       | 3,123.00                          | 65%                |
| 5780, 5762,5764 Recreation Supplies   | 13,875                              | 5,000                               | 112                                  | 4,888.00                               | 5,151.00                       | 8,724.00                          | 37%                |
| TOTAL   | \$ 206,138.00                       | \$ 84,675.00                        | \$ 13,437.00                         | \$ 59,238.00                           | \$ 110,901.00                  | \$ 95,237.00                      | 54%                |
| <b>INDIRECT COSTS:</b>  |                                     |                                     |                                      |  |                                |                                   |                    |
| 5144 Indirect Costs - 7.50%   | 158,779                             | 43,239                              | 10,325                               | 32,914.00                              | 107,004.00                     | 51,775.00                         | 67%                |
| TOTAL   | \$ 158,779.00                       | \$ 43,239.00                        | \$ 10,325.00                         | \$ 32,914.00                           | \$ 107,004.00                  | \$ 51,775.00                      | 67%                |
| <b>TOTAL COSTS</b>  | \$ 2,500,000                        | \$ 582,911                          | \$ 163,550                           | \$ 419,361.00                          | \$ 1,703,159.00                | \$ 796,841.00                     | 68%                |



|  |                                       |                                 |                          |                    |
|--|---------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter</b><br><b>Contract Term: 09/30/2020 thru 09/29/2021</b><br><b>HHS - FUNDING - 80352</b> |                                       |                                 |                          |                    |
| <b>REQUIRED NON-FEDERAL MATCH = \$22,222</b>   |                                       |                                 |                          |                    |
|  | <b>Monthly Report as of</b>           | <b>July-21</b>                  | <b>% Budget</b>          | <b>83%</b>         |
| Budget Category  | Original Budget<br>Oct. 20 - Sept. 21 | YTD Actual<br>Oct. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                       |                                 |                          |                    |
| 4125 HHS   | 200,000.00                            | 160,280.00                      | 39,720.00                | 80%                |
| <b>TOTAL</b>   | <b>\$ 200,000.00</b>                  | <b>\$ 160,280.00</b>            | <b>\$ 39,720.00</b>      | <b>80%</b>         |
| <b>SALARIES &amp; FRINGES:</b>   |                                       |                                 |                          |                    |
| Salaries - (HHS)   | 119,302.00                            | 102,193.00                      | 17,109.00                | 86%                |
| Fringe/Benefits - (HHS)  | 42,411.00                             | 34,285.00                       | 8,126.00                 | 81%                |
| <b>TOTAL</b>   | <b>\$ 161,713.00</b>                  | <b>\$ 136,478.00</b>            | <b>\$ 25,235.00</b>      | <b>84%</b>         |
| <b>TRAVEL/MILEAGE:</b>   |                                       |                                 |                          |                    |
| 5340 RHY Annual Conference<br>(Out-of-State)   | 1,400.00                              | 1,200.00                        | 200.00                   | 86%                |
| <b>TOTAL</b>   | <b>\$ 1,400.00</b>                    | <b>\$ 1,200.00</b>              | <b>\$ 200.00</b>         | <b>86%</b>         |
| <b>Program Cost</b>  |                                       |                                 |                          |                    |
| 5125 Clinical Supervisor   | 2,600.00                              | 450.00                          | 2,150.00                 | 17%                |
| 5770 Household Supplies  | 600.00                                | -                               | 600.00                   | 0%                 |
| 5115, 5722, 5768 Meals - Food  | 3,360.00                              | 263.00                          | 3,097.00                 | 8%                 |
| 5776, 5774 Personal/Medical Supplies   | 600.00                                | 17.00                           | 583.00                   | 3%                 |
| 5772 Janitorial Supplies   | 600.00                                | -                               | 600.00                   | 0%                 |
| 5729, 5780 Recreational/Classroom Supplies   | 700.00                                | 25.00                           | 675.00                   | 4%                 |
| 5800, 5806 Positive Youth Dev. Activities  | 350.00                                | -                               | 350.00                   | 0%                 |
| <b>TOTAL</b>   | <b>\$ 8,810.00</b>                    | <b>\$ 755.00</b>                | <b>\$ 8,055.00</b>       | <b>9%</b>          |
| <b>CONTRACTED SERVICES:</b>  |                                       |                                 |                          |                    |
| 5160 Audit   | 223.00                                | 179.00                          | 44.00                    | 80%                |
| <b>TOTAL</b>   | <b>\$ 223.00</b>                      | <b>\$ 179.00</b>                | <b>\$ 44.00</b>          | <b>80%</b>         |
| <b>OTHER COSTS:</b>  |                                       |                                 |                          |                    |
| 5535, 5435 Computer/Office Supplies/Leased Copier  | 2,271.00                              | 2,009.00                        | 262.00                   | 88%                |
| 5330 Staff Mileage   | -                                     | -                               | -                        |                    |
| 5792, 5790, 5335 Staff Training (CCL)  | 840.00                                | 804.00                          | 36.00                    | 96%                |
| 5315, 5350, 5345 Vehicle Maint./ Fuel  | 2,500.00                              | 923.00                          | 1,577.00                 | 37%                |
| 5620 Insurance   | 6,090.00                              | 4,842.00                        | 1,248.00                 | 80%                |
| 5730, 5716 Licenses/Fees/Dues  | 2,200.00                              | 1,908.00                        | 292.00                   | 87%                |
| <b>TOTAL</b>   | <b>\$ 13,901.00</b>                   | <b>\$ 10,486.00</b>             | <b>\$ 3,415.00</b>       | <b>75%</b>         |
| <b>INDIRECT COSTS:</b>   |                                       |                                 |                          |                    |
| 5144 Indirect Costs - 7.5%   | 13,953.00                             | 11,182.00                       | 2,771.00                 | 80%                |
| <b>TOTAL</b>   | <b>\$ 13,953.00</b>                   | <b>\$ 11,182.00</b>             | <b>\$ 2,771.00</b>       | <b>80%</b>         |
| <b>TOTAL COSTS</b>   | <b>\$ 200,000.00</b>                  | <b>\$ 160,280.00</b>            | <b>\$ 39,720.00</b>      | <b>80%</b>         |

|   |                                      |                                 |                          |                    |
|---|--------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter</b><br><b>Contract Term: 09/30/2020 thru 09/29/2021</b><br><b>HHS CARES - CarryoverFUNDING - 80319</b> |                                      |                                 |                          |                    |
|   | <b>Monthly Report as of</b>          | <b>July-21</b>                  | <b>% Budget</b>          | <b>83%</b>         |
| Budget Category   | Original Budget<br>Oct. 20- Sept. 21 | YTD Actual<br>Oct. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                      |                                 |                          |                    |
| 4125 HHS  | 23,400.00                            | 12,841.00                       | 10,559.00                | 55%                |
| TOTAL   | \$ 23,400.00                         | \$ 12,841.00                    | \$ 10,559.00             | 55%                |
| <b>SALARIES &amp; FRINGES:</b>  |                                      |                                 |                          |                    |
| Salaries - (HHS)  | 4,357.00                             | 2,029.00                        | 2,328.00                 | 47%                |
| Fringe/Benefits - (HHS)   | 2,009.00                             | 1,218.00                        | 791.00                   | 61%                |
| TOTAL   | \$ 6,366.00                          | \$ 3,247.00                     | \$ 3,119.00              | 51%                |
| <b>Program Cost</b>   |                                      |                                 |                          |                    |
| 5255 Repairs/Maintenance - Building   | 341.00                               | 341.00                          | -                        | 100%               |
| 5772 Janitorial Supplies  | 1,200.00                             | 1,272.00                        | (72.00)                  | 106%               |
| 5539, 5927 Personal Protective Equipment  | 10,894.00                            | 4,192.00                        | 6,702.00                 | 38%                |
| 5560 Thermometer Scan Supplies and System   | 2,400.00                             | 2,429.00                        | (29.00)                  | 101%               |
| TOTAL   | \$ 14,835.00                         | \$ 8,234.00                     | \$ 6,601.00              | 56%                |
| <b>CONTRACTED SERVICES:</b>   |                                      |                                 |                          |                    |
| 5160 Audit  | 26.00                                | 14.00                           | 12.00                    | 54%                |
| TOTAL   | \$ 26.00                             | \$ 14.00                        | \$ 12.00                 | 54%                |
| <b>OTHER COSTS:</b>   |                                      |                                 |                          |                    |
| 5260 Security Service   | 540.00                               | 450.00                          | 90.00                    | 83%                |
| TOTAL   | \$ 540.00                            | \$ 450.00                       | \$ 90.00                 | 83%                |
| <b>INDIRECT COSTS:</b>  |                                      |                                 |                          |                    |
| 5144 Indirect Costs - 7.5%  | 1,633.00                             | 896.00                          | 737.00                   | 55%                |
| TOTAL   | \$ 1,633.00                          | \$ 896.00                       | \$ 737.00                | 55%                |
| <b>TOTAL COSTS</b>  | \$ 23,400.00                         | \$ 12,841.00                    | \$ 10,559.00             | 55%                |

|   |                                      |                                 |                          |                    |
|---|--------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter</b><br><b>Contract Term: 01/01/2021 thru 12/31/2021</b><br><b>SHELTER - RENTAL (80107)</b> |                                      |                                 |                          |                    |
|   | <b>Monthly Report as of</b>          | <b>July-21</b>                  | <b>% Budget</b>          | <b>58%</b>         |
| Budget Category   | Original Budget<br>Jan. 21 - Dec. 21 | YTD Actual<br>Jan. 21 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                      |                                 |                          |                    |
| SHELTER - RENT  | <b>83,949.00</b>                     | 58,103.00                       | 25,846.00                | 69%                |
| Miscellaneous Facility Rental   | -                                    |                                 | -                        | 0%                 |
| <b>TOTAL</b>  | <b>\$ 83,949.00</b>                  | <b>\$ 58,103.00</b>             | <b>\$ 25,846.00</b>      | <b>69%</b>         |
| <b>SALARIES &amp; FRINGES:</b>  |                                      |                                 |                          |                    |
| Salaries  | 28,500.00                            | 1,139.00                        | 27,361.00                | 4%                 |
| Fringe/Benefits   | 11,400.00                            | 122.00                          | 11,278.00                | 1%                 |
| <b>TOTAL</b>  | <b>\$ 39,900.00</b>                  | <b>\$ 1,261.00</b>              | <b>\$ 38,639.00</b>      | <b>3%</b>          |
| <b>EQUIPMENT COSTS:</b>   |                                      |                                 |                          |                    |
| 5405 Depreciation   | 14,906.00                            | 3,727.00                        | 11,179.00                | 25%                |
| <b>TOTAL</b>  | <b>\$ 14,906.00</b>                  | <b>\$ 3,727.00</b>              | <b>\$ 11,179.00</b>      | <b>25%</b>         |
| <b>FACILITIES COSTS:</b>  |                                      |                                 |                          |                    |
| 5255 Maintenance/Repairs  | 6,500.00                             | 5,077.00                        | 1,423.00                 | 78%                |
| 5220 Pest Control   | 1,200.00                             | 520.00                          | 680.00                   | 43%                |
| 5620 Insurance  | 300.00                               | 75.00                           | 225.00                   | 25%                |
| 5535, 5425 Office Supplies  | 183.00                               | -                               | 183.00                   | 0%                 |
| 5571, 5570 Telephone  | 3,900.00                             | 2,087.00                        | 1,813.00                 | 54%                |
| 5230 Property Taxes   | 60.00                                | -                               | 60.00                    | 0%                 |
| 5270 Utilities  | 13,000.00                            | 4,275.00                        | 8,725.00                 | 33%                |
| 5280 Water/sewer/Garbage  | 4,000.00                             | 2,138.00                        | 1,862.00                 | 53%                |
| <b>TOTAL</b>  | <b>\$ 29,143.00</b>                  | <b>\$ 14,172.00</b>             | <b>\$ 14,971.00</b>      | <b>49%</b>         |
| <b>TOTAL COSTS</b>  | <b>\$ 83,949.00</b>                  | <b>\$ 19,160.00</b>             | <b>\$ 64,789.00</b>      | <b>23%</b>         |

|   |                                     |                                 |                          |                    |
|---|-------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter</b><br><b>Contract Term: 1/01/2018 thru 12/31/2021</b><br><b>FUNDING - DONATIONS - 80340</b> |                                     |                                 |                          |                    |
|   | Monthly Report as of                | July-21                         | % Budget                 |                    |
| Budget Category   | Original Budget<br>Jan. 18- Dec. 21 | YTD Actual<br>Jan. 18 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                     |                                 |                          |                    |
| Donations   | 44,767.00                           | 44,767.00                       |                          | 100%               |
| CSBG  | 162,470.00                          | 162,470.00                      |                          | 100%               |
| <b>TOTAL</b>  | <b>207,237.00</b>                   | <b>207,237.00</b>               | <b>-</b>                 | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>  |                                     |                                 |                          |                    |
| Salaries  | 75,393.00                           | 75,393.00                       | -                        | 100%               |
| Fringe/Benefits   | 36,535.00                           | 36,535.00                       | -                        | 100%               |
| <b>TOTAL</b>  | <b>111,928.00</b>                   | <b>111,928.00</b>               | <b>-</b>                 | <b>100%</b>        |
| <b>CONTRACTED SERVICES:</b>   |                                     |                                 |                          |                    |
| 5170 Contract Services- Consulting  | 2,025.00                            | 2,025.00                        | -                        |                    |
| <b>TOTAL</b>  | <b>2,025.00</b>                     | <b>2,025.00</b>                 | <b>-</b>                 | <b>100%</b>        |
| <b>OPERATION EXPENSES:</b>  |                                     |                                 |                          |                    |
| 5260 Security Service   | 3,137.00                            | 3,137.00                        | -                        | 100%               |
| 5270 Utilities-PG&E   | 13,280.00                           | 13,280.00                       | -                        | 100%               |
| 5280 Water & Sewer  | 3,747.00                            | 3,747.00                        | -                        | 100%               |
| 5522 Software licenses  | 58.00                               | 58.00                           | -                        | 100%               |
| 5520 Computer Supplies  | 3,665.00                            | 3,665.00                        | -                        | 100%               |
| 5535, 5551 Office Supplies  | 585.00                              | 585.00                          | -                        | 100%               |
| 5435 Leased - Copiers   | 996.00                              | 996.00                          | -                        | 100%               |
| 5570, 5571 Telephone  | 5,163.00                            | 5,163.00                        | -                        | 100%               |
| 5550 Postage  | 374.00                              | 374.00                          | -                        | 100%               |
| 5405 Depreciation- 2 A/C units  | 1,796.00                            | 1,796.00                        | -                        | 100%               |
| 5732 Meeting  | 170.00                              | 170.00                          | -                        | 100%               |
| 5722 Food   | 160.00                              | 160.00                          | -                        | 100%               |
| 5720, 5791 Fingerprinting   | 1,155.00                            | 1,155.00                        | -                        | 100%               |
| 5335, 5331 Travel   | 1,793.00                            | 1,793.00                        | -                        | 100%               |
| 5930 Other Cost   | 55.00                               | 55.00                           | -                        | 100%               |
| 5560 Supplies - Other   | 403.00                              | 403.00                          | -                        | 100%               |
| 5145 First Aid (Inc. WC)  | 180.00                              | 180.00                          | -                        | 100%               |
| 5240 Rental - Office  | 4,466.00                            | 4,466.00                        | -                        | 100%               |
| 5716 Dues   | 750.00                              | 750.00                          | -                        | 100%               |
| 5255 Maintenance/Repairs  | 41,827.00                           | 41,827.00                       | -                        | 100%               |
| 5620 Insurance  | 2,317.00                            | 2,317.00                        | -                        | 100%               |
| <b>TOTAL</b>  | <b>86,077.00</b>                    | <b>86,077.00</b>                | <b>-</b>                 | <b>100%</b>        |
| <b>PROGRAM COSTS:</b>   |                                     |                                 |                          |                    |
| 5736 Transitional Living Services   | 504.00                              | 504.00                          | -                        |                    |
| 5770 Household Supplies   | 262.00                              | 262.00                          | -                        | 100%               |
| 5772 Janitorial Supplies  | 1,268.00                            | 1,268.00                        | -                        | 100%               |
| 5806 Supportive Costs - Other   | 1,269.00                            | 1,269.00                        | -                        | 100%               |
| <b>TOTAL</b>  | <b>3,303.00</b>                     | <b>3,303.00</b>                 | <b>-</b>                 | <b>100%</b>        |
| <b>TOTAL COSTS</b>  | <b>\$ 203,333.00</b>                | <b>\$ 203,333.00</b>            | <b>\$ -</b>              | <b>100%</b>        |

|  |                                      |                                 |                          |                    |
|--|--------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter - Youth Bridge Housing</b><br><b>Contract Term: 07/09/2021 thru 06/30/23</b><br><b>County of Fresno - 80313</b> |                                      |                                 |                          |                    |
|  | <b>Monthly Report as of</b>          | <b>July-21</b>                  | <b>% Budget</b>          | <b>4%</b>          |
| Budget Category  | Original Budget<br>July 21 - June 23 | YTD Actual<br>Jul. 21 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                      |                                 |                          |                    |
| 4115 Billing Income - County   | 327,884.00                           | 14,090.00                       | 313,794.00               | 4%                 |
| <b>TOTAL</b>   | <b>\$ 327,884.00</b>                 | <b>\$ 14,090.00</b>             | <b>\$ 313,794.00</b>     | <b>4%</b>          |
| <b>SALARIES &amp; FRINGES:</b>   |                                      |                                 |                          |                    |
| Salaries   | 164,856.00                           | 8,315.00                        | 156,541.00               | 5%                 |
| Fringe/Benefits  | 57,892.00                            | 2,251.00                        | 55,641.00                | 4%                 |
| <b>TOTAL</b>   | <b>\$ 222,748.00</b>                 | <b>\$ 10,566.00</b>             | <b>\$ 212,182.00</b>     | <b>5%</b>          |
| <b>Facility Cost</b>   |                                      |                                 |                          |                    |
| 5255 Maintenance/Repairs   | 6,000.00                             | -                               | 6,000.00                 | 0%                 |
| 5260 Security Services   | 700.00                               | 16.00                           | 684.00                   | 2%                 |
| 5270 Utilities-PG&E  | 14,800.00                            | 1,069.00                        | 13,731.00                | 7%                 |
| 5280 Water & Sewer   | 8,000.00                             | 281.00                          | 7,719.00                 | 4%                 |
| 5205 Janitorial Services   | -                                    | -                               | -                        | 0%                 |
| 5772 Janitorial Supplies   | 2,880.00                             | -                               | 2,880.00                 | 0%                 |
| <b>TOTAL</b>   | <b>\$ 32,380.00</b>                  | <b>\$ 1,366.00</b>              | <b>\$ 31,014.00</b>      | <b>4%</b>          |
| <b>Services &amp; Supplies</b>   |                                      |                                 |                          |                    |
| 5115/5722/5724 Meals/Snacks  | 10,800.00                            | 101.00                          | 10,699.00                | 1%                 |
| 5315/ 5350 Vehicle Maint/Fuel/Rental   | 10,130.00                            | 422.00                          | 9,708.00                 | 4%                 |
| 5620 Insurance   | 3,600.00                             | 159.00                          | 3,441.00                 | 4%                 |
| 5435 Leased - Copiers  | 1,366.00                             | 62.00                           | 1,304.00                 | 5%                 |
| 5535 Office Supplies   | 1,400.00                             | -                               | 1,400.00                 | 0%                 |
| 5570, 5571 Telephone   | 2,520.00                             | 251.00                          | 2,269.00                 | 10%                |
| 5705 Bus Passes  | 5,278.00                             | -                               | 5,278.00                 | 0%                 |
| 5770 Shelter Furniture   | 2,400.00                             | -                               | 2,400.00                 | 0%                 |
| 5776 Client personal Supplies  | 2,829.00                             | -                               | 2,829.00                 | 0%                 |
| 5790 Staff Background  | -                                    | -                               | -                        | 0%                 |
| 5792 Staff Training  | 560.00                               | -                               | 560.00                   | 0%                 |
| 5806 Program Supplies  | 2,400.00                             | -                               | 2,400.00                 | 0%                 |
| 5927/5929 Client Health & Safety Education   | 2,400.00                             | -                               | 2,400.00                 | 0%                 |
| <b>TOTAL</b>   | <b>\$ 45,683.00</b>                  | <b>\$ 995.00</b>                | <b>\$ 44,688.00</b>      | <b>2%</b>          |
| <b>INDIRECT COSTS:</b>   |                                      |                                 |                          |                    |
| 5144 Indirect Costs - 9%   | 27,073.00                            | 1,163.00                        | 25,910.00                | 4%                 |
| <b>TOTAL</b>   | <b>\$ 27,073.00</b>                  | <b>\$ 1,163.00</b>              | <b>\$ 25,910.00</b>      | <b>4%</b>          |
| <b>TOTAL COSTS</b>   | <b>\$ 327,884.00</b>                 | <b>\$ 14,090.00</b>             | <b>\$ 313,794.00</b>     | <b>4%</b>          |

|   |                                      |                                 |                          |                    |
|---|--------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter - Youth Bridge Housing HEAP</b><br><b>Contract Term: 07/01/2021 thru 06/30/2023</b><br><b>City of Fresno - 80315</b> |                                      |                                 |                          |                    |
|   | <b>Monthly Report as of</b>          | <b>July-21</b>                  | <b>% Budget</b>          | <b>4%</b>          |
| Budget Category   | Original Budget<br>July 21 - June 23 | YTD Actual<br>Jul. 21 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                      |                                 |                          |                    |
| 4110 Billing Income - City  | 242,153.00                           | 7,179.00                        | 234,974.00               | 3%                 |
| <b>TOTAL</b>  | <b>\$ 242,153.00</b>                 | <b>\$ 7,179.00</b>              | <b>\$ 234,974.00</b>     | <b>3%</b>          |
| <b>SALARIES &amp; FRINGES:</b>  |                                      |                                 |                          |                    |
| Salaries  | 129,693.00                           | 4,184.00                        | 125,509.00               | 3%                 |
| Fringe/Benefits   | 41,730.00                            | 1,045.00                        | 40,685.00                | 3%                 |
| <b>TOTAL</b>  | <b>\$ 171,423.00</b>                 | <b>\$ 5,229.00</b>              | <b>\$ 166,194.00</b>     | <b>3%</b>          |
| <b>Facility Cost</b>  |                                      |                                 |                          |                    |
| 5255, 5205,5772 Maintenance/Repairs   | 1,800.00                             | -                               | 1,800.00                 | 0%                 |
| 5260 Security Services  | 590.00                               | 16.00                           | 574.00                   | 3%                 |
| 5270 Utilities-PG&E   | 4,500.00                             | 421.00                          | 4,079.00                 | 9%                 |
| 5280 Water & Sewer  | 2,700.00                             | 103.00                          | 2,597.00                 | 4%                 |
| 5220 Pest Control   | -                                    | -                               | -                        | 0%                 |
| 5240, 5237 Rent/ Minor Facility Improvement   | 760.00                               | -                               | 760.00                   | 0%                 |
| <b>TOTAL</b>  | <b>\$ 10,350.00</b>                  | <b>\$ 540.00</b>                | <b>\$ 9,810.00</b>       | <b>5%</b>          |
| <b>Services &amp; Supplies</b>  |                                      |                                 |                          |                    |
| 5115/5722/5724 Meals/Snacks   | 2,500.00                             | 39.00                           | 2,461.00                 | 2%                 |
| 5315/ 5350 Vehicle Maint/Fuel   | 1,000.00                             | -                               | 1,000.00                 | 0%                 |
| 5326 Rental Vehicle   | 10,000.00                            | 422.00                          | 9,578.00                 | 4%                 |
| 5620 Insurance  | 1,700.00                             | 62.00                           | 1,638.00                 | 4%                 |
| 5435, 5520 Leased - Copiers/Computer supplies   | 1,432.00                             | 62.00                           | 1,370.00                 | 4%                 |
| 5535 Office Supplies  | 1,500.00                             | -                               | 1,500.00                 | 0%                 |
| 5570, 5571 Telephone  | 6,000.00                             | 232.00                          | 5,768.00                 | 4%                 |
| 5705 Bus Passes   | 1,000.00                             | -                               | 1,000.00                 | 0%                 |
| 5770 Shelter Furniture  | 2,500.00                             | -                               | 2,500.00                 | 0%                 |
| 5776 Client personal Supplies   | 5,754.00                             | -                               | 5,754.00                 | 0%                 |
| 5792 Staff Training   | -                                    | -                               | -                        | 0%                 |
| 5806, 5550, 5774 Program Supplies   | 4,500.00                             | -                               | 4,500.00                 | 0%                 |
| 5927/5929 Client Health & Safety Education  | 2,500.00                             | -                               | 2,500.00                 | 0%                 |
| <b>TOTAL</b>  | <b>\$ 40,386.00</b>                  | <b>\$ 817.00</b>                | <b>\$ 39,569.00</b>      | <b>2%</b>          |
| <b>INDIRECT COSTS:</b>  |                                      |                                 |                          |                    |
| 5144 Indirect Costs - 9%  | 19,994.00                            | 593.00                          | 19,401.00                | 3%                 |
| <b>TOTAL</b>  | <b>\$ 19,994.00</b>                  | <b>\$ 593.00</b>                | <b>\$ 19,401.00</b>      | <b>3%</b>          |
| <b>TOTAL COSTS</b>  | <b>\$ 242,153.00</b>                 | <b>\$ 7,179.00</b>              | <b>\$ 234,974.00</b>     | <b>3%</b>          |

|   |                                      |                                 |                          |                    |
|---|--------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Shelter</b><br><b>Contract Term: 12/30/2019 thru 12/31/2021</b><br><b>City of Fresno - 80188</b> |                                      |                                 |                          |                    |
|   | <b>Monthly Report as of</b>          | <b>July-21</b>                  | <b>% Budget</b>          | <b>79%</b>         |
| Budget Category   | Original Budget<br>Dec. 19 - Dec. 21 | YTD Actual<br>Dec. 19 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>  |                                      |                                 |                          |                    |
| 4110 Billing income - City  | 368,000.00                           | 122,645.00                      | 245,355.00               | 33%                |
| <b>TOTAL</b>  | <b>\$ 368,000.00</b>                 | <b>\$ 122,645.00</b>            | <b>\$ 245,355.00</b>     | <b>33%</b>         |
| <b>SALARIES &amp; FRINGES:</b>  |                                      |                                 |                          |                    |
| Salaries  | 13,874.00                            | 14,132.00                       | (258.00)                 | 102%               |
| Fringe/Benefits   | 7,187.00                             | 6,946.00                        | 241.00                   | 97%                |
| <b>TOTAL</b>  | <b>\$ 21,061.00</b>                  | <b>\$ 21,078.00</b>             | <b>\$ (17.00)</b>        | <b>100%</b>        |
| <b>CONTRACTED SERVICES:</b>   |                                      |                                 |                          |                    |
| 5125 General Contractor   | 221,944.00                           | -                               | 221,944.00               | 0%                 |
| 5125 Lighting   | 10,000.00                            | -                               | 10,000.00                | 0%                 |
| 5125 Gate   | 10,000.00                            | -                               | 10,000.00                | 0%                 |
| 5125 HVAC   | 98,056.00                            | 98,056.00                       | -                        | 100%               |
| 5160 Audit  | 109.00                               | 55.00                           | 54.00                    | 50%                |
| <b>TOTAL</b>  | <b>\$ 340,109.00</b>                 | <b>\$ 98,111.00</b>             | <b>\$ 54.00</b>          | <b>29%</b>         |
| <b>INDIRECT COSTS:</b>  |                                      |                                 |                          |                    |
| 5144 Indirect Costs - 7.5%  | 6,830.00                             | 3,456.00                        | 3,374.00                 | 51%                |
| <b>TOTAL</b>  | <b>\$ 6,830.00</b>                   | <b>\$ 3,456.00</b>              | <b>\$ 3,374.00</b>       | <b>51%</b>         |
| <b>TOTAL COSTS</b>  | <b>\$ 368,000.00</b>                 | <b>\$ 122,645.00</b>            | <b>\$ 245,355.00</b>     | <b>33%</b>         |



**Fresno Economic Opportunities Commission**  
**Program: FCC HOPE**  
**Contract Term: 12/1/2020 thru 06/30/2022**  
**Fresno City College - 87150**

| Monthly Report as of                      |                                      | 7/31/2021                       | % Budget                   | 42%                  |
|---|--------------------------------------|---------------------------------|----------------------------|----------------------|
| Budget Category                           | Original Budget<br>Dec. 20 - Jun. 22 | YTD Actual<br>Dec. 20 - Jul. 21 | Balance as of<br>7/31/2021 | % Spent<br>7/31/2021 |
| <b>REVENUES:</b>                          |                                      |                                 |                            |                      |
| 4210 Billing income                       | 400,000.00                           | 150,340.00                      | 249,660.00                 | 38%                  |
| TOTAL                                     | \$ 400,000.00                        | \$ 150,340.00                   | \$ 249,660.00              | 38%                  |
| <b>SALARIES &amp; FRINGES:</b>            |                                      |                                 |                            |                      |
| Salaries & Fringe/Benefits                | 280,749.00                           | 96,629.00                       | 184,120.00                 | 34%                  |
| TOTAL                                     | \$ 280,749.00                        | \$ 96,629.00                    | \$ 184,120.00              | 34%                  |
| <b>CONTRACTED SERVICES:</b>               |                                      |                                 |                            |                      |
| 5125 Marketing                            | 25,000.00                            | 12,000.00                       | 13,000.00                  | 48%                  |
| TOTAL                                     | \$ 25,000.00                         | \$ 12,000.00                    | \$ 13,000.00               | 48%                  |
| <b>Operating Cost</b>                     |                                      |                                 |                            |                      |
| 5520 Computer Supplies                    | 6,800.00                             | 6,804.00                        | (4.00)                     | 100%                 |
| 5570, 55712 Telephone                     | 1,200.00                             | 248.00                          | 952.00                     | 21%                  |
| 5720 Fingerprinting                       | 273.00                               | 182.00                          | 91.00                      | 67%                  |
| 5435 Leased Copier                        | 1,200.00                             | 251.00                          | 949.00                     | 21%                  |
| 5535 Office Supplies                      | 2,400.00                             | 1,206.00                        | 1,194.00                   | 50%                  |
| 5252 Facility Expense                     | 7,500.00                             | 2,423.00                        | 5,077.00                   | 32%                  |
| 5315, 5326, 5350 Vehicle Expense          | 7,000.00                             | 1,918.00                        | 5,082.00                   | 27%                  |
| 5736 Emergency Housing Assistance/Motel V | 4,250.00                             | 4,248.00                        | 2.00                       | 100%                 |
| 5255 Shelter Facility Cost                | 2,400.00                             | 496.00                          | 1,904.00                   | 21%                  |
| 5776 Program Supplies                     | 2,400.00                             | 36.00                           | 2,364.00                   | 2%                   |
| Insurance                                 | 600.00                               | -                               | 600.00                     | 0%                   |
| 5930 Hacienda Facility                    | 24,000.00                            | 12,345.00                       | 11,655.00                  | 51%                  |
| 5806 Supportive Costs                     | 1,200.00                             | 326.00                          | 874.00                     | 27%                  |
| TOTAL                                     | \$ 61,223.00                         | \$ 30,483.00                    | \$ 874.00                  | 50%                  |
| <b>INDIRECT COSTS:</b>                    |                                      |                                 |                            |                      |
| 5144 Indirect Costs - 9%                  | 33,028.00                            | 11,228.00                       | 21,800.00                  | 34%                  |
| TOTAL                                     | \$ 33,028.00                         | \$ 11,228.00                    | \$ 21,800.00               | 34%                  |
| <b>TOTAL COSTS</b>                        | \$ 400,000.00                        | \$ 150,340.00                   | \$ 249,660.00              | 38%                  |



|   |                                      |                                |                            |                      |
|---|--------------------------------------|--------------------------------|----------------------------|----------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: County HOPE</b><br><b>Contract Term: 7/1/2021 thru 06/30/2022</b><br><b>County of Fresno - 87152</b> |                                      |                                |                            |                      |
|   | <b>Monthly Report as of</b>          | <b>7/31/2021</b>               | <b>% Budget</b>            | <b>8%</b>            |
| Budget Category   | Original Budget<br>Jul. 21 - Jun. 22 | YTD Actual<br>Jul 21 - Jul. 21 | Balance as of<br>7/31/2021 | % Spent<br>7/31/2021 |
| <b>REVENUES:</b>  |                                      |                                |                            |                      |
| 4210 Billing income   | 234,290.00                           | 5,125.00                       | 229,165.00                 | 2%                   |
| TOTAL   | \$ 234,290.00                        | \$ 5,125.00                    | \$ 229,165.00              | 2%                   |
| <b>SALARIES &amp; FRINGES:</b>  |                                      |                                |                            |                      |
| Salaries  | 112,419.00                           | 2,895.00                       | 109,524.00                 | 3%                   |
| Fringe/Benefits   | 57,471.00                            | 1,760.00                       | 55,711.00                  | 3%                   |
| TOTAL   | \$ 169,890.00                        | \$ 4,655.00                    | \$ 165,235.00              | 3%                   |
| <b>Operating Cost</b>   |                                      |                                |                            |                      |
| 5535, 5435, 5571 Office Supplies / phone  | 1,256.00                             | 47.00                          | 1,209.00                   | 4%                   |
| Insurance   | 500.00                               | -                              | 500.00                     | 0%                   |
| Rental Assistance   | 42,099.00                            | -                              | 42,099.00                  | 0%                   |
| 5776, 5806 Program Supplies   | 1,200.00                             | -                              | 1,200.00                   | 0%                   |
| TOTAL   | \$ 45,055.00                         | \$ 47.00                       | \$ -                       | 0%                   |
| <b>INDIRECT COSTS:</b>  |                                      |                                |                            |                      |
| 5144 Indirect Costs - 9%  | 19,345.00                            | 423.00                         | 18,922.00                  | 2%                   |
| TOTAL   | \$ 19,345.00                         | \$ 423.00                      | \$ 18,922.00               | 2%                   |
| <b>TOTAL COSTS</b>  | \$ 234,290.00                        | \$ 5,125.00                    | \$ 229,165.00              | 2%                   |

|  |  |  |                                       |                                  |                          |                          |
|--|--|--|---------------------------------------|----------------------------------|--------------------------|--------------------------|
| Fresno Economic Opportunities Commission |  |  |                                       |                                  |                          |                          |
| Program: PROJECT HERO TEAM 2             |  |  |                                       |                                  |                          |                          |
| Sept. 2020 - Aug. 2021                   |  |  |                                       |                                  |                          |                          |
| HUD - 81845 - SUPPORTIVE SERVICES        |  |  | 25% MATCH REQUIRED                    |                                  |                          |                          |
| HUD - 81846 - ADMIN                      |  |  |                                       |                                  |                          |                          |
| Monthly report as of :                   |  |  | July-21                               | Budget                           | 92%                      |                          |
| Budget Category                          |  |  | Original Budget<br>Sept. 20 - Aug. 21 | YTD Actual<br>Sept. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent as of<br>July-21 |
| REVENUES:                                |  |  |                                       |                                  |                          |                          |
|  | HUD -Project Hero Team 2 - SUPPORTIVE SERVICES |  | 483,088.00                            | 330,896.00                       | 152,192.00               | 68%                      |
|  |  |  |                                       |                                  |                          |                          |
|  | HUD -Project Hero Team 2 - ADMIN SERVICES      |  | 41,912.00                             | 30,090.00                        | 11,822.00                | 72%                      |
| TOTAL                                    |  |  | \$ 525,000.00                         | \$ 360,986.00                    | \$ 164,014.00            | 69%                      |
| SUPPORTIVE SERVICES PERSONNEL:           |  |  |                                       |                                  |                          |                          |
| Case Management/Housing Specialist       |  |  | 312,108.00                            | 191,214.00                       | 120,894.00               | 61%                      |
| TOTAL                                    |  |  | 312,108.00                            | \$ 191,214.00                    | \$ 120,894.00            | 61%                      |
| PROGRAM SUPPORTIVE COSTS:                |  |  |                                       |                                  | -                        |                          |
| 5135                                     | Assistance with Moving Costs                   |  | 4,000.00                              | -                                | 4,000.00                 | 0%                       |
| 5776                                     | Employment Services                            |  | 3,000.00                              | -                                | 3,000.00                 | 0%                       |
| 5325                                     | Leased vehicle                                 |  | 9,840.00                              | 8,733.00                         | 1,107.00                 | 89%                      |
| 5315, 5330, 5350                         | Fuel/Mileage/vehicle maintenance               |  | 10,912.00                             | 8,748.00                         | 2,164.00                 | 80%                      |
| 5520                                     | Computer Supplies                              |  | 1,600.00                              | -                                | 1,600.00                 | 0%                       |
| 5570, 5571                               | Telephone                                      |  | 3,800.00                              | 3,374.00                         | 426.00                   | 89%                      |
| 5535, 5435                               | Office Supplies                                |  | 2,900.00                              | 2,831.00                         | 69.00                    | 98%                      |
| 5240                                     | Office Rental / Facility Cost                  |  | 12,672.00                             | 5,967.00                         | 6,705.00                 | 47%                      |
| 5537                                     | Office Furniture                               |  | 1,312.00                              | 1,312.00                         | -                        | 100%                     |
| 5705                                     | Bus pass                                       |  | 1,300.00                              | 55.00                            | 1,245.00                 | 4%                       |
| 5737, 5555, 5539                         | Outreach                                       |  | 64,500.00                             | 64,286.00                        | 214.00                   | 100%                     |
| 5620                                     | Insurance                                      |  | 4,120.00                              | 3,329.00                         | 791.00                   | 81%                      |
| 5722, 5724                               | Food   |  | 14,200.00                             | 14,804.00                        | (604.00)                 | 104%                     |
| 5270                                     | Utilities                                      |  | -                                     | -                                | -                        |                          |
| 5770, 5806, 5772                         | Program Supplies Household                     |  | 5,000.00                              | 4,522.00                         | 478.00                   | 90%                      |
| 5930                                     | Rental Application Fees                        |  | 2,520.00                              | 30.00                            | 2,490.00                 | 1%                       |
| 5800, 5776                               | Workshop supplies                              |  | 305.00                                | -                                | 305.00                   | 0%                       |
| TOTAL                                    |  |  | \$ 141,981.00                         | \$ 117,991.00                    | \$ 23,990.00             | 83%                      |
| INDIRECT COSTS:                          |  |  |                                       |                                  |                          |                          |
| 5144                                     | Indirect Costs - 7.50%                         |  | 28,999.00                             | 21,691.00                        | 7,308.00                 | 75%                      |
| TOTAL                                    |  |  | \$ 28,999.00                          | \$ 21,691.00                     | \$ 7,308.00              | 75%                      |
| TOTAL SUPPORTIVE SERVICES COSTS          |  |  | \$ 483,088.00                         | \$ 330,896.00                    | \$ 152,192.00            | 68%                      |
| ADMIN PROGRAM COSTS:                     |  |  |                                       |                                  | -                        |                          |
|  | Admin Salaries & Benefits                      |  | 35,892.00                             | 27,497.00                        | 8,395.00                 | 77%                      |
| 5790, 5792                               | Staff Screening/ Staff Training                |  | 455.00                                | 86.00                            | 369.00                   | 19%                      |
| 5535                                     | Office Supplies                                |  | 14.00                                 | 14.00                            | 0.00                     | 100%                     |
| 5571                                     | Telephone                                      |  | 350.00                                | 264.00                           | 86.00                    | 75%                      |
| 5330, 5340                               | Travel   |  | 2,112.00                              | -                                | 2,112.00                 | 0%                       |
| 5115                                     | Food/bottled water                             |  | -                                     | -                                | 0.00                     |                          |
| 5716                                     | Dues   |  | 165.00                                | 130.00                           | 35.00                    | 79%                      |
| TOTAL                                    |  |  | \$ 38,988.00                          | 27,991.00                        | \$ 10,997.00             | 72%                      |
| CONTRACTED SERVICES:                     |  |  |                                       |                                  |                          |                          |
| 5144                                     | Administration @ 7.5%                          |  | 2,924.00                              | 2,099.00                         | 825.00                   | 72%                      |
| TOTAL                                    |  |  | \$ 2,924.00                           | 2,099.00                         | \$ 825.00                | 72%                      |
| TOTAL COSTS                              |  |  | \$ 41,912.00                          | \$ 30,090.00                     | \$ 11,822.00             | 72%                      |
| TOTAL                                    |  |  | 525,000.00                            | 360,986.00                       | 164,014.00               | 69%                      |

|  |                                       |                                 |                          |                          |
|--|---------------------------------------|---------------------------------|--------------------------|--------------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: PROJECT HEARTH</b><br><b>Oct. 2020 - Sept. 2021</b><br><b>HUD - 81815 - SUPPORTIVE SERVICES</b><br><b>HUD - 81810 - RENTAL ASSISTANCE</b><br><b>HUD - 81816 - ADMIN</b> |                                       |                                 |                          |                          |
| 25% MATCH REQUIRED   |                                       |                                 |                          |                          |
| Monthly report as of : July-21 Budget 83%  |                                       |                                 |                          |                          |
| Budget Category  | Original Budget<br>Oct. 20 - Sept. 21 | YTD Actual<br>Oct. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent as of<br>July-21 |
| <b>REVENUES:</b>   |                                       |                                 |                          |                          |
| HUD -Project Hearth - SUPPORTIVE SERVICES  | 70,765.00                             | 60,373.00                       | 10,392.00                | 85%                      |
| HUD -Project Hearth - RENTAL ASSISTANCE  | 186,136.00                            | 164,928.00                      | 21,208.00                | 89%                      |
| HUD -Project Hearth - ADMIN SERVICES   | 23,037.00                             | 19,097.00                       | 3,940.00                 | 83%                      |
| TOTAL  | \$ 279,938.00                         | \$ 244,398.00                   | \$ 35,540.00             | 87%                      |
| <b>SUPPORTIVE SERVICES PERSONNEL:</b>  |                                       |                                 |                          |                          |
| Case Management/Housing Specialist   | 51,821.00                             | 43,437.00                       | 8,384.00                 | 84%                      |
| TOTAL  | 51,821.00                             | \$ 43,437.00                    | \$ 8,384.00              | 84%                      |
| <b>PROGRAM SUPPORTIVE COSTS:</b>   |                                       |                                 |                          |                          |
| 5125 Housing Authority   | 1,715.00                              | 1,645.00                        | 70.00                    | 96%                      |
| 5930 California Property Inspection Services   | 4,200.00                              | 3,750.00                        | 450.00                   | 89%                      |
| 5315, 5330, 5345, 5350 Fuel/Mileage  | 500.00                                | 406.00                          | 94.00                    | 81%                      |
| 5270 Utility Deposits  | -                                     | -                               | -                        |                          |
| 5570, 5571 Telephone   | 660.00                                | 506.00                          | 154.00                   | 77%                      |
| 5535, 5435, 5555 Office Supplies   | 1,660.00                              | 1,358.00                        | 302.00                   | 82%                      |
| 5240 Office Rental   | 2,880.00                              | 2,386.00                        | 494.00                   | 83%                      |
| 5705 Bus Pass  | 720.00                                | 720.00                          | -                        | 100%                     |
| 5737 Outreach  | -                                     | -                               | -                        |                          |
| 5620 Insurance   | 1,064.00                              | 888.00                          | 176.00                   | 83%                      |
| 5722, 5724 Food  | 200.00                                | 166.00                          | 34.00                    | 83%                      |
| 5770, 5806, 5772 Program Supplies Household / Supportive Cost  | 992.00                                | 1,280.00                        | (288.00)                 | 129%                     |
| 5135 Moving Cost   | -                                     | -                               | -                        |                          |
| 5800 Workshop supplies   | -                                     | -                               | -                        |                          |
| TOTAL  | \$ 14,591.00                          | \$ 13,105.00                    | \$ 1,486.00              | 90%                      |
| <b>INDIRECT COSTS:</b>   |                                       |                                 |                          |                          |
| 5144 Indirect Costs - 7.50%  | 4,353.00                              | 3,831.00                        | 522.00                   | 88%                      |
| TOTAL  | \$ 4,353.00                           | \$ 3,831.00                     | \$ 522.00                | 88%                      |
| <b>TOTAL SUPPORTIVE SERVICES COSTS</b>   | <b>\$ 70,765.00</b>                   | <b>\$ 60,373.00</b>             | <b>\$ 9,870.00</b>       | <b>85%</b>               |
| <b>CONTRACTED SERVICES:</b>  |                                       |                                 |                          |                          |
| 5240 Rental Assistance   | 186,136.00                            | 164,928.00                      | 21,208.00                | 89%                      |
| TOTAL  | \$ 186,136.00                         | 164,928.00                      | \$ 21,208.00             | 89%                      |
| <b>TOTAL COSTS</b>   | <b>\$ 186,136.00</b>                  | <b>\$ 164,928.00</b>            | <b>\$ 21,208.00</b>      | <b>89%</b>               |
| <b>ADMIN PROGRAM COSTS:</b>  |                                       |                                 |                          |                          |
| Admin Salaries & Benefits  | 20,980.00                             | 17,439.00                       | 3,541.00                 | 83%                      |
| 5792, 5790 Staff Training/screening  | 80.00                                 | 64.00                           | 16.00                    | 80%                      |
| 5716 Dues  | 130.00                                | 130.00                          | 0.00                     | 100%                     |
| 5330, 5335, 5340 Mileage/Travel  | -                                     | -                               | 0.00                     |                          |
| 5570, 5571 Telephone   | 170.00                                | 132.00                          | 38.00                    | 78%                      |
| TOTAL  | \$ 21,360.00                          | 17,765.00                       | \$ 3,595.00              | 83%                      |
| <b>CONTRACTED SERVICES:</b>  |                                       |                                 |                          |                          |
| 5144 Administration @ 7.5%   | 1,677.00                              | 1,332.00                        | 345.00                   | 79%                      |
| TOTAL  | \$ 1,677.00                           | 1,332.00                        | \$ 345.00                | 79%                      |
| <b>TOTAL COSTS</b>   | <b>\$ 23,037.00</b>                   | <b>\$ 19,097.00</b>             | <b>\$ 3,940.00</b>       | <b>83%</b>               |
| <b>TOTAL</b>   | <b>279,938.00</b>                     | <b>244,398.00</b>               | <b>35,018.00</b>         | <b>87%</b>               |

|   |                                       |                                 |                          |                          |
|---|---------------------------------------|---------------------------------|--------------------------|--------------------------|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: Project Hearth - Other</b><br><b>Oct. 2020 - Sept. 2021</b><br><b>Project Hearth Other - 81825 / 81824</b> |                                       |                                 |                          |                          |
|   | <b>Monthly report as of :</b>         | <b>July-21</b>                  | <b>Budget</b>            | <b>83%</b>               |
| Budget Category   | Original Budget<br>Oct. 20 - Sept. 21 | YTD Actual<br>Oct. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent as of<br>July-21 |
| <b>REVENUES:</b>  |                                       |                                 |                          |                          |
| Rental Income   | 50.00                                 | 50.00                           | -                        | 100%                     |
| TOTAL   | \$ 50.00                              | \$ 50.00                        | \$ -                     | 100%                     |
| <b>CONTRACTED SERVICES:</b>   |                                       |                                 |                          |                          |
| TOTAL   | \$ -                                  | \$ -                            | \$ -                     | 0%                       |
| <b>OPERATION EXPENSES:</b>  |                                       |                                 |                          |                          |
| TOTAL   | \$ -                                  | \$ -                            | \$ -                     | 0%                       |
| <b>TOTAL COSTS</b>  | \$ -                                  | \$ -                            | \$ -                     | 0%                       |

OVER/UNDER

\$ 50.00

|   |                                       |                                  |                          |                          |  |
|---|---------------------------------------|----------------------------------|--------------------------|--------------------------|--|
| <b>Fresno Economic Opportunities Commission</b><br><b>Program: PROJECT HOMEPLATE</b><br><b>Sept. 2020 - Aug. 2021</b><br><b>HUD - 81835 - SUPPORTIVE SERVICES</b><br><b>HUD - 81830 - RENTAL ASSISTANCE</b><br><b>HUD - 81836 - ADMIN</b> |                                       |                                  |                          |                          |  |
| 25% MATCH REQUIRED  |                                       |                                  |                          |                          |  |
| Monthly report as of : <b>July-21</b> <b>Budget</b> <b>92%</b>  |                                       |                                  |                          |                          |  |
| Budget Category   | Original Budget<br>Sept. 20 - Aug. 21 | YTD Actual<br>Sept. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent as of<br>July-21 |  |
| <b>REVENUES:</b>  |                                       |                                  |                          |                          |  |
| HUD -Project Hearth - SUPPORTIVE SERVICES   | 109,139.00                            | 79,602.00                        | 29,537.00                | 73%                      |  |
| HUD -Project Hearth - RENTAL ASSISTANCE   | 211,992.00                            | 132,958.00                       | 79,034.00                | 63%                      |  |
| HUD -Project Hearth - ADMIN SERVICES  | 22,467.00                             | 20,133.00                        | 2,334.00                 | 90%                      |  |
| <b>TOTAL</b>  | <b>\$ 343,598.00</b>                  | <b>\$ 232,693.00</b>             | <b>\$ 110,905.00</b>     | <b>68%</b>               |  |
| <b>SUPPORTIVE SERVICES PERSONNEL:</b>   |                                       |                                  |                          |                          |  |
| Case Management/Program Manager   | 74,019.00                             | 51,743.00                        | 22,276.00                | 70%                      |  |
| <b>TOTAL</b>  | <b>74,019.00</b>                      | <b>\$ 51,743.00</b>              | <b>\$ 22,276.00</b>      | <b>70%</b>               |  |
| <b>PROGRAM SUPPORTIVE COSTS:</b>  |                                       |                                  | -                        |                          |  |
| 5125 Housing Authority  | 1,610.00                              | 1,530.00                         | 80.00                    | 95%                      |  |
| 5930 California Property Inspection Services  | 5,000.00                              | 4,900.00                         | 100.00                   | 98%                      |  |
| 5315, 5330, 5705 Fuel/Mileage / Bus Pass  | 4,538.00                              | 1,137.00                         | 3,401.00                 | 25%                      |  |
| 5190 Utility Deposits   | -                                     | -                                | -                        | 0%                       |  |
| 5570, 5571 Telephone  | 980.00                                | 715.00                           | 265.00                   | 73%                      |  |
| 5535, 5555, 5520, 5435 Office Supplies  | 6,200.00                              | 6,046.00                         | 154.00                   | 98%                      |  |
| 5240, Office Rental   | 4,000.00                              | 2,737.00                         | 1,263.00                 | 68%                      |  |
| 5737 Outreach   | -                                     | -                                | -                        | 0%                       |  |
| 5620 Insurance  | 1,064.00                              | 980.00                           | 84.00                    | 92%                      |  |
| 5722, 5724 Food   | 1,910.00                              | 587.00                           | 1,323.00                 | 31%                      |  |
| 5770, 5806, 5772 Program Supplies Household   | 1,080.00                              | 1,081.00                         | (1.00)                   | 100%                     |  |
| 5776, 5798 Work Experience  | 3,000.00                              | 3,000.00                         |                          |                          |  |
| 5800 Workshop supplies  | -                                     | -                                | -                        | 0%                       |  |
| 5190 Professional Services - Legal  | -                                     | -                                | -                        | 0%                       |  |
| <b>TOTAL</b>  | <b>\$ 29,382.00</b>                   | <b>\$ 22,713.00</b>              | <b>\$ 6,669.00</b>       | <b>77%</b>               |  |
| <b>INDIRECT COSTS:</b>  |                                       |                                  |                          |                          |  |
| 5144 Indirect Costs - 7.50%   | 5,738.00                              | 5,146.00                         | 592.00                   | 90%                      |  |
| <b>TOTAL</b>  | <b>\$ 5,738.00</b>                    | <b>\$ 5,146.00</b>               | <b>\$ 592.00</b>         | <b>90%</b>               |  |
| <b>TOTAL SUPPORTIVE SERVICES COSTS</b>  | <b>\$ 109,139.00</b>                  | <b>\$ 79,602.00</b>              | <b>\$ 29,537.00</b>      | <b>73%</b>               |  |
| <b>CONTRACTED SERVICES:</b>   |                                       |                                  |                          |                          |  |
| 5240 Rental Assistance  | 211,992.00                            | 132,958.00                       | 79,034.00                | 63%                      |  |
| <b>TOTAL</b>  | <b>\$ 211,992.00</b>                  | <b>\$ 132,958.00</b>             | <b>\$ 79,034.00</b>      | <b>63%</b>               |  |
| <b>TOTAL COSTS</b>  | <b>\$ 211,992.00</b>                  | <b>\$ 132,958.00</b>             | <b>\$ 79,034.00</b>      | <b>63%</b>               |  |
| <b>ADMIN PROGRAM COSTS:</b>   |                                       |                                  | -                        |                          |  |
| Admin Salaries & Benefits   | 19,530.00                             | 18,022.00                        | 1,508.00                 | 92%                      |  |
| 5716 Dues   | 130.00                                | 130.00                           | 0.00                     | 100%                     |  |
| 5515 Bottle Water   | 6.00                                  | 6.00                             | 0.00                     | 100%                     |  |
| 5535 Office Supplies  | 14.00                                 | 14.00                            | 0.00                     | 100%                     |  |
| 5790, 5792 Staff screening/training   | 350.00                                | 410.00                           | (60.00)                  | 117%                     |  |
| 5330, 5335 Mileage/travel   | 720.00                                | -                                | 720.00                   | 0%                       |  |
| 5570, 5571 Telephone  | 150.00                                | 146.00                           | 4.00                     | 97%                      |  |
| <b>TOTAL</b>  | <b>\$ 20,900.00</b>                   | <b>18,728.00</b>                 | <b>\$ 2,172.00</b>       | <b>90%</b>               |  |
| <b>CONTRACTED SERVICES:</b>   |                                       |                                  |                          |                          |  |
| 5144 Administration @ 7.5%  | 1,567.00                              | 1,405.00                         | 162.00                   | 90%                      |  |
| <b>TOTAL</b>  | <b>\$ 1,567.00</b>                    | <b>1,405.00</b>                  | <b>\$ 162.00</b>         | <b>90%</b>               |  |
| <b>TOTAL COSTS</b>  | <b>\$ 22,467.00</b>                   | <b>\$ 20,133.00</b>              | <b>\$ 2,334.00</b>       | <b>90%</b>               |  |
| <b>TOTAL</b>  | <b>343,598.00</b>                     | <b>232,693.00</b>                | <b>110,905.00</b>        | <b>68%</b>               |  |

**Fresno Economic Opportunities Commission**  
**Program: Project Homeplate - Other**  
**Sept. 2020 - Aug. 2021**  
**Project Home Plate Other - 81837 / 81838**

|                             |  | Monthly report as of :                |                                  | Budget                   | 92%                      |
|-----------------------------|--|---------------------------------------|----------------------------------|--------------------------|--------------------------|
| Budget Category             |  | Original Budget<br>Sept. 20 - Aug. 20 | YTD Actual<br>Sept. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent as of<br>July-21 |
| <b>REVENUES:</b>            |  |                                       |                                  |                          |                          |
| CSBG                        |  | -                                     |                                  | -                        | 0%                       |
| Rental Income               |  | 732.00                                | 732.00                           | -                        | 100%                     |
| TOTAL                       |  | \$ 732.00                             | \$ 732.00                        | \$ -                     | 100%                     |
| <b>CONTRACTED SERVICES:</b> |  |                                       |                                  |                          |                          |
| 5160 Audit                  |  | -                                     | -                                | -                        | 0%                       |
| TOTAL                       |  | \$ -                                  | \$ -                             | \$ -                     | 0%                       |
| <b>OPERATION EXPENSES:</b>  |  |                                       |                                  |                          |                          |
| 5792 Staff Training         |  | -                                     | -                                | -                        | 0%                       |
| 5701 Advertisement          |  | -                                     | -                                | -                        | 0%                       |
| 5716 Due                    |  | -                                     | -                                | -                        | 0%                       |
| TOTAL                       |  | \$ -                                  | \$ -                             | \$ -                     | 0%                       |
| <b>TOTAL COSTS</b>          |  | \$ -                                  | \$ -                             | \$ -                     | 0%                       |

OVER/UNDER \$ 732.00



|  |                                       |                                 |                          |                    |
|--|---------------------------------------|---------------------------------|--------------------------|--------------------|
| <b>Fresno County Economic Opportunities Commission</b><br><b>Program: Phoenix Project - HUD Permanent Housing</b><br><b>Contract Term: 09/01/2020 thru 08/31/2021</b><br><b>HUD FUNDING - 81715/81721 - SUPPORTIVE SERVICES</b><br><b>HUD FUNDING - 81720 - Sanctuary OPERATIONS</b><br><b>HUD FUNDING - 81716 - ADMIN/LEASING</b> |                                       |                                 |                          |                    |
| <div> <div>REQUIRED MATCH</div> <div>25 % MATCH REQUIRED</div> </div>  |                                       |                                 |                          |                    |
| <div> <div>Monthly report as of :</div> <div>July-21</div> <div>% BUDGET</div> <div>92%</div> </div>   |                                       |                                 |                          |                    |
| Budget Category  | Original Budget<br>Sept. 20 - Aug. 21 | YTD Actual<br>Sept.20 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                       |                                 |                          |                    |
| HUD - Phoenix Project - SUPPORTIVE SERVICES  | 84,012.00                             | 75,580.00                       | 8,432.00                 | 90%                |
| HUD - Phoenix Project - OPERATIONS   | 85,994.00                             | 51,623.00                       | 34,371.00                | 60%                |
| HUD - Phoenix Project - LEASING  | 208,862.00                            | 190,424.00                      | 18,438.00                | 91%                |
| HUD - Phoenix Project - ADMIN  | 20,574.00                             | 18,313.00                       | 2,261.00                 | 89%                |
| TOTAL  | \$ 399,442.00                         | \$ 335,940.00                   | \$ 63,502.00             | 84%                |
| <b>SUPPORTIVE SERVICES PERSONNEL:</b>  |                                       |                                 |                          |                    |
| Salaries   | 41,001.00                             | 38,621.00                       | 2,380.00                 | 94%                |
| Fringe/Benefits  | 13,508.00                             | 11,974.00                       | 1,534.00                 | 89%                |
| 81721 HA Services  | 2,303.00                              | 2,287.00                        | 16.00                    | 99%                |
| TOTAL  | \$ 56,812.00                          | \$ 52,882.00                    | \$ 3,930.00              | 93%                |
| <b>SUPPORTIVE SERVICES PROGRAM COSTS:</b>  |                                       |                                 |                          |                    |
| 5722, 5724, 5115 Food Supplies   | 960.00                                | 866.00                          | 94.00                    | 90%                |
| 5330, 5315, 5345, 5 Mileage  | 8,040.00                              | 5,252.00                        | 2,788.00                 | 65%                |
| 5705, 5706 Bus Pass  | 1,266.00                              | 1,104.00                        | 162.00                   | 87%                |
| 5570, 5571, 5575 Telephone   | 1,080.00                              | 897.00                          | 183.00                   | 83%                |
| 5535, 5550, 5512, 5 Office Supplies  | 1,176.00                              | 510.00                          | 666.00                   | 43%                |
| 5240, Office Rental  | 4,320.00                              | 3,336.00                        | 984.00                   | 77%                |
| 5270 Utilities   | -                                     | -                               | -                        |                    |
| 5605, 5630 Insurance   | 1,048.00                              | 385.00                          | 663.00                   | 0%                 |
| 5770, 5772, 5774, 58 Household Supplies  | -                                     | 1,205.00                        | (1,205.00)               | 0%                 |
| 5798, 5776, 5808 Employment Services   | -                                     | -                               | -                        | 0%                 |
| 5800, 5729 Workshop Supplies   | -                                     | -                               | -                        | 0%                 |
| 5930 California Property Inspection Services   | 5,050.00                              | 4,625.00                        | 425.00                   | 0%                 |
| 5135, 5560 Moving Cost   | -                                     | -                               | -                        | 0%                 |
| TOTAL  | \$ 22,940.00                          | \$ 18,180.00                    | \$ 4,760.00              | 79%                |
| <b>INDIRECT COSTS:</b>   |                                       |                                 |                          |                    |
| 5144 Indirect Costs - 7.50%  | 4,260.00                              | 4,518.00                        | (258.00)                 | 106%               |
| TOTAL  | \$ 4,260.00                           | \$ 4,518.00                     | \$ (258.00)              | 106%               |
| <b>SUPPORTIVE SERVICES TOTAL COSTS</b>   | <b>\$ 84,012.00</b>                   | <b>\$ 75,580.00</b>             | <b>\$ 8,432.00</b>       | <b>90%</b>         |
| <b>OPERATIONS PERSONNEL:</b>   |                                       |                                 |                          |                    |
| - Salaries   | 41,538.00                             | 25,491.00                       | 16,047.00                | 61%                |
| - Fringe/Benefits  | 25,797.00                             | 15,782.00                       | 10,015.00                | 61%                |
| TOTAL  | \$ 67,335.00                          | \$ 41,273.00                    | \$ 26,062.00             | 61%                |
| <b>OPERATING COST:</b>   |                                       |                                 |                          |                    |
| 5415 Computer/Printer  | -                                     | -                               | -                        |                    |
| 5435 Lease Copier  | 700.00                                | 615.00                          | 85.00                    | 88%                |
| 5537 Office Furnishing   | -                                     | -                               | -                        |                    |
| 5605 Insurance   | 300.00                                | 144.00                          | 156.00                   | 0%                 |
| 5770, 5772 Household Furnishing  | 3,588.00                              | 1,312.00                        | 2,276.00                 | 37%                |
| 5270 Utilities   | -                                     | -                               | -                        |                    |
| 5255, 5220, 5205 Repair & Maintenance  | 8,890.00                              | 4,730.00                        | 4,160.00                 | 53%                |
| TOTAL  | \$ 13,478.00                          | \$ 6,801.00                     | \$ 6,677.00              | 50%                |
| <b>OPERATIONS INDIRECT COSTS:</b>  |                                       |                                 |                          |                    |
| 5144 Indirect Costs - 7.50%  | 5,181.00                              | 3,549.00                        | 1,632.00                 | 69%                |
| TOTAL  | \$ 5,181.00                           | \$ 3,549.00                     | \$ 1,632.00              | 69%                |
| <b>OPERATING TOTAL COSTS</b>   | <b>\$ 85,994.00</b>                   | <b>\$ 51,623.00</b>             | <b>\$ 34,371.00</b>      | <b>60%</b>         |
| <b>CONTRACTED SERVICES:</b>  |                                       |                                 |                          |                    |
| Leasing  | 208,862.00                            | 190,424.00                      | 18,438.00                | 91%                |
| Administration - Sanctuary   | 20,574.00                             | 18,313.00                       | 2,261.00                 | 89%                |
| <b>TOTAL CONTRACTED SERVICES</b>   | <b>\$ 229,436.00</b>                  | <b>\$ 208,737.00</b>            | <b>\$ 20,699.00</b>      | <b>91%</b>         |
| <b>TOTAL COSTS</b>   | <b>\$ 399,442.00</b>                  | <b>\$ 335,940.00</b>            | <b>\$ 63,502.00</b>      | <b>84.1%</b>       |

|  |              |                                       |                                 |                          |
|--|--------------|---------------------------------------|---------------------------------|--------------------------|
| <b>Fresno County Economic Opportunities Commission</b><br><b>Program: Phoenix Project - HUD Permanent Housing</b><br><b>Contract Term: 09/01/2020 thru 08/31/2021</b><br><b>81725 / 81724 - Phoenix DONATIONS/RENT</b> |              |                                       |                                 |                          |
|  |              | Monthly report as of :                | July-21                         | % BUDGET                 |
| Budget Category  |              | Original Budget<br>Sept. 19 - Aug. 21 | YTD Actual<br>Sept.19 - Jul. 21 | Balance as of<br>July-21 |
| <b>REVENUES:</b>   |              |                                       |                                 |                          |
| CSBG   | -            | -                                     | -                               |                          |
| Phoenix - RENT   | 55,527.00    | 55,527.00                             | -                               | 100%                     |
| Miscellaneous Inc.   | -            |                                       |                                 |                          |
| TOTAL  | \$ 55,527.00 | \$ 55,527.00                          | \$ -                            |                          |
| <b>SALARIES &amp; FRINGES:</b>   |              |                                       |                                 |                          |
| Salaries   | 2,617.00     | 2,617.00                              | \$ -                            | 100%                     |
| Fringe & Benefits  | 771.00       | 771.00                                | \$ -                            | 100%                     |
|  | 3,388.00     | \$ 3,388.00                           | \$ -                            | 100%                     |
| <b>OPERATION EXPENSES:</b>   |              |                                       |                                 |                          |
| 5737 Outreach  | -            | -                                     | -                               |                          |
| 5736 Transitional Living   | -            | -                                     | -                               |                          |
| 5701 Advertisement   | -            |                                       | -                               |                          |
| 5160 Audit   | -            |                                       | -                               |                          |
| 5515 Bottled Water   | 428.00       | 428.00                                |                                 |                          |
| 5535, 5560, 5800 Supplies  | -            |                                       | -                               |                          |
| 5722, 5115 Food  | -            |                                       | -                               |                          |
| 5571 Phone   | 322.00       | 322.00                                | -                               | 100%                     |
| 5435 Leased Copier   | 388.00       | 388.00                                | -                               | 100%                     |
| 5716 Dues/Licenses   | 447.00       | 447.00                                | -                               | 100%                     |
| 5792, 5708 Staff/Other Training, Conference  | 22.00        | 22.00                                 | -                               | 100%                     |
| 5806 Supportive Cost   | -            |                                       | -                               | 0%                       |
| 5255 Repair/Maint Building   | -            |                                       | -                               | 0%                       |
| 5330/5335 Travel   | -            | -                                     | -                               | 0%                       |
| TOTAL  | \$ 1,607.00  | \$ 1,607.00                           | \$ -                            | 100%                     |
| <b>TOTAL COSTS</b>   | \$ 4,995.00  | \$ 4,995.00                           | \$ -                            | 100%                     |

\$ 50,532.00



Fresno County Economic Opportunities Commission  
Program: Project Rise - HUD Permanent Housing  
Contract Term: 11/01/2020 thru 10/31/2021  
HUD FUNDING - 81881 - SUPPORTIVE SERVICES  
HUD FUNDING - 81882 - Sanctuary OPERATIONS  
HUD FUNDING - 81883 - ADMIN

**REQUIRED MATCH**  
**25 % MATCH REQUIRED**

| HUD FUNDING - 81880 - LEASING             |  | Monthly report as of :               |                                 | July-21                  | % BUDGET           | 75% |
|---|--|--------------------------------------|---------------------------------|--------------------------|--------------------|-----|
| Budget Category                           |  | Original Budget<br>Nov. 20 - Oct. 21 | YTD Actual<br>Nov. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |     |
| <b>REVENUES:</b>                          |  |                                      |                                 |                          |                    |     |
|   | HUD - Project Rise - SUPPORTIVE SERVICES | 134,762.00                           | 65,143.00                       | 69,619.00                | 48%                |     |
|   | HUD - Project Rise - OPERATIONS          | 20,457.00                            | 15,408.00                       | 5,049.00                 | 75%                |     |
|   | HUD - Project Rise - LEASING             | 124,066.00                           | 85,513.00                       | 38,553.00                | 69%                |     |
|   | HUD - Project Rise - ADMIN               | 26,857.00                            | 15,841.00                       | 11,016.00                | 59%                |     |
| TOTAL                                     |  | \$ 306,142.00                        | \$ 181,905.00                   | \$ 124,237.00            | 59%                |     |
| <b>SUPPORTIVE SERVICES PERSONNEL:</b>     |  |                                      |                                 |                          |                    |     |
|   | Salaries                                 | 64,907.00                            | 30,589.00                       | 34,318.00                | 47%                |     |
|   | Fringe/Benefits                          | 32,795.00                            | 15,518.00                       | 17,277.00                | 47%                |     |
| 81721                                     | HA Services                              | 2,062.00                             | 599.00                          | 1,463.00                 | 29%                |     |
| TOTAL                                     |  | \$ 99,764.00                         | \$ 46,706.00                    | \$ 53,058.00             | 47%                |     |
| <b>SUPPORTIVE SERVICES PROGRAM COSTS:</b> |  |                                      |                                 |                          |                    |     |
| 5722, 5724, 5115                          | Food Supplies                            | 5,200.00                             | 787.00                          | 4,413.00                 | 15%                |     |
| 5330, 5315, 5345, 5                       | Mileage                                  | 5,260.00                             | 4,434.00                        | 826.00                   | 84%                |     |
| 5705, 5706                                | Bus Pass                                 | 3,488.00                             | 336.00                          | 3,152.00                 | 10%                |     |
| 5570, 5571, 5575                          | Telephone                                | 960.00                               | 571.00                          | 389.00                   | 59%                |     |
| 5535, 5550, 5522, 5                       | Office Supplies                          | 900.00                               | 81.00                           | 819.00                   | 9%                 |     |
| 5240,                                     | Office Rental                            | 4,662.00                             | 2,622.00                        | 2,040.00                 | 56%                |     |
| 5270                                      | Utilities                                | -                                    | -                               | -                        | 0%                 |     |
| 5605, 5630                                | Insurance                                | 816.00                               | 393.00                          | 423.00                   | 0%                 |     |
| 5770, 5772, 5774, 580                     | Household Supplies                       | 2,049.00                             | 2,049.00                        | -                        | 0%                 |     |
| 5737                                      | Outreach                                 | -                                    | -                               | -                        | 0%                 |     |
| 5798, 5776, 5808                          | Employment Services                      | -                                    | -                               | -                        | 0%                 |     |
| 5800, 5729                                | Workshop Supplies                        | -                                    | -                               | -                        | 0%                 |     |
| 5930                                      | California Property Inspection Services  | 3,125.00                             | 3,125.00                        | -                        | 0%                 |     |
| 5135, 5560                                | Moving Cost                              | -                                    | -                               | -                        | 0%                 |     |
| TOTAL                                     |  | \$ 26,460.00                         | \$ 14,398.00                    | \$ 12,062.00             | 54%                |     |
| <b>INDIRECT COSTS:</b>                    |  |                                      |                                 |                          |                    |     |
| 5144                                      | Indirect Costs - 7.50%                   | 8,538.00                             | 4,039.00                        | 4,499.00                 | 47%                |     |
| TOTAL                                     |  | \$ 8,538.00                          | \$ 4,039.00                     | \$ 4,499.00              | 47%                |     |
| <b>SUPPORTIVE SERVICES TOTAL COSTS</b>    |  | \$ 134,762.00                        | \$ 65,143.00                    | \$ 69,619.00             | 48%                |     |
| <b>OPERATIONS PERSONNEL:</b>              |  |                                      |                                 |                          |                    |     |
| -   | Salaries                                 | 7,965.00                             | 6,266.00                        | 1,699.00                 | 79%                |     |
| -   | Fringe/Benefits                          | 4,989.00                             | 3,971.00                        | 1,018.00                 | 80%                |     |
| TOTAL                                     |  | \$ 12,954.00                         | \$ 10,237.00                    | \$ 2,717.00              | 79%                |     |
| <b>OPERATING COST:</b>                    |  |                                      |                                 |                          |                    |     |
| 5415                                      | Computer/Printer                         | -                                    | -                               | -                        | 0%                 |     |
| 5435                                      | Lease Copier                             | 720.00                               | 488.00                          | 232.00                   | 68%                |     |
| 5537                                      | Office Furnishing                        | -                                    | -                               | -                        | 0%                 |     |
| 5605                                      | Insurance                                | -                                    | -                               | -                        | 0%                 |     |
| 5770, 5772                                | Household Furnishing                     | 2,600.00                             | 978.00                          | 1,622.00                 | 38%                |     |
| 5270                                      | Utilities                                | -                                    | -                               | -                        | 0%                 |     |
| 5255, 5220, 5205                          | Repair & Maintenance                     | 2,900.00                             | 2,664.00                        | 236.00                   | 92%                |     |
| TOTAL                                     |  | \$ 6,220.00                          | \$ 4,130.00                     | \$ 2,090.00              | 66%                |     |
| <b>OPERATIONS INDIRECT COSTS:</b>         |  |                                      |                                 |                          |                    |     |
| 5144                                      | Indirect Costs - 7.50%                   | 1,283.00                             | 1,041.00                        | 242.00                   | 81%                |     |
| TOTAL                                     |  | \$ 1,283.00                          | \$ 1,041.00                     | \$ 242.00                | 81%                |     |
| <b>OPERATING TOTAL COSTS</b>              |  | \$ 20,457.00                         | \$ 15,408.00                    | \$ 5,049.00              | 75%                |     |
| <b>CONTRACTED SERVICES:</b>               |  |                                      |                                 |                          |                    |     |
|   | Leasing                                  | 124,066.00                           | 85,513.00                       | 38,553.00                | 69%                |     |
|   | Administration - Sanctuary               | 26,857.00                            | 15,841.00                       | 11,016.00                | 59%                |     |
| <b>TOTAL CONTRACTED SERVICES</b>          |  | \$ 150,923.00                        | \$ 101,354.00                   | \$ 49,569.00             | 67%                |     |
| <b>TOTAL COSTS</b>                        |  | \$ 306,142.00                        | \$ 181,905.00                   | \$ 124,237.00            | 59.4%              |     |

Fresno County Economic Opportunities Commission  
Program: Project Rise - HUD Permanent Housing  
Contract Term: 11/01/2020 thru 10/31/2021  
81884 / 81885 - Project Rise DONATIONS/RENT

| Monthly report as of : July-21 % BUDGET     |                                      |                                 |                          |                    |
|---|--------------------------------------|---------------------------------|--------------------------|--------------------|
| Budget Category                             | Original Budget<br>Nov. 19 - Oct. 21 | YTD Actual<br>Nov. 19 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| REVENUES:                                   |                                      |                                 |                          |                    |
| CSBG  | -                                    | -                               |                          |                    |
| RENT  | 13,994.00                            | 13,994.00                       | -                        | 100%               |
| Miscellaneous Inc.                          | -                                    | -                               |                          | 0%                 |
| TOTAL                                       | \$ 13,994.00                         | \$ 13,994.00                    | \$ -                     |                    |
| SALARIES & FRINGES:                         |                                      |                                 |                          |                    |
| Salaries                                    | 229.00                               | 229.00                          | \$ -                     | 100%               |
| Fringe & Benefits                           | 58.00                                | 58.00                           | \$ -                     | 100%               |
|   | 287.00                               | \$ 287.00                       | \$ -                     | 100%               |
| OPERATION EXPENSES:                         |                                      |                                 |                          |                    |
| 5435 Leased Copier                          | 388.00                               | 388.00                          | -                        | 100%               |
| 5125 FHA                                    | 698.00                               | 698.00                          | -                        | 100%               |
| 5701 Advertisement                          | -                                    |                                 | -                        | 0%                 |
| 5160 Audit                                  | -                                    |                                 | -                        | 0%                 |
| 5515 Bottled Water                          | -                                    |                                 |                          |                    |
| 5535, 5560, 5800 Supplies                   | 434.00                               | 434.00                          | -                        | 100%               |
| 5722, 5115 Food                             | -                                    |                                 | -                        | 0%                 |
| 5570, 5571 Phone                            | 277.00                               | 277.00                          | -                        | 100%               |
| 5110 Janitorial Supplies                    | -                                    |                                 | -                        | 0%                 |
| 5716 Dues/Licenses                          | -                                    |                                 | -                        | 0%                 |
| 5792, 5708 Staff/Other Training, Conference | 11.00                                | 11.00                           | -                        | 100%               |
| 5806 Supportive Cost                        | -                                    |                                 | -                        | 0%                 |
| 5255 Repair/Maint Building                  | -                                    |                                 | -                        | 0%                 |
| 5330/5335 Travel                            | -                                    | -                               | -                        | 0%                 |
| TOTAL                                       | \$ 1,808.00                          | \$ 1,808.00                     | \$ -                     | 100%               |
| TOTAL COSTS                                 | \$ 2,095.00                          | \$ 2,095.00                     | \$ -                     | 100%               |

\$ 11,899.00

**Fresno County Economic Opportunities Commission**
**Program: LGBTQ - Donation**
**Contract Term:**
**Project - 80031**

| Monthly report as of <b>July-21</b> % Budget |                                      |                                 |                             |                    |
|--|--------------------------------------|---------------------------------|-----------------------------|--------------------|
| Budget Category                              | Original Budget<br>Jan. 19 - Dec. 20 | YTD Actual<br>Jan. 19 - Jul. 21 | Balance as<br>of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                             |                                      |                                 |                             |                    |
| Fundraising Income                           | 141,234.00                           | 141,234.00                      | -                           | 100%               |
| Donations                                    | 36,233.00                            | 36,233.00                       | -                           | 100%               |
| Misc. income                                 | 300.00                               | 300.00                          | -                           | 100%               |
| <b>TOTAL</b>                                 | <b>\$ 177,767.00</b>                 | <b>\$ 177,767.00</b>            | <b>\$ -</b>                 | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>               |                                      |                                 |                             |                    |
| Salaries                                     | 608.00                               | 608.00                          | -                           | 100%               |
| Fringe/Benefits                              | 74.00                                | 74.00                           | -                           | 100%               |
| <b>TOTAL</b>                                 | <b>\$ 682.00</b>                     | <b>\$ 682.00</b>                | <b>\$ -</b>                 | <b>100%</b>        |
| <b>Others</b>                                |                                      |                                 |                             |                    |
| 4410 Fundraising Expense                     | 77,144.00                            | 77,144.00                       | -                           | 100%               |
| 5520 Computer Supplies                       | 1,828.00                             | 1,828.00                        | -                           | 100%               |
| 5240 Rental - Office                         | 2,647.00                             | 2,647.00                        | -                           | 100%               |
| 5255 Repairs/Maintenance - building          | 2,957.00                             | 2,957.00                        | -                           | 100%               |
| 5737, 5555, 5701 Outreach/Advertisement      | 2,700.00                             | 2,700.00                        | -                           | 100%               |
| 5806 Supportive Costs                        | 4,809.00                             | 4,809.00                        | -                           | 100%               |
| 5722, 5724, 5515 Food/Snacks                 | 3,055.00                             | 3,055.00                        | -                           | 100%               |
| 5792 Staff Training                          | 135.00                               | 135.00                          | -                           | 100%               |
| 5757 Program - Misc. Expenses                | 1,184.00                             | 1,184.00                        | -                           | 100%               |
| 5560 Supplies - other                        | 2,609.00                             | 2,609.00                        | -                           | 100%               |
| 5126 Stipends                                | 1,010.00                             | 1,010.00                        | -                           | 100%               |
| 5762 Program Incentives                      | 100.00                               | 100.00                          | -                           | 100%               |
| 5260 Security Services                       | 2,117.00                             | 2,117.00                        | -                           | 100%               |
| 5435 Leased Copier                           | 287.00                               | 287.00                          | -                           | 100%               |
| 5537 Office Furniture                        | 397.00                               | 397.00                          | -                           | 100%               |
| 5535, 5550 Office Supplies                   | 630.00                               | 630.00                          | -                           | 100%               |
| 5570, 5571 Phone                             | 235.00                               | 235.00                          | -                           | 100%               |
| 5716 Dues                                    | 198.00                               | 198.00                          | -                           | 100%               |
| 5620 Insurance                               | 1.00                                 | 1.00                            | -                           | 100%               |
| 5774 Program Supplies - Medical              | \$ 83.00                             | \$ 83.00                        | -                           | 100%               |
| <b>TOTAL</b>                                 | <b>\$ 104,126.00</b>                 | <b>\$ 104,126.00</b>            | <b>\$ -</b>                 | <b>100%</b>        |
| <b>TOTAL</b>                                 | <b>\$ 104,808.00</b>                 | <b>\$ 104,808.00</b>            | <b>\$ -</b>                 | <b>100%</b>        |

**Surplus                      \$        72,959.00**

Note:

**Fresno County Economic Opportunities Commission**
**Program: LGBTQ - Youth Substance Used Disorder Prevention Program**
**Contract Term: 03/15/2020 thru 11/30/2022**
**Project - 80033**

|                                |                              | Monthly report as of <b>July-21</b>  |                                 | % Budget                 | 48%                |
|--------------------------------|------------------------------|--------------------------------------|---------------------------------|--------------------------|--------------------|
| Budget Category                |                              | Original Budget<br>Mar. 20 - Nov. 22 | YTD Actual<br>3/15/20 - 7/31/21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>               |                              |                                      |                                 |                          |                    |
|                                | Billing Income - Third Party | 1,000,000.00                         | 373,786.00                      | 626,214                  | 100%               |
|                                |                              |                                      |                                 | -                        | 100%               |
| TOTAL                          |                              | \$ 1,000,000.00                      | \$ 373,786.00                   | \$ -                     | 100%               |
| <b>SALARIES &amp; FRINGES:</b> |                              |                                      |                                 |                          |                    |
|                                | Salaries                     | 456,169.00                           | 163,641.00                      | 292,528                  | 36%                |
|                                | Benefits                     | 241,861.00                           | 44,196.00                       | 197,665                  | 18%                |
| TOTAL                          |                              | \$ 698,030.00                        | \$ 207,837.00                   | \$ 490,193.00            | 30%                |
| <b>CONTRACTUAL</b>             |                              |                                      |                                 |                          |                    |
| 5126                           | Stipends                     | 11,100.00                            | \$ -                            | 11,100                   | 0%                 |
| 5125                           | Clinical Director            | 8,880.00                             | \$ -                            | 8,880                    | 0%                 |
| 5170                           | Assessments and Counseling   | 16,000.00                            | \$ -                            | 16,000                   | 0%                 |
|                                | LCC                          | \$ -                                 | \$ -                            | -                        | 0%                 |
| TOTAL                          |                              | \$ 35,980.00                         | \$ -                            | \$ -                     | 0%                 |
| <b>Others</b>                  |                              |                                      |                                 |                          |                    |
| 5535, 5537                     | Office Supplies              | 3,352.00                             | 2,384.00                        | 968                      | 71%                |
| 5330                           | Travel                       | 4,420.00                             | 81.00                           | 4,339                    | 2%                 |
| 5560                           | Certification                | 28,000.00                            | -                               | 28,000                   | 0%                 |
| 5520, 5415                     | Computer Supplies            | 3,000.00                             | 871.00                          | 2,129                    | 29%                |
| 5620                           | Insurance                    | 3,720.00                             | 668.00                          | 3,052                    | 18%                |
| 5435                           | Leased Copier                | 3,300.00                             | 805.00                          | 2,495                    | 24%                |
| 5240, 5270                     | Facility Rental & Utilities  | 99,000.00                            | 44,176.00                       | 54,824                   | 45%                |
| 5737, 5701                     | Outreach/Advertisement       | 4,200.00                             | -                               | 4,200                    | 0%                 |
| 5570, 5571                     | Telephone                    | 8,880.00                             | 4,615.00                        | 4,265                    | 52%                |
| 5790                           | Staff Clearance              | 273.00                               | 91.00                           | 182                      | 33%                |
| 5792                           | CPR/First Aid Training       | 180.00                               | 146.00                          | 34                       | 81%                |
| 5806                           | Program Supplies             | 3,570.00                             | 167.00                          | 3,403                    | 5%                 |
| 5722                           | Food                         | 4,611.00                             | 461.00                          | 4,150                    | 10%                |
| 5815                           | Transportation               | 20,160.00                            | -                               | 20,160                   | 0%                 |
| 5160                           | Audit                        | 306.00                               | 198.00                          | 108                      | 65%                |
| 5144                           | Admin                        | 79,018.00                            | 21,131.00                       | 57,887                   | 27%                |
| TOTAL                          |                              | \$ 265,990.00                        | \$ 75,794.00                    | \$ 190,196.00            | 28%                |
| TOTAL                          |                              | \$ 1,000,000.00                      | \$ 283,631.00                   | \$ 680,389.00            | 28%                |

**Surplus/Shortage \$ 90,155.00**

**Fresno County Economic Opportunities Commission**

**Program: LGBTQ - Health Access Foundation**

**Contract Term: 08/15/2019 thru 08/15/2020**

**Project - 80034**

| Monthly report as of : <b>July-21</b> % Budget      100% |                                      |                                 |                          |                    |
|--|--------------------------------------|---------------------------------|--------------------------|--------------------|
| Budget Category  | Original Budget<br>Jan. 20 - Aug. 20 | YTD Actual<br>Jan. 20 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                      |                                 |                          |                    |
| HAF  | 18,200.00                            | 18,200.00                       | -                        | 100%               |
|  |                                      |                                 | -                        | 100%               |
| <b>TOTAL</b>   | <b>\$ 18,200.00</b>                  | <b>\$ 18,200.00</b>             | <b>\$ -</b>              | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>                           |                                      |                                 |                          |                    |
| Salaries & Benefits                                      | 13,938.00                            | 13,938.00                       | -                        | 100%               |
|  |                                      |                                 | -                        |                    |
| <b>TOTAL</b>   | <b>\$ 13,938.00</b>                  | <b>\$ 13,938.00</b>             | <b>\$ -</b>              | <b>100%</b>        |
| <b>Others</b>  |                                      |                                 |                          |                    |
| 5806 Supportive Costs                                    | 2,700.00                             | 1,753.00                        | 947                      | 65%                |
| 5929 Wellness Training                                   | 500.00                               | 500.00                          | -                        | 100%               |
| 5160 Audit   | 17.00                                | 17.00                           | -                        | 100%               |
| 5144 Admin   | 1,045.00                             | 1,045.00                        | -                        | 100%               |
| <b>TOTAL</b>   | <b>\$ 4,262.00</b>                   | <b>\$ 3,315.00</b>              | <b>\$ 947.00</b>         | <b>78%</b>         |
| <b>TOTAL</b>   | <b>\$ 18,200.00</b>                  | <b>\$ 17,253.00</b>             | <b>\$ 947.00</b>         | <b>95%</b>         |

**Surplus/Shortage      \$      947.00**

Note:

**Fresno County Economic Opportunities Commission**  
**Program: LGBTQ MAT - Stimulant Prevention**  
**Contract Term: 7/01/2021 thru 08/31/2022**  
**Project - 80038**

|                                |                              | Monthly report as of : <b>July-21</b> |                                  | % Budget                 | 7%                 |
|--------------------------------|------------------------------|---------------------------------------|----------------------------------|--------------------------|--------------------|
| Budget Category                |                              | Original Budget<br>Jul. 21 - Aug. 22  | YTD Actual<br>Jul. 21 - Jul . 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>               |                              |                                       |                                  |                          |                    |
|                                | Billing Income - Third Party | 100,000.00                            | 605.00                           | 99,395                   | 100%               |
| <b>TOTAL</b>                   |                              | <b>\$ 100,000.00</b>                  | <b>\$ 605.00</b>                 | <b>\$ -</b>              | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b> |                              |                                       |                                  |                          |                    |
| 5010, 5015, 5075               | Salaries                     | 55,159.00                             | 489.00                           | 54,670                   | 1%                 |
|                                | Benefits                     | 28,633.00                             | 60.00                            | 28,573                   | 0%                 |
| <b>TOTAL</b>                   |                              | <b>\$ 83,792.00</b>                   | <b>\$ 549.00</b>                 | <b>\$ 83,243.00</b>      | <b>1%</b>          |
| <b>Others</b>                  |                              |                                       |                                  |                          |                    |
| 5520                           | Comuter Supplies             | 1,800.00                              | -                                | 1,800                    | 0%                 |
| 5335, 5330, 5350               | Travel                       | 644.00                                | -                                | 644                      | 0%                 |
| 5535                           | Office Supplies              | 840.00                                | -                                | 840                      | 0%                 |
| 5435                           | Leased Copier                | 700.00                                | -                                | 700                      | 0%                 |
| 5701, 5737                     | Outreach / Advertisement     | 1,120.00                              | -                                | 1,120                    | 0%                 |
| 5,722                          | Food                         | 1,120.00                              | -                                | 1,120                    | 0%                 |
| 5570, 5571                     | Telephone                    | 824.00                                | 7.00                             | 817                      | 1%                 |
| 5806                           | ProgramSupplies              | 1,120.00                              | -                                | 1,120                    | 0%                 |
| 5144                           | Admin                        | 8,040.00                              | 49.00                            | 7,991                    | 1%                 |
| <b>TOTAL</b>                   |                              | <b>\$ 16,208.00</b>                   | <b>\$ 56.00</b>                  | <b>\$ 16,152.00</b>      | <b>0%</b>          |
| <b>TOTAL</b>                   |                              | <b>\$ 100,000.00</b>                  | <b>\$ 605.00</b>                 | <b>\$ 99,395.00</b>      | <b>1%</b>          |

**Surplus/Shortage \$ -**

Note:

**Fresno County Economic Opportunities Commission**  
**Program: LGBTQ - California Youth Opioid Response**  
**Contract Term: 03/1/2021 thru 8/31/2022**  
**Project - 80035**

|  |  | Monthly report as of <b>July-21</b>  |                                 | % Budget                 | 28%                |
|--|--|--------------------------------------|---------------------------------|--------------------------|--------------------|
| Budget Category                        |  | Original Budget<br>Mar. 21 - Aug. 22 | YTD Actual<br>Mar. 21 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                       |  |                                      |                                 |                          |                    |
| Billing Income - Third Party           |  | 646,211.00                           | 200,686.00                      | 445,525                  | 31%                |
| TOTAL                                  |  | \$ 646,211.00                        | \$ 200,686.00                   | \$ -                     | 100%               |
| <b>SALARIES &amp; FRINGES:</b>         |  |                                      |                                 |                          |                    |
| 5010, 5015, 5075 Salaries              |  | 245,724.00                           | 17,294.00                       | 228,430                  | 7%                 |
| Benefits                               |  | 91,484.00                            | 3,372.00                        | 88,112                   | 4%                 |
| TOTAL                                  |  | \$ 337,208.00                        | \$ 20,666.00                    | \$ 316,542.00            | 6%                 |
| <b>Others</b>                          |  |                                      |                                 |                          |                    |
| 5535, 5537 Office Supplies             |  | 1,260.00                             | 1,065.00                        | 195                      | 85%                |
| 5335 Travel (Learning Collaborative)   |  | 1,816.00                             | -                               | 1,816                    | 0%                 |
| 5330 Mileage                           |  | 478.00                               | -                               | 478                      | 0%                 |
| 5520 Computer Supplies                 |  | 6,000.00                             | 2,362.00                        | 3,638                    | 39%                |
| 5620 Insurance                         |  | 900.00                               | 59.00                           | 841                      | 7%                 |
| 5435 Leased Copier                     |  | 1,350.00                             | 247.00                          | 1,103                    | 18%                |
| 5240, 5270 Facility Rental & Utilities |  | 16,290.00                            | 3,648.00                        | 12,642                   | 22%                |
| 5737, 5701 Outreach/Advertisement      |  | 1,800.00                             | -                               | 1,800                    | 0%                 |
| 5570, 5571 Telephone                   |  | 2,610.00                             | 809.00                          | 1,801                    | 31%                |
| 5790 Staff Clearance                   |  | 182.00                               | -                               | 182                      | 0%                 |
| 5929 Treatment Services                |  | 200,000.00                           | -                               | 200,000                  | 0%                 |
| 5806 Program Supplies                  |  | 5,680.00                             | -                               | 5,680                    | 0%                 |
| 5815 Transportation                    |  | 17,280.00                            | -                               | 17,280                   | 0%                 |
| 5144 Admin                             |  | 53,357.00                            | 2,598.00                        | 50,759                   | 5%                 |
| TOTAL                                  |  | \$ 309,003.00                        | \$ 10,788.00                    | \$ 298,215.00            | 3%                 |
| <b>TOTAL</b>                           |  | <b>\$ 646,211.00</b>                 | <b>\$ 31,454.00</b>             | <b>\$ 614,757.00</b>     | <b>5%</b>          |

**Surplus/Shortage \$ 169,232.00**

**Fresno Economic Opportunities Commission**  
**Program: Pilot Project (Step Up) Sanctuary Donation**  
**Contract Term: 05/019/2009 thru 1/31/2010**  
**Project # 87000**

| Budget Category                                  | July-21  |  | % BUDGET                 |                    |
|--|--|--|--------------------------|--------------------|
|  | Original Budget<br>May 19, 2009 - Jan. 31,<br>2010 | YTD Actual<br>May 19,2009 - Jul.<br>2021 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                                 |  |  |                          |                    |
| 4210 Housing Authority                           | 91,818.00  | 91,818.00                                | -                        | 100%               |
| 4425 Donation Income                             | 39,310.00  | 39,310.00                                | -                        |                    |
| 4405 Fund Raising Income                         | 1,995.00   | 1,995.00                                 | -                        |                    |
| 4410 Fund Raising Expenses                       | (830.00)   | (830.00)                                 | -                        |                    |
| 4900 Gain/Loss on Sale of Assets                 | 6,361.00   | 6,361.00                                 | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 138,654.00</b>                               | <b>\$ 138,654.00</b>                     | <b>\$ -</b>              | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>                   |  |  |                          |                    |
| Salaries   | 25,882.00  | 25,882.00                                | -                        | 100%               |
| Fringe/Benefits                                  | 5,350.00   | 5,350.00                                 | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 31,232.00</b>                                | <b>\$ 31,232.00</b>                      | <b>\$ -</b>              | <b>100%</b>        |
| <b>TELE/COMMUNICATIONS</b>                       |  |  |                          |                    |
| Telephone  | 3,478.00   | 3,478.00                                 | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 3,478.00</b>                                 | <b>\$ 3,478.00</b>                       | <b>\$ -</b>              | <b>100%</b>        |
| <b>FACILITIES MAINTENANCE:</b>                   |  |  |                          |                    |
| 5255, 5250 Maintenance/Repairs                   | 2,516.00   | 2,516.00                                 | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 2,516.00</b>                                 | <b>\$ 2,516.00</b>                       | <b>\$ -</b>              | <b>100%</b>        |
| <b>TRANSPORTATION - CONSUMERS:</b>               |  |  |                          |                    |
| 5330 Mileage reimb.                              | 242.00   | 242.00                                   | -                        | 100%               |
| 5315, 5350 Vehicle Maintenance/Fuel              | 987.00   | 987.00                                   | -                        |                    |
| 5340, 5335 Traveling                             | 12,766.00  | 12,766.00                                | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 13,995.00</b>                                | <b>\$ 13,995.00</b>                      | <b>\$ -</b>              | <b>100%</b>        |
| <b>PROGRAM SUPPLIES</b>                          |  |  |                          |                    |
| 5706 Bus Token                                   | 2,125.00   | 2,125.00                                 | -                        | 100%               |
| 5732, 5115, 5722, 5724 Food allowance            | 16,426.00  | 16,426.00                                | -                        | 100%               |
| 5792, 5720,5790 Training class                   | 637.00   | 637.00                                   | -                        | 100%               |
| 5776 Personal Articles                           | 2,916.00   | 2,916.00                                 | -                        | 100%               |
| 5730, 5716 License Premise / Dues                | 3,667.00   | 3,667.00                                 | -                        | 100%               |
| 5733, 5930 Employee Appreciation                 | 509.00   | 509.00                                   | -                        | 100%               |
| 5555, 5757 Printing/coupon books                 | 932.00   | 932.00                                   | -                        | 100%               |
| 5737 Outreach                                    | 263.00   | 263.00                                   | -                        | 100%               |
| 5560 Supplies - other                            | 811.00   | 811.00                                   | -                        | 100%               |
| 5770, 5806 Household , laundry , clothes         | 4,984.00   | 4,984.00                                 | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 33,270.00</b>                                | <b>\$ 33,270.00</b>                      | <b>\$ -</b>              | <b>100%</b>        |
| <b>CONTRACTED SERVICES:</b>                      |  |  |                          |                    |
| 5125 Contract Services                           | 9,800.00   | 9,800.00                                 | -                        | 100%               |
| 5237 Environmental Site Assessment               | 3,800.00   | 3,800.00                                 | -                        | 100%               |
| 5415 Equipment under \$5,000.00                  | 784.00   | 784.00                                   | -                        | 100%               |
| 5450 Partial TLC3 Vehicle Cost -purchased 3/2014 | 4,953.00   | 4,953.00                                 | -                        | 100%               |
| 5535, 5764, 5550, 5344 Office Supplies           | 1,019.00   | 1,019.00                                 | -                        | 100%               |
| 5144 Admin.                                      | 2,401.00   | 2,401.00                                 | -                        | 100%               |
| 5160 Audit                                       | 48.00  | 48.00                                    | -                        | 100%               |
| <b>TOTAL</b>                                     | <b>\$ 22,805.00</b>                                | <b>\$ 22,805.00</b>                      | <b>\$ -</b>              | <b>100%</b>        |
| <b>TOTAL COSTS</b>                               | <b>\$ 107,296.00</b>                               | <b>\$ 107,296.00</b>                     | <b>\$ -</b>              | <b>100%</b>        |

\$ 31,358.00



**Fresno Economic Opportunities Commission**  
**Program: Fresno Regional Foundation - SOS**  
**Contract Term: 1/1/2015 thru 12/31/19**  
**SOS - FRESNO REGIONAL FOUNDATION (80371)**

| Monthly report as of : <b>July-21</b> % Budget   |                                     |                               |                          |                    |
|--|-------------------------------------|-------------------------------|--------------------------|--------------------|
| Budget Category  | Original Budget<br>Jan.15 - Mar. 20 | YTD Actual<br>Jan.15- Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>   |                                     |                               |                          |                    |
| Balance forward from 2015- Fresno Regional Foundation  | 30,000.00                           | 30,000.00                     | -                        | 100%               |
| <b>TOTAL</b>   | <b>30,000.00</b>                    | <b>\$ 30,000.00</b>           | <b>\$ -</b>              | <b>100%</b>        |
| <b>PROGRAM COSTS:</b>  |                                     |                               |                          |                    |
| 5806 Camp Sanctuary (\$200/youth x 10 youths)  | 6,000.00                            | -                             | \$ 6,000.00              | 0%                 |
| 5255 Repair & Maint. - Tuff Sheds  | 4,500.00                            | 3,235.00                      | \$ 1,265.00              | 72%                |
| 5555, 5737 Printing / Outreach   | 985.00                              | 1,459.00                      | \$ (474.00)              | 148%               |
| 5535 Office Supplies   | 15.00                               | 15.00                         | \$ -                     | 100%               |
| 5800, 5115, 5806, 5722, 5736 SOS Client Good/Supplies (T-shirts, Food & Snack, Learning Curriculum, Hygiene, Transportation, etc.) | 15,073.00                           | 2,718.00                      | \$ 12,355.00             | 18%                |
| 5736 Housing   | 1,932.00                            | 1,932.00                      | \$ -                     | 100%               |
| <b>TOTAL</b>   | <b>28,505.00</b>                    | <b>9,359.00</b>               | <b>19,146.00</b>         | <b>33%</b>         |
| <b>CONTRACTED SERVICES:</b>  |                                     |                               |                          |                    |
| Indirect Costs (7.00%)   | 1,459.00                            | -                             | \$ 1,459.00              | 0%                 |
| Audit  | 36.00                               | -                             | \$ 36.00                 | 0%                 |
| <b>TOTAL</b>   | <b>1,495.00</b>                     | <b>-</b>                      | <b>1,495.00</b>          | <b>\$ -</b>        |
|  | -                                   | \$ -                          |                          | -                  |
| <b>TOTAL COSTS</b>   | <b>30,000.00</b>                    | <b>9,359.00</b>               | <b>20,641.00</b>         | <b>31%</b>         |

**Fresno Economic Opportunities Commission**  
**Program: STREET OUTREACH**  
**Contract Term: 01/01/2018 thru 12/31/2020**  
**FUNDING - SOS- DONATIONS - 80110**

| Monthly Report as of: <b>July-21</b> <b>% Budget</b> |                                    |                                |                          |                    |
|--|------------------------------------|--------------------------------|--------------------------|--------------------|
| Budget Category                                      | Original Budget<br>Jan 18 - Dec 20 | YTD Actual<br>Jan 18 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                                     |                                    |                                |                          |                    |
| Donation Income                                      | 8,155.00                           | 8,155.00                       | -                        | 100%               |
| CSBG   | 366.00                             | \$ 366.00                      | -                        |                    |
|  |                                    |                                | -                        |                    |
| <b>TOTAL</b>   | <b>8,521.00</b>                    | <b>8,521.00</b>                | <b>-</b>                 | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>                       |                                    |                                |                          |                    |
| Salaries   | -                                  | -                              | -                        |                    |
| Fringe/Benefits                                      | -                                  | -                              | -                        |                    |
| <b>TOTAL</b>   | <b>-</b>                           | <b>\$ -</b>                    | <b>\$ -</b>              |                    |
| <b>TRAVEL/MILEAGE:</b>                               |                                    |                                |                          |                    |
| 5315, 5350 Vehicle Maintenance/Fuel                  | -                                  | -                              | -                        |                    |
| 5335 Out of County Travel                            | 150.00                             | 150.00                         |                          |                    |
| <b>TOTAL</b>   | <b>150.00</b>                      | <b>\$ 150.00</b>               | <b>\$ -</b>              | <b>100%</b>        |
| <b>PROGRAM COSTS:</b>                                |                                    |                                |                          |                    |
| 5737, 5555, Outreach / printing / Advertisement      | 237.00                             | 237.00                         | -                        | 100%               |
| 5770 Household Supplies                              | 449.00                             | 449.00                         | -                        | 100%               |
| 5730 Licenses fees                                   | -                                  | -                              | -                        |                    |
| 5790 Fingerprinting                                  | -                                  | -                              | -                        |                    |
| 5722/5768 Food/Food Disposables                      | 271.00                             | 271.00                         | -                        | 100%               |
| 5736 Hotel/Motel Vouchers                            | -                                  | -                              | -                        |                    |
| 5762 Program Incentives                              | 66.00                              | 66.00                          | -                        | 100%               |
| 5930 Other Costs                                     | -                                  | -                              | -                        |                    |
| 5776 Personal Articles                               | -                                  | -                              | -                        |                    |
| 5792 Staff Training                                  | 330.00                             | 330.00                         | -                        | 100%               |
| 5535, 5435 supplies / copier                         | 1,124.00                           | 1,124.00                       | -                        | 100%               |
| 5570, 5571 Phone                                     | 94.00                              | 94.00                          | -                        | 100%               |
| 5716 Dues  | 375.00                             | 375.00                         | -                        | 100%               |
| <b>TOTAL</b>   | <b>2,946.00</b>                    | <b>\$ 2,946.00</b>             | <b>\$ -</b>              | <b>100%</b>        |
| <b>TOTAL COSTS</b>                                   | <b>3,096.00</b>                    | <b>3,096.00</b>                | <b>-</b>                 | <b>100%</b>        |
|  | \$ 5,425                           |                                |                          |                    |
| OVER/UNDER   |                                    | \$ 5,425.00                    |                          |                    |

**Fresno Economic Opportunities Commission**  
**Program: STREET OUTREACH**  
**Contract Term: 10/01/2015 thru 12/31/2020**  
**FUNDING - SAVE SOS- DONATIONS - 80116**

| Monthly Report as of: <b>July-21</b> % Budget |                                     |                                 |                          |                    |
|---|-------------------------------------|---------------------------------|--------------------------|--------------------|
| Budget Category                               | Original Budget<br>Oct 15 - Dec. 20 | YTD Actual<br>Oct. 15 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                              |                                     |                                 |                          |                    |
| Donation:                                     | -                                   |                                 | -                        |                    |
| 4425 Donation - SAVE SOS                      | 36,100.00                           | 36,100.00                       | -                        | 100%               |
| 4505 Misc. Income                             | 376.00                              | 376.00                          |                          |                    |
| <b>TOTAL</b>                                  | <b>36,476.00</b>                    | <b>36,476.00</b>                | <b>-</b>                 | <b>100%</b>        |
| <b>SALARIES &amp; FRINGES:</b>                |                                     |                                 |                          |                    |
| Salaries                                      | 19,218                              | 4,566.00                        | 14,652.00                | 24%                |
| Fringe/Benefits                               | 5,723                               | 1,297.00                        | 4,426.00                 | 23%                |
| <b>TOTAL</b>                                  | <b>24,941.00</b>                    | <b>\$ 5,863.00</b>              | <b>\$ 19,078.00</b>      | <b>24%</b>         |
| <b>FACILITIES COSTS</b>                       |                                     |                                 |                          |                    |
| 5255 Repair/Maint. Bldg.                      |                                     |                                 | -                        |                    |
| 5605 Auto Ins.                                | 1,170.00                            | \$ 1,170.00                     | -                        | 100%               |
| 5280 Water/Sewer/Garbage                      |                                     |                                 | -                        |                    |
| <b>TOTAL</b>                                  | <b>1,170.00</b>                     | <b>1,170.00</b>                 | <b>-</b>                 | <b>100%</b>        |
| <b>TRAVEL/MILEAGE:</b>                        |                                     |                                 |                          |                    |
| 5330 Staff Mileage                            | 14.00                               | 14.00                           | -                        | 100%               |
| 5335 Out of County Travel                     | 454.00                              | 454.00                          | -                        | 100%               |
| 5344 Registration                             | 585.00                              | 585.00                          | -                        | 100%               |
| <b>TOTAL</b>                                  | <b>1,053.00</b>                     | <b>\$ 1,053.00</b>              | <b>\$ -</b>              | <b>100%</b>        |
| <b>OFFICE EXPENSES:</b>                       |                                     |                                 |                          |                    |
| 5315 Fuel - Oil & Gas                         |                                     | -                               | -                        |                    |
| 5776 Program Supplies - Personal Article      | 3,003.00                            | 3,003.00                        | -                        |                    |
| 5535, 5550, Office Supplies                   | 600.00                              | 525.00                          | 75.00                    | 88%                |
| 5555 Printing                                 | 300.00                              | 274.00                          | 26.00                    | 91%                |
| 5737 Outreach                                 | 3,581.00                            | 3,232.00                        | 349.00                   | 90%                |
| 5570 Telephone                                | 529.00                              | 529.00                          | -                        | 100%               |
| 5930 Other Costs                              | 16.00                               | 16.00                           | -                        | 100%               |
| <b>TOTAL</b>                                  | <b>8,029.00</b>                     | <b>\$ 7,579.00</b>              | <b>\$ 450.00</b>         | <b>94%</b>         |
| <b>PROGRAM COSTS:</b>                         |                                     |                                 |                          |                    |
| 5722 Food                                     | 833.00                              | 833.00                          | -                        | 100%               |
| 5730/5716 Licenses fees                       | 622.00                              | 622.00                          | -                        | 100%               |
| 5792 Staff Training                           | 80.00                               | 80.00                           | -                        | 100%               |
| 5736 Hotel/Motel Vouchers                     | 1,267.00                            | 1,267.00                        | -                        | 100%               |
| <b>TOTAL</b>                                  | <b>2,802.00</b>                     | <b>\$ 2,802.00</b>              | <b>\$ -</b>              | <b>100%</b>        |
| <b>TOTAL COSTS</b>                            | <b>37,995.00</b>                    | <b>18,467.00</b>                | <b>19,528.00</b>         | <b>49%</b>         |
|   | \$ 1,519.00                         |                                 |                          |                    |
| OVER/UNDER                                    |                                     | \$ 18,009.00                    |                          |                    |

Fresno Economic Opportunities Commission

Program: Safe Place

Contract Term: 01/01/2018 thru 12/31/2020

SAFE PLACE - DONATIONS-SPECIAL PROJECTS - 80358

|  |  | Monthly Report as of:                |  | July-21                         | % Budget                 |                    |
|--|--|--------------------------------------|--|---------------------------------|--------------------------|--------------------|
| Budget Category                                  |  | Original Budget<br>Jan. 18 - Dec. 20 |  | YTD Actual<br>Jan. 18 - Jul. 21 | Balance as of<br>July-21 | % Spent<br>July-21 |
| <b>REVENUES:</b>                                 |  |                                      |  |                                 |                          |                    |
| Donations  |  | 27,596.00                            |  | 27,596.00                       | -                        | 100%               |
| Misc. Income                                     |  | 225.00                               |  | 225.00                          | -                        | 100%               |
| <b>TOTAL</b>                                     |  | <b>\$ 27,821.00</b>                  |  | <b>\$ 27,821.00</b>             | <b>\$ -</b>              | <b>100%</b>        |
| <b>SALARIES/BENEFITS:</b>                        |  |                                      |  |                                 |                          |                    |
| Salaries   |  | \$ -                                 |  | \$ -                            | -                        |                    |
| Benefits   |  | \$ -                                 |  | \$ -                            | -                        |                    |
| <b>TOTAL</b>                                     |  | <b>\$ -</b>                          |  | <b>\$ -</b>                     | <b>\$ -</b>              |                    |
| <b>CONTRACTED SERVICES:</b>                      |  |                                      |  |                                 |                          |                    |
| 5115, 5722, 5724 Contracted Services- Meals/Food |  | 3,620.00                             |  | 3,620.00                        | -                        | 100%               |
| 5125 Contracted Services- Other                  |  | 200.00                               |  | 200.00                          | -                        | 100%               |
| 5736 Contracted Services-Motel/Hotel             |  | 1,058.00                             |  | 1,058.00                        | -                        | 100%               |
| <b>TOTAL</b>                                     |  | <b>\$ 4,878.00</b>                   |  | <b>\$ 4,878.00</b>              | <b>\$ -</b>              | <b>100%</b>        |
| <b>TOTAL</b>                                     |  | <b>\$ -</b>                          |  | <b>\$ -</b>                     | <b>\$ -</b>              |                    |
| <b>OFFICE EXPENSES:</b>                          |  |                                      |  |                                 |                          |                    |
| 5535, 5550 Office Supplies                       |  | 261.00                               |  | 261.00                          | -                        | 100%               |
| <b>TOTAL</b>                                     |  | <b>\$ 261.00</b>                     |  | <b>\$ 261.00</b>                | <b>\$ -</b>              | <b>100%</b>        |
| <b>PROGRAM COSTS:</b>                            |  |                                      |  |                                 |                          |                    |
| 5776 Program Supplies - Personal Articles        |  | 617.00                               |  | 617.00                          | -                        | 100%               |
| 5560 Program supplies                            |  | 12,505.00                            |  | 12,505.00                       | -                        | 100%               |
| 5806 Supportive Costs/Gift cards                 |  | 6,588.00                             |  | 6,588.00                        | -                        | 100%               |
| 5776 Personal Articles                           |  | -                                    |  | -                               | -                        |                    |
| 5716 Dues - Organizations                        |  | -                                    |  | -                               | -                        |                    |
| 5555, 5701 Advertise/Printing                    |  | 353.00                               |  | 353.00                          | -                        | 100%               |
| 5737 Outreach                                    |  | 1,011.00                             |  | 1,011.00                        | -                        | 100%               |
| 5732, 5792 Staff Training                        |  | -                                    |  | -                               | -                        |                    |
| 5798, 5800 Education/Work Experience Supplies    |  | -                                    |  | -                               | -                        |                    |
| <b>TOTAL</b>                                     |  | <b>\$ 21,074.00</b>                  |  | <b>\$ 21,074.00</b>             | <b>\$ -</b>              | <b>100%</b>        |
| <b>TOTAL COSTS</b>                               |  | <b>\$ 26,213.00</b>                  |  | <b>\$ 26,213.00</b>             | <b>\$ -</b>              | <b>100%</b>        |

\$ 1,608.00

Note:

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Tuesday, August 24, 2021**  
**5:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Andrea Reyes, Chair, called the meeting to order at 5:03 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

Commissioner Hayes joined the meeting after the acceptance of Item 10C.

**Committee Members (Zoom):**

Andrea Reyes (Chair)  
Linda R. Hayes  
Amy Arambula  
Brian King

**Absent:**

Catherine Robles

**Staff (Zoom):**

Emilia Reyes  
Michelle L. Tutunjian  
Heather Brown  
Jack Lazzarini  
Tate Hill  
Karina Perez  
Elizabeth Jonasson  
Misty Gattie-Blanco  
Jeff Davis  
Monty Cox  
Cesar Lucio

Jane Thomas  
Jon Escobar  
Joe Amader  
Rosa Pineda  
Nidia Davis  
Patrick Turner  
Shawn Riggins  
Isaiah Green  
Kelsey McVey  
Leah Struck

**3. APPROVAL OF MINUTES**

June 8, 2021 Program Planning and Evaluation Committee Meeting Minutes.

Public Comments: None heard.

**Motion by:** Reyes **Second by:** Arambula

**Ayes:** Reyes, King, Arambula

**Nays:** None

**4. ENERGY SERVICES**

**A. Subcontractor Agreement Extensions**

Joe Amader, Energy Services Director, provided an overview of the recommended contract extension to current subcontractor agreements for a two (2) year period for Energy Services weatherization program to December 31, 2023. King inquired about some of the reasons to request the extension. Amader explained the different causes to recommend the extension. Arambula inquired about the process to provide services during the pandemic. Amader described

the safety protocol followed in order to safeguard staff and clients. Emilia Reyes, CEO, added the agency currently operates with a hybrid model, staff works remotely and/or onsite.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Reyes

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## **5. HEAD START 0-5**

### **A. Program Update Reports (PUR)**

Rosa Pineda, Head Start Early Care and Education Director, presented the Head Start 0 to 5, May and June 2021 Monthly Program Update Reports. Arambula inquired about some of reports highlighted. Pineda provided a brief explanation of the reports.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## **6. ADVANCE PEACE**

### **A. American Rescue Plan Grant**

Isaiah Green, Community Peace Initiative Director, provided an overview of the American Rescue Plan Grant proposal in the amount of \$1,407,000 submitted to the City of Fresno on July 26, 2021. King inquired about the utilization of the funds. Green explained the plan to allocate the funds. Arambula inquired about the difference between Peacekeepers and Neighborhood Change Agents. Green explained the difference. King inquired about the frame time to get a response from the City of Fresno. Green responded stating he anticipates two months for a response from the City.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## **7. HEALTH SERVICES**

### **A. Oral Health Program Mini-Grant**

Jane Thomas, Health Services Director, provided an overview of the Oral Health Program Mini-Grants in the amount of \$180,000 submitted to Fresno County Department of Public Health for a 10-month period beginning September 1, 2021. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, Arambula, King

**Nays:** None

## 8. FOOD SERVICES

### A. FY 2021-2022 Food Services Agreements

Jon Escobar, Food Services Director, provided an overview of the multiple Fiscal Year 2021-22 Food Service agreements for approximately \$4,060,796. King inquired about the reimbursement of meals. Escobar explained the reimbursement process and provided the total meals delivered during the summer. King inquired about the status of the two Food Express Buses. Escobar provided details regarding the launching of both buses. Arambula inquired about the congregate meals under the FMAAA contract. Escobar responded explaining the process to provide congregate meals.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 9. SANCTUARY AND SUPPORT SERVICES

### A. Homeless Youth Services Contract

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the Second Amendment of the Homeless Youth Services contract agreement with the City of Fresno to extend the contract term to June 30, 2023 in the amount of \$484,305. The extended 24-month grant term period begins on July 1, 2021. Arambula inquired about the number of families to be served. Gattie-Blanco responded two families.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Reyes

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 10. TRAINING AND EMPLOYMENT SERVICES

### A. Families & Workers Fund: Recover Up Grant

Shawn Riggins, Local Conservation Corps Director, provided an overview of the Recover Up grant in the amount of \$1.9 million submitted to the Families & Workers Fund for a proposed three-year term. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

### B. Proud Parenting Program Grant

Shawn Riggins, Local Conservation Corps Director, provided an overview of the Proud Parenting Program grant application in the amount of \$300,000 submitted to the Board of State and Community Corrections for a 3-year period beginning January 1, 2022. Arambula inquired about the process to identify crossover youth. Riggins explained the process.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, King, Arambula.

**Nays:** None

C. YouthBuild AmeriCorps Education Award

Shawn Riggins, Local Conservation Corps Director, provided an overview of the YouthBuild AmeriCorps grant in the amount of \$155,000 from YouthBuild USA over a 12-month period beginning July 1, 2021. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

D. Urban South Youth Services Monitoring Review

Jeff Davis, Training and Employment Services Director, provided an overview of the 2021 Urban South Youth Services monitoring review. Arambula inquired about the process to correct the findings. Davis provided a thorough explanation of the plan in place to correct findings.

Public Comments: None heard.

E. FY 2021-22 Youth Services Contract

Jeff Davis, Training and Employment Services Division Director, provided an overview of the Fiscal Year 2021 -2022 Fresno Regional Workforce Development Board funding award. No questions were asked by the Committee.

Public Comments: None heard.

F. Corps Age Eligibility Changes

Shawn Riggins, Local Conservation Corps Director, provided an overview of the state approved age range increase of 18-26 for Corps that counts toward annual certification. No questions were asked by the Committee.

Public Comments: None heard.

## 11. **TRANSIT SYSTEMS**

A. Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project

Monty Cox, Transit Systems Director, provided an overview of the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, a multiple voucher request totaling \$3,788,250, submitted to the California Air Resources Board. Emilia Reyes, CEO, added staff has been tasked to identify alternative sources to transition Transit's vehicles to replace with electric vehicles. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** King

**Ayes:** Reyes, Hayes, Arambula, King.

**Nays:** None



## **12. STRATEGY AND RESOURCE DEVELOPMENT**

### **A. CSBG CARES Act Rapid Cycle Impact Project**

Heather Brown, Chief Administrative Officer, provided an overview of the CSBG CARES Act Rapid Cycle Impact Project grant in the amount of \$250,000 submitted to the Administration of Children and Families, Office of Community Services on July 26, 2021. The 15-month grant period starts on October 1, 2021. King inquired about the purpose of the grant. Brown described the overall purpose of the grant. Emilia Reyes, CEO, provided additional information regarding the purpose of this grant. Hayes asked if this could impact eligibility of Head Start's families. Brown responded no. Arambula inquired about the number of families currently served by Head Start. Pineda responded 60 families.

Public Comments: None heard.

**Motion by:** Aambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula, King.

**Nays:** None

### **B. 2021 CSBG Monitoring Report**

Arambula asked if the CSBG CARES funding was included in the monitoring report. Jonasson responded no it is not included. Emilia Reyes, CEO, stated she will be providing an update regarding CARES funding during the Board Commissioners meeting on September 22, 2021.

### **C. Grant Tracker**

No questions were asked by the committee.

## **13. ACCESS PLUS CAPITAL FUND REPORT**

No questions were asked by the committee.

## **14. OTHER BUSINESS**

The next meeting is scheduled on Tuesday, September 14, 2021. Emilia Reyes, CEO, highlighted the meeting to take place via Zoom. Hayes requested an update regarding the Brown Act and the option to continue with virtual board meetings. Emilia Reyes, CEO, will coordinate with the agency attorney to provide an update during the Board Commissioners meeting on September 22, 2021.

## **15. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

No public comments at this time.

## **16. ADJOURNMENT**

The meeting was adjourned at 6:12 p.m.

Respectfully submitted,  
Andrea Reyes  
Chair



## BOARD OF COMMISSIONERS MEETING

|   |  |
|---|--|
| <b>Date:</b> September 22, 2021                                       | <b>Program:</b> Sanctuary and Support Services |
| <b>Agenda Item #:</b> 10E2  | <b>Director:</b> Misty Gattie-Blanco           |
| <b>Subject:</b> Homeless Youth Emergency Services and Housing Program | <b>Officer:</b> Michelle L. Tutunjian          |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration the Homeless Youth Emergency Services and Housing (YE) Program application of the California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch, in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022. The application deadline is October 18, 2021.

### Background

The purpose of the YE Program is to establish or expand access to a range of housing options that meet the needs of youth experiencing homelessness, and to provide crisis intervention and stabilization services so the immediate crises these youth face can be resolved, and they can focus on their futures.

There is approximately \$38,000,000 available for the YE Program. Four (4) counties (Los Angeles, San Diego, San Francisco, and Santa Clara) are mandated to receive funding to continue services in those counties. An additional eight counties (one agency per county) will be selected to expand services.

### Fiscal Impact

Funding in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022, will support personnel, operational and direct rental assistance costs. This funding does not require matching funds.

### Conclusion

Fresno EOC is a current recipient of similar funding that supports Sanctuary's Transitional Shelter, providing emergency shelter for young adults, ages 18-24 years old. This funding will expand services to include rapid rehousing assistance to young adults that do not qualify for Continuum of Care funds providing by other sources.



## BOARD OF COMMISSIONERS MEETING

|   |   |
|---|---|
| <b>Date:</b> September 22, 2021   | <b>Program:</b> School of Unlimited Learning (SOUL) |
| <b>Agenda Item #:</b> 10E3  | <b>Director:</b> Mark A. Wilson, Ed.D.              |
| <b>Subject:</b> Elementary and Secondary School Emergency Relief III Expenditure Plan | <b>Officer:</b> Michelle L. Tutunjian               |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration the Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan in the amount of \$428,603 for the 2021-2022, 2022-2023, and 2023-2024 school years.

### Background

School districts, county offices of education, or charter schools, collectively known as Local Educational Agencies (LEA), receiving ESSER funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use the ESSER III funds. In the plan, a LEA must explain how it intends to use its ESSER III funds to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by the COVID-19 pandemic.

### Fiscal Impact

ESSER III grant funding for the 2021-2022, 2022-2023, and 2023-2024 school years total \$428,603. Fresno EOC will have until September 30, 2024 to expend ESSER III funds.

### Conclusion

The draft plan will be presented to the SOUL Governing Council on September 14, 2021. The ESSER III plan must be submitted to Fresno Unified School District and Fresno County Office of Education by October 29, 2021. Approval of the ESSER III Expenditure Plan will allow SOUL to address students' academic, social, emotional, and mental health needs that may have been worsened by the COVID-19 pandemic.

## ESSER III Expenditure Plan

| Local Educational Agency (LEA) Name         | Contact Name and Title           | Email and Phone  |
|---|----------------------------------|--|
| School of Unlimited Learning Charter School | Mark A. Wilson, Ed.D., Principal | <a href="mailto:Mark.Wilson@fresnoeoc.org">Mark.Wilson@fresnoeoc.org</a><br>(559) 500-5076 |

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA's Plan to support students.

For more information please see the Instructions.

## Other LEA Plans Referenced in this Plan

| Plan Title                                 | Where the Plan May Be Accessed                                     |
|--|--|
| 2021-2022 LCAP                             | <a href="http://www.fresnoeoc.org/soul">www.fresnoeoc.org/soul</a> |
| Expanded Learning Opportunities Grant Plan | <a href="http://www.fresnoeoc.org/soul">www.fresnoeoc.org/soul</a> |

## Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

**Total ESSER III funds received by the LEA**

|  |                  |
|--|------------------|
|  | <b>\$428,603</b> |
|--|------------------|

| <b>Plan Section</b>  | <b>Total Planned ESSER III Expenditures</b> |
|--|---|
| Strategies for Continuous and Safe In-Person Learning                                    | <b>\$85,603</b>                             |
| Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds) | <b>\$341,000</b>                            |

**Total ESSER III funds included in this plan**

|  |                  |
|--|------------------|
|  | <b>\$428,603</b> |
|--|------------------|

## Community Engagement

An LEA's decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA's ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

Throughout the 2020-2021 school year, SOUL maintained frequent communication with all stakeholders, especially students, staff, and parents. In March 2021, all stakeholders were surveyed to help identify current program strengths, gaps, and needs. Data from student, parent, staff, and community partner surveys was collected and shared with all stakeholder groups at staff meetings, parent meetings, and the March 2021 Governing Council meeting. Stakeholder feedback was very positive from all stakeholder groups. Students and parents were extremely satisfied with the efforts that SOUL has made during the pandemic by providing individualized instruction, maintaining ongoing communication with students and parents, providing resources such as academic, personal, and mental health counseling, and maintaining a safe and orderly environment with strict COVID protocols in place. Recommendations from students, parents, and staff focused on program flexibility in providing a hybrid program. Over 80% of parents and student

preferred individualized instruction versus whole classroom instruction, especially with respect to language arts and math. Subsequently, a parent meeting was held and a parent survey was submitted in August 2021 to review the content of the ESSER III Expenditure Plan. In addition, the Plan was reviewed at a school staff meeting in August 2021 and scheduled to be submitted for review and approval to the SOUL Governing Council in September 2021 and ultimately for Board approval in October 2021.

A description of how the development of the plan was influenced by community input.

Data and recommendations from staff and community meetings as well as staff, student, parent and community surveys administered in Spring and Fall 2021 have been incorporated into this expenditure plan. In addition to the high level of participation in the surveys, all stakeholder groups have had ample opportunity to provide input through personal phone calls, parent, staff, and community partner meetings, and student meetings with their teachers, case managers and counselors. Resources for addressing student learning loss due to COVID, and student social and emotional wellbeing have been incorporated into the ESSER III Expenditure Plan. The following components of the Expenditure Plan are the direct results of stakeholder input:

1. All students scoring below the standard to be assigned an additional class designed to help them increase their reading and/or math proficiency.
2. Additional staff to provide small group/individualized instruction or personalized tutoring for identified students.
3. Additional tutoring to assist 12<sup>th</sup> grade students who need additional assistance to pass their classes to graduate.
4. A social/emotional intervention specialist will be available to coach students struggling with lack of motivation, depression, anxiety, and resocialization skills due to COVID.

## Actions and Expenditures to Address Student Needs

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

## Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

**Total ESSER III funds being used to implement strategies for continuous and safe in-person learning**

**\$85,603**

| Plan Alignment<br>(if applicable) | Action Title                      | Action Description   | Planned ESSER III<br>Funded Expenditures |
|-----------------------------------|-----------------------------------|--|--|
| N/A                               | Facility Maintenance and Upgrades | Improve indoor air quality, including air ventilation systems, and modify outdoor space to accommodate outdoor learning hubs as an alternative to indoor classroom instruction. (These funds to be expended in 2021-2022 school year.) | \$85,603                                 |

## Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

### Total ESSER III funds being used to address the academic impact of lost instructional time

|  |           |
|--|-----------|
|  | \$341,000 |
|--|-----------|

| Plan Alignment<br>(if applicable)                                | Action Title                          | Action Description  | Planned ESSER III<br>Funded Expenditures |
|--|---------------------------------------|---|--|
| ELO Expenditure Plan/2021-2022<br>LCAP Goal 1<br>Actions 2 and 4 | Extending Instructional Learning Time | Additional staff will provide instruction or personalized tutoring for identified students who do not meet the standards in language arts or math will be assigned an additional mandatory class designed to help them increase their reading and/or math levels. After-school tutoring and summer school will be available to students who need additional assistance with their studies or need additional credits to be on track for graduation. (These funds to be expended in the 2022-2023 and 2023-2024 school years.) | \$74,000                                 |

| Plan Alignment<br>(if applicable)                     | Action Title   | Action Description   | Planned ESSER III<br>Funded Expenditures |
|---|--|--|--|
| ELO Expenditure Plan/2021-2022 LCAP –Goal 3, Action 6 | Social/Emotional Intervention Strategies (2022-2023 and 2023-2024) | SOUL has identified a need to address the social and emotional well-being of all students, in particular, students with unique needs of special populations, many of whom have suffered from feelings of isolation, lack of motivation a depression, and axiety and personal loss due to COVID. A social/emotional intervention specialist will provide small group and individualized support and coaching to students and parents in response to post-COVID social and emotional needs to assist them in removing barriers to academic and personal success. (These funds to be expended in the 2022-2023 and 2023-2024 school years.) | \$67,000                                 |
| ELO Expenditure Plan/2021-2022 LCAP Goal 2, Action 1  | Integrated Student Supports (2022-2023 and 2023-2024)              | Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and Home/School Liaison to ensure that the seniors have the resources they need to complete their requirements for graduation. Assigned staff will identify, develop, and expand services for special student populations by establishing a close coordination of resources with agency and community partners (There funds to be expended In the 2022-2023 and 2023-2024 school years.)    | \$129,000                                |
| ELO Expenditure Plan/2021-2022 LCAP Goal 2, Action 1  | Additional Academic Services for Students                          | Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and Home/School Liaison to ensure that the seniors have the resources they need to successfully complete their studies. Staff will monitor the progress of students who are most at risk of failing or dropping out of school and provide tutoring to students who are falling behind in their studies. (These funds to be expended in the 2022-2023 and 2023-2024 school years.)           | \$71,000                                 |



## Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

| Action Title(s)                          | How Progress will be Monitored  | Frequency of Progress Monitoring   |
|--|---|--|
| Increase in Student Academic Achievement | <p>Students scoring below the grade level standard will be enrolled in a mandatory class designed to help them increase their reading and/or math levels.</p> <p>Additional staff will provide instruction or personalized tutoring for identified students. Each student scoring below the standard upon enrolling will be given an individualized, prescriptive language arts and math curricula through Edgenuity’s MyPath.</p> <p>All teachers will be given copies of student benchmark performance data, to which they will refer and provide students prescriptive resources, such as Edgenuity’s MyPath and other resources, including tutoring, to address learning loss in language and math.</p> <p>Teachers will receive training in CASSPP testing and review best practices for integrating language arts and math into all curriculum. A schoolwide focus will be centered on developing strategies to improving student literacy across the curriculum.</p> | <p><u>Daily, As Needed</u></p> <p>Any student at risk of failure will be provided additional tutoring/intervention to assist them to pass their classes.</p> <p><u>Weekly</u></p> <p>Teachers will conduct weekly assessments of all student work and prescribe additional resources if students are falling behind.</p> <p>Teachers will document student progress weekly.</p> <p><u>Quarterly</u></p> <p>NWEA ‘s Measures of Academic Progress Benchmark Exams will be given three times per year to monitor student progress in language arts and math.</p> <p><u>Annually</u></p> <p>SBAC test results will be reviewed annually and used prescriptively address gaps in student learning.</p> |
| Increase in Graduation Rate              | <p>Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and</p>   | <p><u>Weekly</u></p> <p>Weekly contact between student and assigned support staff to identity the need for increased resources or supportive services.</p>   |

| Action Title(s)                        | How Progress will be Monitored   | Frequency of Progress Monitoring  |
|--|--|---|
|  | <p>Home/School Liaison to ensure that the seniors have the resources they need to successfully complete their studies.</p> <p>Assigned staff provide Individualized tutoring and instruction will assist students who need additional help to pass their classes.</p> <p>Assigned staff will develop personal learning plans for all 12<sup>th</sup> grade students to identify a timeline for graduation and the resources they need to complete their studies successfully.</p>  | <p>Weekly contact between parent and assigned support staff to identify the need for increased resources or supportive services.</p> <p><u>Monthly</u></p> <p>Monthly review of student personal learning plan by school counselor or designee.</p>   |
| Student Social and Emotional Wellbeing | <p>Case managers will work closely with students to assist them in accessing resources that help remove barriers to academic and personal success. In addition, they will work closely with teachers and other support staff to ensure that the seniors have the personal, academic, and emotional resources they need to successfully complete their studies.</p> <p>In coordination with the Guidance Dean, the Social/Emotional Intervention Specialist will keep a log and monitor the coaching/intervention of students and follow up with appropriate school staff and parents</p> | <p><u>Weekly</u></p> <p>All students will meet once per week with their case manager to monitor student progress and identify possible barriers to attendance and the successful completion of their studies</p> <p><u>Daily and Ongoing</u></p> <p>Daily scheduled coaching sessions will be held with students referred by school staff who are struggling with anxiety, depression, lack of motivation, and loss of socialization skills due to COVID.</p> |
| Facility Maintenance and Upgrades      | <p>In Fall 2021, an assessment will be made of the air filtration system.</p> <p>In addition, a cost analysis will be conducted assess the feasibility of a shade structure to facilitate an alternative outdoor leaning hub with access to fresh air.</p>   | <p><u>Fall 2021/Spring 2022</u></p> <p>Air Purification System Assessment</p> <p><u>Fall 2021</u></p> <p>Shade Structure for Outdoor Leaning Hub</p>  |



## BOARD OF COMMISSIONERS MEETING

|  |                                   |
|--|-----------------------------------|
| <b>Date:</b> September 22, 2021                  | <b>Program:</b> Head Start 0 to 5 |
| <b>Agenda Item #:</b> 10E4                       | <b>Director:</b> Rosa M. Pineda   |
| <b>Subject:</b> July Program Update Report (PUR) | <b>Officer:</b> Jack Lazzarini    |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration the Head Start 0 to 5 July Monthly Program Update Report.

### Background

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

Below is a reference to the requirement.

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

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

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

The July Program Update Report is attached for review.

**Fiscal Impact**

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes

**Conclusion**

If approved by the full board, Head Start 0 to 5 will continue share accurate and current information to the governing body and policy council in order to provide optimal services to children and families in Fresno County.

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**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT****REPORT MONTH: JULY 2021****I. Head Start 0 to 5**Program Information Summary:

1. July 1, 2021, the new school year started for EHS and CSPP classes; children continued to receive classes.
2. July 27, 2021, an application was submitted to the American Rescue Plan for one-time monies totaling \$3,354,549.
3. Senior Management has been preparing for the all staff Pre-service being held at the Golden Palace on August 5, 2021.
4. All PPE safety protocols by Fresno EOC remain in place. All employees must wear a mask inside, use sanitizers, and keep social distancing. HR is currently updating the agency's safety protocol.
5. We are committed to providing services in person to families and children, while keeping all safety protocols in place.
6. Recruitment continues to be at the forefront to reach our goal of enrolling the 2590 children that we have been funded to serve.

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

On March 25, 2021, Fresno EOC - Head Start, received notice per the Consolidated Appropriations Act of 2021, released by the Administration for Children and Families (ACF) of the opportunity to apply for a Cost of Living Adjustment (COLA) of 1.22%. The Cost of Living Adjustment is an increase in income that keeps staff salaries on par with increases in living expenses. However, due to being under DRS and recompeting for our grant, we were not allowed to apply until after we were awarded the grant in June 2021.

**III. Early Head Start**Program Information Summary:

1. Recruitment of staff for Family Development Specialist (FDS) and Home Base Supervisors (HBS) positions, continue in order to fill vacancies.
2. VCH Medical interns will be visiting Home Base and will participate in shadowing the FDS in their home visits.
3. Children started in person classes on July 1, 2021.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 294; Monthly ADA: Center Base: 60.79%, Home Base: 35.99%

Wait List Total: 90

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start's total enrollment for July is 294. Despite COVID-19, EHS continues to make every effort to fill current vacancies. We are identifying age eligible siblings of HS Children enrolled in the program, reaching out to community partners weekly to let them know that we are actively recruiting children for Early Head Start, we launched the Online Referrals through our ChildPlus Software via our Fresno EOC website. We continue to provide marketing materials and attend meetings/trainings via zoom to promote recruitment. We received a total of 14 referrals and attended two community events this month.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 425 Lunches: 517 Snacks: 435

**IV. Head Start**Program Information Summary:

1. Madison Head Start had a water leak and became flooded. The insurance company has been contacted and will assess the needed repairs. Children will be served through a Home Base model until the center is repaired and Community Care Licensing (CCL) approves the center to reopen.
2. Area II Head Start is submitting request to CCL to approve the temporary playground for children's use.
3. We continue to advertise, interview and hire for vacant positions such as Teacher's, Teacher Assistant's (TA), Family Support Assistants (FSA), HB supervisors, and Family Services Specialist's (FSS).
4. Richard Keyes and La Colonia Head Start, packets have been prepared to submit to CCL requesting for centers to be licensed.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 36; Monthly ADA: Center Base 80.56%; Home Base: NA%

Wait List Total: 406

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Head Start enrollment for July 2021 is 36. The last day for Head Start Home Base was May 20, 2021. The last day for Center Base classes (3.5 hrs./day) and California State Preschool Program (CSPP 7.5 hrs./day) was on June 8, 2021 and Center Base Duration classes (6.0 hrs./day) ended on June 22, 2021. CSPP Full Day/Full Year classes were in operation. To support our recruitment and enrollment efforts, we received 79 Head Start Online Referrals from our Fresno EOC website, two referrals from the Department of Social Services and we attended two Community Events in the month of July.



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

Head Start Meals/Snacks:

Total Children: Breakfasts: 480 Lunches: 475 Snacks: 558

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director

(JULY 2021 BOARD PUR) 09/01/2021294 ~ CWPC (2020-2021 (PUR (BOARD)) ~



## BOARD OF COMMISSIONERS MEETING

|                                     |                                  |
|-------------------------------------|----------------------------------|
| <b>Date:</b> September 22, 2021     | <b>Program:</b> Head Start (0-5) |
| <b>Agenda Item #:</b> 10E5          | <b>Director:</b> Rosa M. Pineda  |
| <b>Subject:</b> Head Start Director | <b>Officer:</b> Jack Lazzarini   |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the appointment of Rosa M. Pineda from Early Care and Education Director to Head Start Director.

### Background

In alignment with the Head Start Program Performance Standards and Fresno EOC Human Resource policy and procedures, the position was posted internally on the Fresno EOC website. One employee candidate applied and was selected for an interview. The candidate, Rosa M. Pineda, was interviewed by a panel consisting of representatives from Fresno EOC's Executive Leadership staff, the County Wide PC Personnel Committee, and our Head Start Partner from Fresno County Office of Education. With 30 years of experience in meeting and exceeding the position qualifications/requirements, Rosa M. Pineda was interviewed and selected to be appointed the title of Head Start Director. On September 7, 2021, the County Wide Policy Council met and approved this process/appointment.

The Office of Head Start (OHS) requires each Head Start Program to provide for a position entitled, Head Start Director. During the recent restructure of the Head Start (0-5) program, Rosa M. Pineda was appointed Early Care and Education Director. Now that the Head Start (0-5) program is finalized, Fresno EOC is obligated by the Office of Head Start to appoint one employee to be designated as Head Start Director.

### Fiscal Impact

This appointment is budget neutral.



## **Conclusion**

If approved by the full board, Rosa M. Pineda will assume the role of Head Start Director for Fresno EOC Head Start 0 to 5. If no approval is received, the search for a Head Start Director will commence.





## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                                  | <b>Program:</b> Head Start 0 to 5              |
| <b>Agenda Item #:</b> 10E6                                       | <b>Directors:</b> Rosa M. Pineda & Nidia Davis |
| <b>Subject:</b> Fresno EOC Head Start 0 to 5 Budget Modification | <b>Officer:</b> Jack Lazzarini                 |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration modifications to the Head Start 0 to 5 FY 2020/2021 budget by \$4,175,036 and reallocate the unspent program funds to other expenditures in FY 2020/2021. Early Head Start will reallocate \$150,633 and Head Start will reallocate approximately \$4,024,403 for projects outlined in the attached budget documents.

### Background

During the FY 2020/2021, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff.

The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent.

All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020/2021 funds to accomplish previously

unfunded, and needed projects. Early Head Start seeks to reallocate \$150,633 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,036.

Due to timeline constraints, Head Start 0 to 5 management submitted a request for a budget modification for FY 2020/2021 budget of \$4,175,036 to the Head Start 0 to 5 County-Wide Policy Council on July 6, 2021 and Fresno EOC Board of Commissioners Chairperson on August 3, 2021, to which they both approved respectively. As a result, Fresno EOC Head Start 0 to 5 submitted their request for a budget modification to Office of Head Start on September 2, 2021.

### **Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

### **Conclusion**

If approved by the full board, Head Start 0 to 5 will submit the Budget Modification to Region IX requesting authorization to allocate unspent program funds to other expenditures in the FY 2020/2021. If no approval is received, the unused funds will be returned to Office of Head Start when our budgets are closed out.

**FY 2020/2021 PROPOSED BUDGET MODIFICATION  
JANUARY 1, 2020 THROUGH JUNE 30, 2021  
PROJECT NARRATIVE/JUSTIFICATION**

Project Narrative

Fresno County Economic Opportunities Commission (dba Fresno EOC), Grantee #09CH010290, is applying for permission to revise the budget for Fiscal Year 2020/2021 to authorize expenditure of underspent funds. During the 2020 /2021 Fiscal Year (FY), Years Five and Six, 18-months, our agency has experienced savings in the salaries, fringe benefits, and various program operations line items, such as: travel, and supplies in the Head Start 0 to 5 budget. These savings equal more than \$250,000, thus mandating a formal budget revision in order to repurpose these fund for other needed, but unfunded items. It is projected that these savings will equal \$4,175,036 (EHS \$150,633 and HS \$4,024,403); therefore, we are requesting a budget revision for our Basic Grant (G094122) to move these line item savings, to expenditures in other areas of the operations budget, as outlined in the attached budget justification. These changes will assist in the full implementation of our Program and School Readiness Goals by providing additional resources for children's learning and needed maintenance and repair for program sites to improve the environments for children, families and staff. Some additional items, such as air filters and air conditioning upgrades, needed to enhance safety during the COVID-19 pandemic are included in this request.

Fresno EOC Head Start 0 to 5 serves 2590 slots that include prenatal women, infants, toddlers and preschoolers. Early Head Start (EHS) provides services to 478 of these slots throughout our Fresno County service area. The EHS center based option operates 82 child care slots for infants and toddlers and our home visitation program serves 50 prenatal women and 294 infants and toddlers. Fresno EOC Head Start (HS) provides services to 2,112 three and four

year olds and their families throughout the service area, currently 120 in Home Base and 1992 in Center Base.

Fresno EOC EHS and HS have together experienced savings in the Basic 2020 Budgets that equal more than \$250,000, thus, mandating a formal budget revision to be requested from Region IX staff prior to expenditure of these funds for new purposes. These savings are due in large part to numerous personnel taking Leaves of Absence (LOA's) in 2020. When an employee takes some types of LOA's, such as Family Medical Leave (FMLA) or Workers' Compensation, approximately 65% of that staff's salary is paid by the State of California and not with Early Head Start funds. The numerous staff on FMLA this year has generated these program these savings. Staff absences have not affected the services delivered to the children and families. We have been able to use, for the most part, sub on call employees (SOC) and staff on temporary assignments to do the work of these absent employees.

The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and lesser use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefits and operations line items to the uses outlined in the Budget Justification Narrative below under the budgetary object class categories of Equipment (\$1,252,900), Supplies (\$1,494,987), Contractual (\$1,445,153).

## **BUDGET JUSTIFICATION NARRATIVE**

In accordance with Fresno EOC Head Start (HS) /Early Head Start (EHS) funding guidance letter in regards to grant #09CH010290 for year 05: 01/01/2020 – 12/31/2020 and year 06, 01/01/2021 – 06/30/2021, this budget narrative is submitted to support this application requesting a budget modification for Head 0 to 5 for a grand total of \$4,175,036 (Head Start: \$4,024,403 and Early Head Start \$150,633). Projected cost revisions are related to program goals, as well as, to program design and approach to service delivery and are based on the Grantee's years of HS/EHS program administration and operation in delivering required quality comprehensive services in the most cost-effective manner, knowledge of service availability, and understanding of current costs for purchasing equipment, materials and services. A budget revision for the grant period has been entered into HSES. The Budget Justification narrative for the revision for both HS and EHS are included herein.

**Equipment \$86,900 /EHS \$0.00; HS \$86,900**

These costs apply only to Head Start as identified in the following narrative; since, Early Head Start has significantly fewer dollars to apply to the budget revision due to being 18% the size of the Head Start program and staff are not requesting any of their funds to be used to purchase equipment.

*Head Start's equipment portion of the funds is requested as below and a competitive process will be followed to determine the vendor for each service:*

- Network Switches – Current network switches have been in place for over 5 years. The current network switches do not contain all services needed, since Fresno EOC has migrated to VoIP, added new access points, and increased usage of tablets and laptops. New network switches (6) will allow various devices to connect and communicate on the network. With new

devices come additional security measures. The current network switches do not have all security management features needed to route multiple computing devices. New network switches would increase network speed, provide additional security measures, and allow management of all devices.

*Head Start - \$5,000 per switch for six switches* \$30,000

● **Head Start- Meal Delivery Van** – Two vans are needed to replace two meal delivery van that transports meals to Head Start locations. The vans in use are near the end of the useful life and are frequently in need of repairs.

*Head Start - \$20,000 per van for 2 vans* \$40,000

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

*Head Start - \$16,900 per forklift* \$16,900

#### **SUPPLIES \$1,092,494/EHS \$85,725; HS \$1,006,769**

These costs are allotted to purchase supplies to support program operations for the different program service areas for both center and home base options. This allocation includes all items as below and indicates whether the supply is for Head Start or for Early Head Start:

● **Early Head Start – Classroom Consumables** – Additional materials for home based socialization classrooms (5) and center-based classrooms (6). Additional manipulatives and general classrooms materials are needed in quantities that permit loaning of supplies to children/families to be used for curriculum activities to enhance school readiness during distance learning and also, due to social distancing and sanitation requirements. During a

pandemic it is also necessary to have additional sets of materials, so individual children have access to sanitized materials, when children are onsite at the centers.

*Early Head Start - \$1,810 per classroom for 11 classrooms* *\$19,910*

- Classroom Furniture Replacement- For infant/toddler classrooms where furniture needs to be replaced.

*Early Head Start- \$15,605 per classroom for 3 classrooms* *\$46,815*

- Head Start - Preschool Backpacks – For classroom lending libraries at Head Start sites. Distance learning is expected to continue into the foreseeable future. These backpacks will contain materials a child would typically find in a preschool classroom. Four bundles of 10 backpacks would be purchased for lending to children in each classroom.

*Head Start - \$275 for 436 per bundle of backpacks* *\$119,900*

- Head Start Computers - Laptops with docking stations – Some staff have technology that is out of compliance with current Fresno EOC Information Technology standards and requires replacement. Costs include laptop, docking station and licenses.

*Head Start - \$1,904 per complete system for 45 systems* *\$85,693*

- Early Head Start Children’s Books – (8 sites) and Head Start (109 classrooms) will purchase books for Head Start and Early Head Start lending libraries that align with our goals of representation, inclusivity and dual language learning (Black is Beautiful books, bilingual books (Spanish/English) and Latino Books). These purchases are for replacement of damaged books and for new titles for each center-based site and for Early Head Start home-based socialization sites as part of their lending materials for home use by enrolled children. Books will be library quality for durability and will enhance our family literacy initiative.

*Early Head Start - \$2,375.00 for each of eight (8) sites* *\$19,000*

*Head Start – \$216.00 each set for 436 sets of books* *\$94,176*

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

*Head Start – \$690.00 each tablet for 600 Hatch Ignite tablets* *\$414,000*

● Head Start Ignite Software Subscription – Ignite provides teachers with real-time child assessment data and documentation. The adaptive platform enables teachers to collect multiple data points on any given skill, ensuring valid and objective rating for all children. This instant data helps teachers easily differentiate instruction and accelerate kindergarten readiness for all the children in the program.

*Head Start \$80 per software subscription for each of 600 Hatch Ignite Tablets* *\$48,000*

● Head Start - Classroom Children's Furniture Replacement – Furniture in some classrooms is in need of replacement. Children's tables and chairs and child accessible shelving are among the materials requested.

*Head Start – \$15,000 per classroom for 10 classrooms* *\$150,000*

● Head Start Chair/Table Replacement – Furnishing used by adults need to be replaced in 37 of the 109 classrooms throughout Fresno County. Many chairs and tables have metal legs that are weakened due to rusting and are causing stain marks to appear on floors and



carpets. Sites needing new adult furnishings include Area II, Brooks, Cantua, Clovis, College Community, Dakota Circle, Estelle Dailey, Firebaugh, Huron, Kings Canyon, Mosqueda, Mendota, Pinedale, Ramacher, Reedley, San Joaquin, Sanger, Sequoia, and Washington.

*Head Start - \$5,000 each for 19 sites* \$95,000

**Contractual \$1,403,826/EHS \$64,908; Head Start \$1,338,918**

Projects costing over the \$25,000 COVID-19 threshold will be vetted competitively and vendors will be determined accordingly. Some sample quotes have been obtained to facilitate the creation of budget estimates, but further bids will be obtained prior to award of contracts.

- Early Head Start - Child Development Center – original sign has deteriorated due to exposure to weather and needs to be replaced.

*Early Head Start – sign for Child Development Center at \$1,200 (General Building*

*Maintenance and Repair).* \$1,200

- Early Head Start – Entry Door at the Child Development Center requires maintenance and repair to the casing and threshold, as well as to be repainted.

*Early Head Start – general building maintenance and repair cost for one door* \$457

- Early Head Start – Playground – The playground for the Mt. Carmel Socialization site is in need of replacement. The soft surface for fall zones has cracks and the climber needs to be replaced. Also, shade needs to be added to the playground due to the hot Fresno summers.

*Early Head Start - \$61,250 x 1 playground* \$61,250

- Early Head Start- Painting Exterior Building- Addams EHS center exterior needs to be repainted.

*Early Head Start-center exterior painting cost* \$2001

- Air conditioning units for the sites of Ramacher (1), Roosevelt (2), Sanger (3), Madison (1), Caruthers 1), and Wilson (2). These units are outdated, inefficient and

frequently in need of repairs.

*Head Start - \$11,000 per unit for 10 units*

*\$110,000*

Fresno EOC employees an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

- Head Start – Vinyl composition tile (VCT) replacement is needed to upgrade the flooring for safety and aesthetics at three (3) buildings at Dakota Circle, one (1) at Brooks, one (1) at Washington, one (1) at San Joaquin, two (2) at Caruthers and (1) Romain.

*Head Start – vinyl tile @ average cost of \$27,500 for each of eight (9) classrooms. \$247,500*

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

*Head Start – 47 surveillance cameras for safety upgrades to prevent break-ins at 15 sites*

*@average cost of \$848 per site.*

*\$39,856*

- Head Start – Paint the exterior of building at Huron, Ramacher, Sanger, Jefferson, Dakota Circle, Firebaugh and Citrus Head Start. This is needed to halt the deterioration of the building and the peeling of the old paint.

*Head Start – paint seven buildings at an average cost of \$5,000.*

*\$35,000*

- Head Start Replacement of Exit Signs – replace reflective exit signs with illuminated exit signs at 25 doorways, as needed throughout the program for compliance with city and fire marshal code of regulations and to enhance safety at the sites.

*Head Start Exit Sign 25 signs for 25 exit doorways @ \$700 per sign.* \$17,500

- Head Start - Window replacements at twenty-two (22) Head Start Centers. Most of these centers are modular buildings that were purchased during a Program Expansion in the early 1990's and are in need of refurbishment.

*Head Start – replacement of 22 windows at various program sites @ average cost of \$27,600 per site.* \$607,200

- Head Start – Cement replacement at Six (6) Head Start sites. Chipped and cracked cement that is creating tripping hazards will be removed and replaced with new cement.

*Head Start – cement replacement at Six (6) sites average cost of \$19,000.* \$114,000

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

*Head Start – installation of one double door at the warehouse for enhanced accessibility* \$6,600

- Head Start - Upgrade ten (10) sandboxes to “turtle top” sandboxes to prevent neighborhood cats from entering the sandboxes. Previous sandboxes constructed from plastic pipes and covered with tarps will be eliminated. The covers lock in place. The new sandboxes should assure that the sand remains clean for children's use.

*Head Start – 17 sandboxes at @ \$4,160 per sandbox.* \$70,720

- Head Start - Trim trees at various Head Start sites to maintain branches away from buildings

and power lines. There are 52 Head Start sites and most have at least one tree in the yard and many have two or more.

*Head Start – trim 80 trees at various sites for an average cost of \$500 per tree* \$40,000

- Head Start - Fascia and flashing repair at Caruthers to enhance the weather resistant nature of building to prevent water from seeping into the walls of the building around windows and doors, etc.

*Head Start – repair/replace fascia and flashing for one site* \$4,000

- Kitchen Floor Replacement at Jefferson Head Start – replacement needed due to past pipe rupture under kitchen floor.

*Head Start - replace kitchen floor* \$2,542

- Kitchen Countertop repairs at Romain Head Start- replacement needed due to wear and tear

*Head Start - replace kitchen countertop* \$12,000

- Parking Lot Refinishing at Kings Canyon Head Start-refinishing needed for health/safety of staff, parents who use the parking lot

*Head Start – refinish parking lot* \$16,000

- Landscaping and Drainage at Kings Canyon Head Start

*Head Start - replace landscape and drainage* \$16,000

**Construction \$1,591,816/EHS \$0; Head Start \$1,591,816**

- Modular Classrooms-Purchase and install (2) modular to replace Head Start sites for Sanger and Huron

*Head Start – two modular at \$795,908 per modular* \$1,591,816

**DIRECT CHARGES: \$4,175,036**

|                                 |                    |
|---------------------------------|--------------------|
| Early Head Start Direct Charges | \$150,633          |
| Head Start Total Direct Charges | \$4,024,403        |
| <b>TOTAL DIRECT CHARGES</b>     | <b>\$4,175,036</b> |

**INDIRECT CHARGES: EHS \$0.00; HS \$0.00**

The indirect charges have been based on 7.5% of total Direct Costs to cover the Agency's indirect costs. A copy of the Grantee's current Indirect Cost Rate Agreement has been uploaded into the HSES. Since these funds are repurposed from Head Start 0 to 5 Basic Budgets, Indirect charges have already been applied.

|                              |                    |
|------------------------------|--------------------|
| Indirect Charges             | EHS \$0            |
|                              | HS \$0             |
| <b>Total Budget Revision</b> | <b>\$4,175,036</b> |

**NON-FEDERAL SHARE**

Efforts are on-going to overcome the challenges in maintaining the volunteer hour requirements due to the stringent California regulations in regards to immunization requirements for parents to participate in the classroom, as well as no classroom volunteers during the COVID-19 pandemic. Volunteer time contributed within the classroom is valued at the Teacher Assistant I hourly rate plus the average fringe benefit rate derived from the actual fringe rate of employees in the program. Donated services are also received from community partnerships/individuals who serve as speakers and/or provide training at no or reduced cost. Valuation of such services are determined using the fair market rate of similar services within the region, if specialized skills are required. Otherwise, the same valuation method used for the classroom volunteer is utilized. City of Fresno and various lessors donate \$8,172 by not charging utilities and yard maintenance services. Volunteer time is estimated at \$21.07 including fringe benefits x 59.94 hours x 7,600 volunteers = \$9,598,255. Space in-kind is

valued as the difference between actual rent paid to landlords for the utilization of the space and the fair market value of that space determined by appraisals (HS \$818,625 annually).

#### Non-Federal Match:

Generally, numerous sources of non-federal match are utilized within our program to comply with this requirement for involvement of local resources. The usual sources are described in greater detail within the below table.

| Source of Non-Federal Match | Valuation Methodology  | Projected Amount    |
|-----------------------------|--|---------------------|
| Volunteer time              | Volunteer time is the most significant source of non-federal share. The majority of this time is contributed by parents who are serving in the capacity of a teacher assistant either within the classroom or at home using an individualized learning plan that is specific to outcomes for their children. Donated hours from the parents are valued at the Teacher Assistant I (HS) or Assistant Teacher/Caregiver (EHS) hourly rate plus the fringe benefit derived from the actual rate of the employees in this program. Volunteer time is also received when various guest speakers present relevant topics to either the parents or to the children. A valuation rate for the donated time is provided by the donor on the contribution form. If specialized knowledge is required for the presentation topic, then a valuation rate appropriate to that position is permitted. However, unusual rates are reviewed for reasonableness using internet searches for average pay rates of positions within the Fresno County area. (\$21.07 average including fringe benefit x 59.94 hours x 7,600 volunteers = \$9,598,254) | \$9,598,255         |
| Space                       | Leased facilities are periodically appraised and the difference between the appraisal values and the amount paid in rent to the landlord is captured as non-federal share to reflect the full value of the space utilized by the program. Approximately \$68,219/ month x 12 months.   | \$ 818,625          |
| Utilities/Yard Maintenance  | City of Fresno and yard maintenance by the various lessors donate by not charging their regular costs.   | \$8,172             |
|                             |  |                     |
| <b>Total</b>                |  | <b>\$10,425,052</b> |

### Non-federal Share Match Waiver

Head Start and Early Head Start propose a waiver of the non-federal share match for this budget modification and for all funds awarded for 2020/2021 (Carryover from Basic Budget 2019, Basic Budget 2020 - 2021, COLA 2020, Quality Improvement 2020, and Head Start and Early Head Start T&TA). Due to the COVID-19 pandemic, volunteer time, as defined and calculated above has been significantly reduced compared to other years. Due to reduction in class size to ten children per classroom, many children receiving distance learning and the inability to have volunteers enter our classrooms during the COVID-19 pandemic, we are unable to recover the needed in-kind for FY 2020 and for FY 2021 (January 1 through June 30, 2021). Additionally, due to the pandemic many businesses are operating at reduced capacity or have closed altogether and are, therefore, unable to contribute non-federal share match to our program.

### **Conclusion**

Davis Bacon regulations will be observed for all contractual obligations of \$2,000 dollars or more, where required by federal law and bids will be obtained for any individual costs over \$25,000 (as allowed during the COVID-19 pandemic. Quotes will be obtained when required for expenditures to facilitate a competitive process prior to the determination of the appropriate vendor to complete the project. The purchase of the two modular classrooms for Huron (1) and Sanger (1) sites will necessitate the submission of a 1303. The needed documentation will follow, if the funds are authorized to be spent as requested.

Because of the short timeline between this request to modify our budget and the end of the 2020/2021 fiscal Year (12/30/21), we anticipate that the funds for expenditures outlined above will be spent between approval (if granted) and December 30, 2021.

These Budget Modifications require approval by the County-Wide Policy Council and the

Fresno EOC Board of Commissioners. Please see the corresponding documentation of approvals by these bodies, uploaded into the documents tab in HSES.





## BOARD OF COMMISSIONERS MEETING

|  |  |
|--|--|
| <b>Date:</b> September 22, 2021                  | <b>Program:</b> Head Start 0 to 5              |
| <b>Agenda Item #:</b> 10E7                       | <b>Directors:</b> Rosa M. Pineda & Nidia Davis |
| <b>Subject:</b> Cost of Living Adjustment (COLA) | <b>Officer:</b> Jack Lazzarini                 |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to approve a Cost of Living Adjustment (COLA) increase for Early Head Start (\$45,413) and Head Start (\$205,925) for a total of \$251,338 fiscal year 2021.

### Background

On March 25, 2021 the Administration for Children and Families released the opportunity for programs under the Head Start Act to apply for COLA funding for the fiscal year 2021. The cost of living adjustment is an increase in income that keeps staff salaries on par with increases in living expenses. However, due to being under DRS and re-competing for our grant, we were not allowed to apply until after we were awarded the grant in June 2021.

All HS 0 to 5 employees will receive at minimum a 1.22% COLA increase with the exception of all Education Teaching Staff positions as they received an increase in wages under the new grant. This also includes those positions who were within the salary range of the wage-comparison survey completed February 2021 regarding other Early Care and Education entities in our community. The COLA will also be applied to support staff fringe benefits.

Head Start 0 to 5 management submitted a request for authorization to apply for funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners Chairperson, to which they both authorized to apply August 3, 2021, respectively.

On August 21, 2021, we received notification from Office of Head Start that we were awarded the COLA.



## **Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by offering competitive salaries to qualified staff.

## **Conclusion**

If approved by the full board, these funds will be used to increase salaries and fringe benefits and offset higher operating costs. If no approval is received, the unspent monies will be returned to the Office of Head Start.

**Supplement**  
**Fiscal Year 2021**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**July 09, 2021**

**Early Head Start COLA Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Early Head Start, per the Consolidated Appropriations Act, of 2021, released by the the Administration for Children and Families (ACF) on March 25, 2021 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$45,413 for the Early Head Start Program. The cost of living adjustments is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars to be applied to wages, salaries, and benefits. Fresno EOC Early Head Start management submitted a request for authorization to apply for the funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners. The County-Wide Policy Council and the Fresno EOC Board of Commissioners have authorized Early Head Start to apply for a COLA, on August 3, 2021, respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Early Head Start provides services to 478 prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2021. Management is aware that the funding will only become effective when a Notice of Award is received. All Early Head Start employees will receive at minimum a 1.22% COLA increase with the exception of all Education Staff positions as they received an increase in wages under the new grant. The Fresno EOC Early Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

During the winter of 2021, Fresno EOC Early Head Start completed the Head Start 0 to 5 Special wage-comparison survey. The comparison documents that Fresno EOC Early Head Start pays salaries comparable to or slightly above some Early Head Start programs in California's Central Valley; however, we experience considerable competition in the surrounding area for hire of the highly qualified workforce, needed to operate our Early Head Start programs. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the extensive need for a quality workforce in our vicinity. Fresno EOC has a reputation for hiring qualified staff and providing extensive training

that assists them to become more highly qualified. Historically, Early Head Start had few competitors for hire of a qualified workforce. In recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Early Head Start frequently loses staff to these communities partners.

Today with employment opportunities in accreditation, Quality Rating Improvement Scale, special needs Part C services, coaching, and quality child care, in our service area, the Central Valley has become a highly competitive early care and education environment and there are numerous, other opportunities for employment, in some cases paying a higher hourly wage than Early Head Start.

Salaries for kindergarten teachers were also included within the wage comparability tables researched for Fresno EOC Early Head Start during winter of 2021. The Unified School Districts' salaries are considerably higher than the salary that an Early Head Start employee can earn. In Early Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff's efforts to do so. When the degree is earned, staff frequently leave Early Head Start employment for higher paying positions elsewhere. We have seen a trend to earn a kindergarten to 12<sup>th</sup> grade credential and for staff to leave for employment in the Unified School Districts.

Additionally, research has shown that continuity of care supports optimal school readiness for children. Salaries that are competitive with other Early Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Early Head Start children. Subsequently, minimal staff turnover will optimize school readiness and lifelong outcomes for Early Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

We are aware that frequently, families and children in our programs are victims of trauma. Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances.

Early Head Start employs 89 staff to provide services to the enrolled children and families. The COLA of 1.55% to 1.75% provides staff with an increment in wages that remains below the average rise in the consumer price index (CPI) in major cities in California. Increases range from 3.1% to 4.0%, with Fresno ranking as the fifth largest city in the state.

The COLA will also be applied to supporting benefits for staff. Among these benefits, the award of funds will support enhanced access for Early Head Start staff to Fresno EOC's employee assistance program. Because of the educational encouragement that Early Head Start provides to support enrolled families, numerous former clients are inspired to gain an education that qualifies them to apply for openings in Early Head Start. At times there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are instrumental in helping staff to resolve personal issues which support

them, in turn, to be much more effective in assisting children and parents through a trauma informed approach. The additional indirect dollars supporting Fresno EOC will ensure that the agency's Employee Assistance Program (EAP) remains available to staff. A stable workforce promotes continuity of care which is a positive development for children in Early Head Start.

### **Budget Justification**

#### **COLA: \$ 33,981**

Fresno EOC Early Head Start proposes to use \$33,981 in the personnel budget line item, the dollars requested represent a range of 1.55% to 1.75% COLA, for #57 positions on Fresno EOC Early Head Start's salary table. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's EAP. Supported staff will consequently be better able to support the children and families enrolled in the program, many of whom have suffered trauma in their lives.

#### **Benefits: \$7,680**

With the increase in wages there is a corresponding increase in funding applied to benefits. Early Head Start's costs for provision of benefits include:

Federal Insurance Contributions Act (FICA) funds for Social Security: \$2,107

Medicare: \$510.00

State Unemployment Insurance: \$2,107

Workers' Compensation: \$1,257

Health Insurance: \$0

Life Insurance: \$0

Pension: \$1,699

#### **Non-Federal Share \$0**

Per the COVID-19 Funding Guidance: ACF-PI-HS-21-01 FY 2021, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received February 19, 2021. A waiver of non-federal match has been submitted with this application.

#### **Indirect Cost: \$3,749**

Fresno EOC has negotiated a 9.0% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

#### **Conclusion**

This information regarding the 2021 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the

corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

**Supplement**  
**Fiscal Year 2021**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**July 9, 2021**

**Head Start COLA Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Head Start, per the Consolidated Appropriations Act, of 2021, released by the the Administration for Children and Families (ACF) on March 25, 2021 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$205,925 for the Head Start Program. The cost of living adjustments is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars to be applied to wages, salaries, and benefits. Fresno EOC Head Start management submitted a request for authorization to apply for the funds, to the Head Start Policy Council Chairperson and Fresno EOC Board of Commissioners Chairperson. The County-Wide Policy Council and the Fresno EOC Board of Commissioners have authorized Head Start to apply for a COLA, on August 3, 2021 respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Head Start provides services to 2,590 three and four year olds and their families throughout Fresno County, 120 in Home Base and 2,112 in Center base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2021. Management is aware that the funding will only become effective when a Notice of Award is received. We propose Head Start use of the 2021 Cost of Living Adjustments Funds for wage equitability to compensate higher levels of education for key positions that merit a more competitive starting wage, per 2021 wage comparability study. All Head Start employees will receive at minimum a 1.22% COLA increase with the exception of all Education Staff positions as they received an increase in wages under the new grant.

This aligns with the directive from ACF that the agency is encouraged to provide staff with a minimum salary increase of at least 1.22%. The Fresno EOC Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

During the winter of 2021, Fresno EOC Head Start completed the 2021 Special Head Start wage-comparison survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California's Central Valley; however, we experience considerable competition in the surrounding area for hire of the highly qualified workforce, needed to operate our Head Start programs. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the extensive need for a quality workforce in our vicinity. Fresno EOC has a reputation for hiring qualified staff and providing extensive training that assists them to become more highly qualified. Historically, Head Start had few competitors for hire of a qualified workforce. In recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Head Start frequently loses staff to these community partners.

Today with employment opportunities in accreditation, Quality Rating Improvement Scale, special needs Part B services, coaching, and quality child care, in our service area, the Central Valley has become a highly competitive early care and education environment and there are numerous, other opportunities for employment, in some cases paying a higher hourly wages than Head Start.

Salaries for kindergarten teachers were also included within the wage comparability tables researched for Fresno EOC Head Start during winter of 2021. The Unified School Districts' salaries are considerably higher than the salary that a Head Start employee can earn. In Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff to do so. When their degree is earned, staff frequently leave Head Start employment for higher paying positions elsewhere. We have seen a trend to earn a kindergarten to 12<sup>th</sup> grade credential and for staff to leave for employment in the Unified School Districts.

Additionally, research has shown that continuity of care supports optimal school readiness for children. Salaries that are competitive with other Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Head Start children. Subsequently, minimal staff turnover will optimize school readiness and lifelong outcomes for Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

We are aware that frequently, families and children in our programs are victims of trauma. Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances.

Head Start employs 520 staff to provide services to the enrolled children and families. The COLA of at least 1.22% provides staff with an increment in wages that remains below the average rise in the consumer price index (CPI) in major cities in California. Increases range from 3.1% to 4.0%, with Fresno ranking as fifth largest city in the state.

The COLA will also be applied to supporting benefits for staff and among these benefits, the award of funds will support enhanced access for Head Start staff to Fresno EOC's employee assistance program. Because of the educational encouragement that Head Start provides to support enrolled families, numerous former clients are inspired to gain an education that qualifies them to apply for openings in Head Start. At times there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are



instrumental in helping staff to resolve personal issues which support them to be much more effective in assisting children and parents through a trauma informed approach. A stable workforce promotes continuity of care which is a positive outcome for children in our care.

### **Budget Justification**

#### **COLA: \$153,975**

Fresno EOC Head Start proposes to use \$153,975 in the personnel budget line item, the dollars requested represent a range of 1.6% to 4.0% COLA, for #190 positions on Fresno EOC Head Start's salary table. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's Employee Assistance Program. Supported staff will consequently will be better able to support the children and families enrolled in the program many of whom have suffered trauma in their lives.

#### **Benefits: \$34,947**

With the increase in wages there is a corresponding increase in funding applied to benefits. Head Start's costs for provision of benefits include:

Federal Insurance Contributions Act (FICA) funds for Social Security: \$9,546

Medicare: \$2,310

State Unemployment Insurance: \$9,546

Workers' Compensation: \$5,697

Health Insurance: \$0

Life Insurance: \$154.00

Pension: \$7,694

#### **Non-Federal Share: \$0**

Per the COVID-19 Funding Guidance: ACF-PI-HS-21-01 FY 2021, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received February 19, 2021

A waiver of non-federal match has been submitted with this application.

#### **Indirect Cost: \$ 17,003**

Fresno EOC has negotiated a 9.0% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

### Conclusion

This information regarding the 2021 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

|   | Head Start        | Early Head Start |
|---|-------------------|------------------|
| <b>Total Cost-of-Living Adjustment - 2021</b> | <b>\$ 205,925</b> | <b>\$ 45,410</b> |

**Personnel (Section B, Line 6-a)**

**Early Head Start**

| <b>Position</b>                                  | <b>No. of Staff</b> | <b>Budget Before COLA</b> | <b>EHS COLA Allocation</b> |
|--|---------------------|---------------------------|----------------------------|
| Assistant Teacher/Caregiver I                    | 5                   | \$ 155,025                | \$ 2,403                   |
| Assistant Teacher/Caregiver II                   | 4                   | \$ 130,182                | \$ 2,018                   |
| Building Maint Specialist                        | 1                   | \$ 50,564                 | \$ 784                     |
| Child Development Coordinator                    | 1                   | \$ 54,600                 | \$ 846                     |
| Child Development Site Coordinator               | 1                   | \$ 61,250                 | \$ 949                     |
| EHS Home Base Supervisor                         | 3                   | \$ 163,800                | \$ 2,539                   |
| Family Support Assistants                        | 2                   | \$ 60,645                 | \$ 940                     |
| Information Systems Assistant                    | 1                   | \$ 31,590                 | \$ 490                     |
| Information Technology Support Specialist        | 1                   | \$ 45,006                 | \$ 698                     |
| Maternal Child Health/Disabilities Specialist    | 2                   | \$ 100,406                | \$ 1,556                   |
| Receptionist/Office Assistant                    | 1                   | \$ 29,250                 | \$ 453                     |
| Site Supervisor/Center Director                  | 2                   | \$ 80,964                 | \$ 1,255                   |
| Site Supervisor/Director I                       | 1                   | \$ 40,502                 | \$ 628                     |
| Teacher/Caregiver Assistant I                    | 3                   | \$ 94,556                 | \$ 1,466                   |
| Teacher/Caregiver Assistant II                   | 6                   | \$ 195,273                | \$ 3,027                   |
| Teacher/Caregiver Floaters                       | 2                   | \$ 68,913                 | \$ 1,068                   |
| Teacher/Caregiver I                              | 15                  | \$ 524,804                | \$ 8,134                   |
| Teacher/Caregiver II                             | 5                   | \$ 179,459                | \$ 2,782                   |
| <b>Early Head Start Subtotal - Non-Allocated</b> | <b>56</b>           | <b>\$ 2,066,786</b>       | <b>\$ 32,035</b>           |

# Head Start

| Position  | No. of Staff | Budget Before COLA  | HS COLA Allocation |
|---|--------------|---------------------|--------------------|
| Administrative Assistant                            | 2            | \$ 88,032           | \$ 1,761           |
| Administrative Secretary II                         | 1            | \$ 41,468           | \$ 829             |
| Building Maint Specialist                           | 4            | \$ 208,007          | \$ 4,160           |
| Building Maintenance Coordinator                    | 1            | \$ 56,199           | \$ 1,124           |
| Custodian   | 3            | \$ 93,210           | \$ 1,864           |
| Early Childhood Education Specialist                | 4            | \$ 224,952          | \$ 4,499           |
| ECE Coordinator                                     | 1            | \$ 65,748           | \$ 1,315           |
| ECE Specialist                                      | 4            | \$ 224,952          | \$ 5,061           |
| Education Liaison I                                 | 2            | \$ 79,872           | \$ 1,597           |
| Education Liaison II                                | 1            | \$ 47,268           | \$ 945             |
| Education Services Manager                          | 2            | \$ 159,621          | \$ 5,307           |
| ERSEA Assistant                                     | 1            | \$ 28,147           | \$ 563             |
| ERSEA Liaison                                       | 1            | \$ 39,936           | \$ 799             |
| ERSEA Specialist                                    | 1            | \$ 41,925           | \$ 839             |
| Family Comm Svcs Liaison                            | 1            | \$ 41,387           | \$ 828             |
| Family Engagement/Volunteer Services Specialist     | 2            | \$ 74,928           | \$ 1,499           |
| Family Service Specialist                           | 6            | \$ 258,847          | \$ 8,413           |
| Family Services Specialist                          | 6            | \$ 252,221          | \$ 7,567           |
| Family Support Assistant                            | 2            | \$ 63,015           | \$ 1,496           |
| Family Support Assistant I                          | 20           | \$ 545,618          | \$ 16,369          |
| Family Support Assistant II                         | 6            | \$ 172,040          | \$ 5,161           |
| Family Support Assistant III                        | 3            | \$ 95,358           | \$ 2,861           |
| Family Support Assistants                           | 12           | \$ 282,792          | \$ 8,484           |
| Family/Community Services Coordinator               | 1            | \$ 50,427           | \$ 1,009           |
| Family/Community Services Manager                   | 1            | \$ 73,671           | \$ 2,210           |
| Family/Community Services Specialist                | 4            | \$ 175,919          | \$ 5,278           |
| Food Service Assistant                              | 9            | \$ 105,244          | \$ 2,105           |
| Food Services Assistant                             | 5            | \$ 130,275          | \$ 2,606           |
| Food Services Assistant I                           | 9            | \$ 201,881          | \$ 4,038           |
| Food Services Assistant II                          | 7            | \$ 174,501          | \$ 3,490           |
| Health Liaison II                                   | 1            | \$ 43,238           | \$ 865             |
| Home Base Educator                                  | 12           | \$ 419,618          | \$ 12,589          |
| Home Base Supervisor                                | 1            | \$ 46,449           | \$ 1,393           |
| Inclusion Services Assistant                        | 21           | \$ 508,213          | \$ 10,164          |
| Inclusion Services Specialist                       | 1            | \$ 40,720           | \$ 814             |
| Information Systems Clerk                           | 2            | \$ 58,751           | \$ 1,494           |
| Literacy Transition Liaison                         | 1            | \$ 39,936           | \$ 639             |
| Nurse   | 4            | \$ 182,399          | \$ 3,648           |
| Nutrition Assistant                                 | 4            | \$ 152,082          | \$ 3,042           |
| Nutrition Clerk                                     | 1            | \$ 36,134           | \$ 723             |
| Quality Assurance Specialist Liaison                | 1            | \$ 36,820           | \$ 736             |
| Receptionist/Office Assistant                       | 1            | \$ 23,316           | \$ 466             |
| Registered Dietician/Nutritionist                   | 1            | \$ 30,342           | \$ 607             |
| School Readiness Coordinator                        | 1            | \$ 65,767           | \$ 1,315           |
| Secretary I   | 4            | \$ 117,007          | \$ 2,340           |
| Secretary Translator                                | 1            | \$ 40,229           | \$ 805             |
| Support Services Assistant                          | 2            | \$ 76,873           | \$ 1,537           |
| Support Services Clerk                              | 1            | \$ 25,975           | \$ 519             |
| Family Community Services Clerk                     | 1            | \$ 31,064           | \$ 932             |
| <b>Head Start Personnel Subtotal - Nonallocated</b> | <b>183</b>   | <b>\$ 6,072,387</b> | <b>\$ 148,703</b>  |

**HS/EHS Personnel - Allocated**

| <b>Position</b>                                  | <b>No. of Staff</b> | <b>Budget Before COLA</b> | <b>HS COLA Allocation</b> | <b>EHS COLA Allocation</b> |
|--|---------------------|---------------------------|---------------------------|----------------------------|
| ERSEA Coordinator                                | 1                   | \$ 55,127                 | \$ 285                    | \$ 817                     |
| Family Engagement/Volunteer Services Coordinator | 1                   | \$ 51,870                 | \$ 677                    | \$ 153                     |
| Health Services Director                         | 1                   | \$ 84,335                 | \$ 1,375                  | \$ 311                     |
| Nutrition Services Director                      | 1                   | \$ 72,431                 | \$ 1,181                  | \$ 267                     |
| Quality Assurance Manager                        | 1                   | \$ 65,267                 | \$ 1,064                  | \$ 241                     |
| EHS Home Base Supervisor                         | 1                   | \$ 54,483                 | \$ 689                    | \$ 156                     |
| <b>Allocated Personnel Subtotal</b>              | <b>6</b>            | <b>\$ 383,511</b>         | <b>\$ 5,272</b>           | <b>\$ 1,946</b>            |
| <b>Personnel Total</b>                           | <b>245</b>          | <b>\$ 8,522,684</b>       | <b>\$ 153,975</b>         | <b>\$ 33,981</b>           |

**Fringe Benefits (Section B, Line 6-b)**

| <b>Benefit</b>                   | <b>Rate</b> | <b>Salary Base</b> | <b>Head Start</b> | <b>Early Head Start</b> |
|----------------------------------|-------------|--------------------|-------------------|-------------------------|
|                                  |             |                    | \$ 153,975        | \$ 33,981               |
| FICA                             | 0.062       |                    | \$ 9,546          | \$ 2,107                |
| Medicare                         | 0.015       |                    | \$ 2,310          | \$ 510                  |
| SUI                              | 0.062       |                    | \$ 9,546          | \$ 2,107                |
| W/C (Avg.)                       | 0.037       |                    | \$ 5,698          | \$ 1,257                |
| Health Insurance                 |             |                    | \$ -              | \$ -                    |
| Life Insurance                   | 0.001       |                    | \$ 154            | \$ -                    |
| Pension                          | 0.05        |                    | \$ 7,694          | \$ 1,699                |
| <b>Fringe Benefits Subtotal</b>  |             |                    | <b>\$ 34,948</b>  | <b>\$ 7,680</b>         |
| <b>Salary &amp; Fringe Total</b> |             |                    | <b>\$ 188,923</b> | <b>\$ 41,661</b>        |

**Indirect Charges (Section B, Line 6-j)**

| <b>TOTAL DIRECT CHARGES</b>             |                            | <b>Head Start</b> | <b>Early Head Start</b> |
|---|----------------------------|-------------------|-------------------------|
|   |                            | \$ 188,923        | \$ 41,661               |
| Less:                                   |                            |                   |                         |
| 1. Buildings                            |                            | \$ -              | \$ -                    |
| 2. Equipment                            |                            | \$ -              | \$ -                    |
| 3. Renovation/Alterations               |                            | \$ -              | \$ -                    |
| 4. Each sub-award in excess of \$25,000 |                            | \$ -              | \$ -                    |
| <b>Total Exclusions</b>                 |                            | <b>\$ -</b>       | <b>\$ -</b>             |
| <b>Direct Cost Base</b>                 |                            | <b>\$ 188,923</b> | <b>\$ 41,661</b>        |
| <b>Indirect Cost Total</b>              | <b>Rate</b><br><b>0.09</b> | <b>\$ 17,002</b>  | <b>\$ 3,749</b>         |

| <b>COLA Total</b> | <b>Head Start</b> | <b>Early Head Start</b> |
|-------------------|-------------------|-------------------------|
|                   | \$ 205,925        | \$ 45,410               |

**Total Federal Share \$ 251,335**



## BOARD OF COMMISSIONERS MEETING

|  |                                       |
|--|---------------------------------------|
| <b>Date:</b> September 22, 2021                                | <b>Program:</b> Energy Services       |
| <b>Agenda Item #:</b> 10E8                                     | <b>Director:</b> Joseph Amader        |
| <b>Subject:</b> 2022 Low Income Home Energy Assistance Program | <b>Officer:</b> Michelle L. Tutunjian |

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the 2022 Low Income Home Energy Assistance Program (LIHEAP) contract #22B-4008 with the State of California, Department of Community Services and Development (CSD) in the amount of \$10,426,205 for a 20-month period, beginning November 1, 2021.


### Background

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

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

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

With the funding allocation, Energy Services will serve an estimated 250 households with weatherization services and 100 households for emergency heating and cooling services. In addition, an estimated 7,000 households will receive utility assistance, including fuel assistance.



In response to additional information requested by the Program Planning and Evaluation Committee at the meeting held on September 14, 2021, attached is the Program Year (PY) 2020 LIHEAP report by households served in Fresno County by zip code, including a summary total by rural and urban area.

### **Fiscal Impact**

CSD's allocation to Fresno EOC totals \$10,426,205 over a 20-month project period, beginning November 1, 2021. The 2022 LIHEAP Contract funding for Fresno EOC is based on 100% of the prior 3-year grant award average, as referenced in the Planning Allocation Spreadsheet.

### **Conclusion**

If approved by the Board, Fresno EOC will enter into a contract with CSD for the 2022 LIHEAP funding to continue to help Fresno County low-income families with weatherization services and utility expenses.

**Fresno EOC Low-Income Home Energy Program (LIHEAP)**  
**January 1, 2020 through December 31, 2020 Data**

| City         | ZIP   | Total Households |
|--------------|-------|------------------|
| Acampo       | 93721 | 1                |
| Auberry      | 93602 | 15               |
| Biola        | 93606 | 8                |
| Cantua Creek | 93608 | 1                |
| Caruthers    | 93609 | 3                |
| Caruthers    | 93609 | 16               |
| Clovis       | 93611 | 103              |
| Clovis       | 93612 | 453              |
| Clovis       | 93619 | 37               |
| Clovis       | 93711 | 1                |
| Coalinga     | 93210 | 46               |
| Coalinga     | 93710 | 1                |
| Del Rey      | 93616 | 12               |
| Del Rey      | 93657 | 2                |
| Dos Palos    | 93620 | 1                |
| Dunlap       | 93621 | 4                |
| Firebaugh    | 93622 | 56               |
| Five Points  | 93624 | 1                |
| Fowler       | 93625 | 1                |
| Fowler       | 93625 | 47               |
| Fowler       | 93703 | 1                |
| Fowler       | 93710 | 1                |
| Fresno       | 93704 | 2                |
| Fresno       | 93720 | 1                |
| Fresno       | 93722 | 1                |
| Fresno       | 93725 | 1                |
| Fresno       | 93726 | 1                |
| Fresno       | 93727 | 2                |
| Fresno       | 93723 | 1                |
| Fresno       | 93721 | 1                |
| Fresno       | 93210 | 1                |
| Fresno       | 93234 | 1                |
| Fresno       | 93611 | 7                |
| Fresno       | 93612 | 26               |
| Fresno       | 93616 | 1                |
| Fresno       | 93621 | 1                |
| Fresno       | 93622 | 1                |
| Fresno       | 93625 | 2                |
| Fresno       | 93626 | 1                |

| City      | ZIP   | Total Households |
|-----------|-------|------------------|
| Fresno    | 93630 | 1                |
| Fresno    | 93631 | 2                |
| Fresno    | 93648 | 2                |
| Fresno    | 93650 | 27               |
| Fresno    | 93651 | 2                |
| Fresno    | 93654 | 1                |
| Fresno    | 93657 | 3                |
| Fresno    | 93662 | 2                |
| Fresno    | 93675 | 2                |
| Fresno    | 93701 | 244              |
| Fresno    | 93702 | 1122             |
| Fresno    | 93703 | 687              |
| Fresno    | 93704 | 322              |
| Fresno    | 93705 | 669              |
| Fresno    | 93706 | 749              |
| Fresno    | 93709 | 3                |
| Fresno    | 93710 | 333              |
| Fresno    | 93711 | 181              |
| Fresno    | 93720 | 154              |
| Fresno    | 93721 | 349              |
| Fresno    | 93722 | 768              |
| Fresno    | 93723 | 29               |
| Fresno    | 93725 | 233              |
| Fresno    | 93726 | 723              |
| Fresno    | 93727 | 1010             |
| Fresno    | 93728 | 321              |
| Fresno    | 93730 | 10               |
| Fresno    | 93737 | 7                |
| Fresno    | 93740 | 1                |
| Fresno    | 93725 | 1                |
| Fresno    | 93725 | 1                |
| Friant    | 93626 | 3                |
| Fresno    | 93725 | 1                |
| Huron     | 93234 | 34               |
| Kerman    | 93630 | 105              |
| Kerman    | 93660 | 2                |
| Kingsburg | 93631 | 43               |
| Laton     | 93242 | 6                |
| Malaga    | 93725 | 1                |

| City         | ZIP   | Total Households |
|--------------|-------|------------------|
| Mendota      | 93640 | 1                |
| Mendota      | 93640 | 60               |
| Mendota      | 93654 | 1                |
| Miramonte    | 93641 | 11               |
| Orange Cove  | 93646 | 70               |
| Parlier      | 93648 | 133              |
| Pinedale     | 93650 | 23               |
| Prather      | 93651 | 2                |
| Raisin City  | 93652 | 1                |
| Reedley      | 93654 | 1                |
| Reedley      | 93654 | 154              |
| Reedley      | 93654 | 1                |
| Riverdale    | 93656 | 22               |
| San Joaquin  | 93660 | 23               |
| Sanger       | 93657 | 320              |
| Sanger       | 93675 | 1                |
| Sanger       | 93726 | 1                |
| Sanger       | 93727 | 1                |
| Selma        | 93662 | 1                |
| Selma        | 93622 | 5                |
| Selma        | 93662 | 218              |
| Squaw Valley | 93657 | 1                |
| Squaw Valley | 93675 | 44               |
| Tollhouse    | 93667 | 8                |
| Tranquillity | 93668 | 10               |
| Tranquillity | 93668 | 3                |

|                          |               |
|--------------------------|---------------|
| <b>Total Households:</b> | <b>10,132</b> |
|--------------------------|---------------|

|                                |              |
|--------------------------------|--------------|
| <b>Total Rural Households:</b> |              |
| <b>15%</b>                     | <b>1,505</b> |

|                                |              |
|--------------------------------|--------------|
| <b>Total Urban Households:</b> |              |
| <b>85%</b>                     | <b>8,628</b> |



# PLANNING ALLOCATION SPREADSHEET

State of California  
Department of Community Services and Development  
Total 2022 LIHEAP Contract  
Facesheet

**BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE**

| County/Service Territory   | Contract Number | Direct Services    |                    |                                       |                 |               |                   | Utility Assistance           | Total Contract Allocation         |
|--|-----------------|--------------------|--------------------|---------------------------------------|-----------------|---------------|-------------------|------------------------------|-----------------------------------|
|  |                 | Weatherization     |                    | Administration/Assurance 16/ECIP/HEAP |                 |               |                   |                              |                                   |
|  |                 | Initial WX Program | Delayed WX Program | WX Program Subtotal                   | Allowable Admin | Allowable A16 | ECIP/HEAP Program | Admin/A16/ECIP/HEAP Subtotal | ECIP FT/HEAP G&E Program Subtotal |
| 1 Alameda County - Spectrum Community Services, Inc.                         | 22B-4001        | 827,110            | 556,989            | 1,384,099                             | 278,494         | 278,494       | 1,467,672         | 2,024,660                    | 1,867,946                         |
| 2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA                    |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| Amador County  |                 | 48,181             | 32,446             | 80,627                                | 16,223          | 16,223        | 73,837            | 106,283                      | 120,470                           |
| Calaveras County   |                 | 71,277             | 47,999             | 119,276                               | 24,000          | 24,000        | 135,101           | 183,101                      | 152,348                           |
| Tuolumne County  |                 | 134,727            | 90,727             | 225,454                               | 45,364          | 45,364        | 239,067           | 329,795                      | 304,267                           |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 3 Butte County - CAA of Butte County, Inc.                                   | 22B-4002        | 254,185            | 171,172            | 425,357                               | 85,587          | 85,587        | 448,005           | 619,179                      | 577,085                           |
| 4 Colusa Service Territory - Glenn County Health and Human Services Agency   | 22B-4003        | 459,047            | 309,129            | 768,176                               | 154,565         | 154,565       | 1,203,326         | 1,512,456                    | 647,944                           |
| Colusa County  |                 | 40,579             | 27,327             | 67,906                                | 13,663          | 13,663        | 52,369            | 79,695                       | 111,283                           |
| Glenn County   |                 | 57,656             | 38,826             | 96,482                                | 19,413          | 19,413        | 81,381            | 120,207                      | 151,137                           |
| Trinity County   |                 | 42,838             | 28,847             | 71,685                                | 14,424          | 14,424        | 138,206           | 167,054                      | 34,551                            |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB       | 22B-4004        | 141,073            | 95,000             | 236,073                               | 47,500          | 47,500        | 271,956           | 366,956                      | 296,971                           |
| 6 Del Norte County - Del Norte Senior Center, Inc.                           | 22B-4005        | 708,336            | 477,004            | 1,185,340                             | 238,502         | 238,502       | 571,323           | 1,048,327                    | 2,285,291                         |
| 7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency | 22B-4006        | 139,619            | 94,022             | 233,641                               | 47,011          | 47,011        | 315,315           | 409,337                      | 247,748                           |
| Alpine County  |                 | 5,552              | 3,739              | 9,291                                 | 1,870           | 1,870         | 13,211            | 16,951                       | 9,180                             |
| El Dorado County   |                 | 394,090            | 265,386            | 659,476                               | 132,693         | 132,693       | 937,693           | 1,203,079                    | 651,617                           |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 8 Fresno County - Fresno County Economic Opportunities Commission            | 22B-4007        | 399,642            | 269,125            | 668,767                               | 134,563         | 134,563       | 950,904           | 1,220,030                    | 660,797                           |
| 9 Humboldt Service Territory - Redwood CAA                                   | 22B-4008        | 1,634,282          | 1,100,550          | 2,734,832                             | 550,275         | 550,275       | 988,623           | 2,089,173                    | 5,602,200                         |
| Humboldt County  |                 | 344,380            | 231,910            | 576,290                               | 115,955         | 115,955       | 583,311           | 815,221                      | 805,524                           |
| Modoc Co. (WEATHERIZATION/ASSURANCE 16)                                      |                 | 94,049             | 63,334             | 157,383                               | 9,651           | 15,833        | 0                 | 25,484                       | 0                                 |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 10 Imperial Service Territory - Campesinos Unidos, Inc.                      | 22B-4009        | 438,429            | 295,244            | 733,673                               | 125,606         | 131,788       | 583,311           | 840,705                      | 805,524                           |
| Imperial County  |                 | 162,509            | 109,436            | 271,945                               | 54,718          | 54,718        | 170,398           | 279,834                      | 484,978                           |
| San Diego County - Area A  |                 | 890,332            | 599,563            | 1,489,895                             | 299,781         | 299,781       | 754,022           | 1,353,584                    | 2,836,560                         |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.   | 22B-4010        | 1,052,841          | 708,999            | 1,761,840                             | 354,499         | 354,499       | 924,420           | 1,633,418                    | 3,321,538                         |
| Inyo County  |                 | 48,615             | 32,738             | 81,353                                | 16,369          | 16,369        | 143,120           | 175,858                      | 52,935                            |
| Mono County  |                 | 61,109             | 41,151             | 102,260                               | 20,576          | 20,576        | 216,869           | 258,021                      | 29,573                            |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 12 Kern County - Community Action Partnership of Kern                        | 22B-4011        | 109,724            | 73,889             | 183,613                               | 36,945          | 36,945        | 359,989           | 433,879                      | 82,508                            |
| 13 Kings County - Kings Community Action Organization, Inc.                  | 22B-4012        | 1,490,041          | 1,003,416          | 2,493,457                             | 501,708         | 501,708       | 1,382,097         | 2,385,513                    | 4,627,021                         |
| 14 Lake Service Territory - North Coast Energy Services, Inc.                | 22B-4013        | 201,981            | 136,017            | 337,998                               | 68,009          | 68,009        | 293,242           | 429,260                      | 521,319                           |
| Lake County  |                 | 198,408            | 133,611            | 332,019                               | 66,805          | 66,805        | 392,074           | 525,684                      | 408,078                           |
| Mendocino County   |                 | 239,568            | 161,329            | 400,897                               | 80,664          | 80,664        | 347,812           | 509,140                      | 618,333                           |
| Napa County  |                 | 99,452             | 66,973             | 166,425                               | 33,486          | 33,486        | 148,398           | 215,370                      | 252,679                           |
| Solano County  |                 | 261,315            | 175,973            | 437,288                               | 87,987          | 87,987        | 158,077           | 334,051                      | 895,769                           |
| Sonoma County  |                 | 418,036            | 281,511            | 699,547                               | 140,756         | 140,756       | 657,492           | 939,004                      | 1,028,385                         |
| Yolo County  |                 | 208,709            | 140,547            | 349,256                               | 70,274          | 70,274        | 269,341           | 409,889                      | 572,350                           |
| Service Territory Total  |                 |                    |                    |                                       |                 |               |                   |                              |                                   |
| 15 Lassen County - Lassen Economic Development Corporation                   | 22B-4014        | 1,425,488          | 959,944            | 2,385,432                             | 479,972         | 479,972       | 1,973,194         | 2,933,138                    | 3,775,594                         |
| Los Angeles County   | 22B-4015        | 109,723            | 73,889             | 183,612                               | 36,945          | 36,945        | 362,848           | 436,738                      | 79,650                            |
| 16 Area A - Maravilla Foundation   | 22B-4016        | 2,658,266          | 1,790,117          | 4,448,383                             | 895,056         | 895,056       | 3,966,552         | 5,756,664                    | 6,753,859                         |
| 17 Area B - Pacific Asian Consortium in Employment                           | 22B-4017        | 1,879,115          | 1,265,424          | 3,144,539                             | 632,712         | 632,712       | 1,515,640         | 2,781,064                    | 6,062,561                         |
| 18 Area C - Long Beach Community Action Partnership                          | 22B-4018        | 1,639,387          | 1,103,988          | 2,743,375                             | 551,994         | 551,994       | 1,057,826         | 2,161,814                    | 5,553,586                         |
| 19 Madera County - Community Action Partnership of Madera County, Inc.       | 22B-4019        | 218,648            | 147,241            | 365,889                               | 73,620          | 73,620        | 185,173           | 332,413                      | 696,601                           |

# PLANNING ALLOCATION SPREADSHEET

## BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

State of California  
Department of Community Services and Development  
Total 2022 LIHEAP Contract  
Facesheet

### County/Service Territory

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21 Mariposa County - Mariposa County Human Services Department  
22 Merced County - Merced County CAA  
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)  
24 Orange County - Community Action Partnership of Orange County  
25 Placer Service Territory - Project GO, Inc.  
    Nevada County  
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26 Plumas Service Territory - Plumas Co. Community Development Commission  
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27 Riverside County - Community Action Partnership of Riverside County  
28 Sacramento Service Territory - Community Resource Project, Inc.  
    Sacramento County  
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29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)  
30 San Bernardino County - Community Action Partnership of San Bernardino Co.  
31 San Diego County - Area B - Metropolitan Area Advisory Committee  
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services  
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.  
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County  
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)  
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.  
    Monterey County  
    San Francisco County  
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    Marin County (WEATHERIZATION/ASSURANCE 16)  
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37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.  
    Shasta County  
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38 Siskiyou County - Great Northern Services  
39 Stanislaus County - Central Valley Opportunity Center, Incorporated  
40 Tulare County - Community Services & Employment Training, Inc.  
41 Ventura County - Community Action of Ventura County, Inc.  
42 Association of California Community and Energy Services (ACCES)

| Contract Number | Direct Services    |                    |                     |                                       |               |                   |                              | Utility Assistance                | Total Contract Allocation |
|-----------------|--------------------|--------------------|---------------------|---------------------------------------|---------------|-------------------|------------------------------|-----------------------------------|---------------------------|
|                 | Weatherization     |                    |                     | Administration/Assurance 16/ECIP/HEAP |               |                   |                              |                                   |                           |
|                 | Initial WX Program | Delayed WX Program | WX Program Subtotal | Allowable Admin                       | Allowable A16 | ECIP/HEAP Program | Admin/A16/ECIP/HEAP Subtotal | ECIP FT/HEAP G&E Program Subtotal |                           |
| 22B-4020        | 0                  | 0                  | 0                   | 34,312                                | 34,312        | 139,561           | 208,185                      | 441,943                           | 650,128                   |
| 22B-4021        | 109,723            | 73,889             | 183,612             | 36,945                                | 36,945        | 265,499           | 339,389                      | 176,999                           | 700,000                   |
| 22B-4022        | 409,847            | 275,997            | 685,844             | 137,998                               | 137,998       | 347,099           | 623,095                      | 1,305,754                         | 2,614,693                 |
| 22B-4023        | 0                  | 0                  | 0                   | 22,016                                | 15,834        | 212,398           | 250,248                      | 166,885                           | 417,133                   |
| 22B-4024        | 1,090,372          | 734,273            | 1,824,645           | 367,136                               | 367,136       | 1,583,033         | 2,317,305                    | 2,814,281                         | 6,956,231                 |
|                 | 263,543            | 177,474            | 441,017             | 88,737                                | 88,737        | 690,841           | 868,315                      | 371,991                           | 1,681,323                 |
|                 | 310,493            | 209,091            | 519,584             | 104,545                               | 104,545       | 488,347           | 697,437                      | 763,826                           | 1,980,847                 |
| 22B-4025        | 574,036            | 386,565            | 960,601             | 193,282                               | 193,282       | 1,179,188         | 1,565,752                    | 1,135,817                         | 3,662,170                 |
|                 | 95,390             | 64,237             | 159,627             | 32,119                                | 32,119        | 311,602           | 375,840                      | 73,092                            | 608,559                   |
|                 | 14,333             | 9,652              | 23,985              | 4,826                                 | 4,826         | 45,087            | 54,739                       | 12,717                            | 91,441                    |
| 22B-4026        | 109,723            | 73,889             | 183,612             | 36,945                                | 36,945        | 356,689           | 430,579                      | 85,809                            | 700,000                   |
| 22B-4027        | 1,709,844          | 1,151,434          | 2,861,278           | 575,717                               | 575,717       | 1,517,022         | 2,668,456                    | 5,378,533                         | 10,908,267                |
|                 | 1,295,312          | 872,282            | 2,167,594           | 436,141                               | 436,141       | 1,828,332         | 2,700,614                    | 3,395,475                         | 8,263,683                 |
|                 | 114,598            | 77,172             | 191,770             | 38,586                                | 38,586        | 161,755           | 238,927                      | 300,402                           | 731,099                   |
|                 | 126,546            | 85,218             | 211,764             | 42,609                                | 42,609        | 209,241           | 294,459                      | 301,103                           | 807,326                   |
| 22B-4028        | 1,536,456          | 1,034,672          | 2,571,128           | 517,336                               | 517,336       | 2,199,328         | 3,234,000                    | 3,996,980                         | 9,802,108                 |
| 22B-4029        | 0                  | 0                  | 0                   | 26,111                                | 26,111        | 75,225            | 127,447                      | 367,273                           | 494,720                   |
| 22B-4030        | 1,703,547          | 1,147,194          | 2,850,741           | 573,597                               | 573,597       | 2,129,750         | 3,276,944                    | 4,740,412                         | 10,868,097                |
| 22B-4031        | 419,205            | 282,299            | 701,504             | 141,150                               | 141,150       | 828,391           | 1,110,691                    | 862,203                           | 2,674,398                 |
| 22B-4032        | 781,792            | 526,470            | 1,308,262           | 263,235                               | 263,235       | 472,928           | 999,398                      | 2,679,926                         | 4,987,586                 |
| 22B-4033        | 212,706            | 143,239            | 355,945             | 71,620                                | 71,620        | 420,328           | 563,568                      | 437,484                           | 1,356,997                 |
| 22B-4034        | 346,126            | 233,087            | 579,213             | 116,543                               | 116,543       | 977,115           | 1,210,201                    | 418,764                           | 2,208,178                 |
| 22B-4035        | 0                  | 0                  | 0                   | 194,229                               | 194,229       | 658,331           | 1,046,789                    | 2,633,322                         | 3,680,111                 |
|                 | 440,788            | 296,833            | 737,621             | 148,416                               | 148,416       | 373,303           | 670,135                      | 1,404,331                         | 2,812,087                 |
|                 | 396,107            | 266,744            | 662,851             | 133,372                               | 133,372       | 255,591           | 522,335                      | 1,341,852                         | 2,527,038                 |
|                 | 341,257            | 229,808            | 571,065             | 114,904                               | 114,904       | 261,486           | 491,294                      | 1,114,756                         | 2,177,115                 |
|                 | 263,662            | 177,554            | 441,216             | 88,777                                | 88,777        | 223,295           | 400,849                      | 840,016                           | 1,682,081                 |
|                 | 144,192            | 97,101             | 241,293             | 14,238                                | 14,238        | 0                 | 28,476                       | 0                                 | 269,769                   |
|                 | 109,723            | 73,889             | 183,612             | 10,834                                | 10,834        | 0                 | 21,668                       | 0                                 | 205,280                   |
|                 | 832,866            | 560,865            | 1,393,731           | 86,203                                | 86,203        | 67,177            | 239,583                      | 0                                 | 1,633,314                 |
| 22B-4036        | 2,528,595          | 1,702,794          | 4,231,389           | 596,744                               | 596,744       | 1,180,852         | 2,374,340                    | 4,700,955                         | 11,306,684                |
|                 | 353,785            | 238,244            | 592,029             | 119,122                               | 119,122       | 756,184           | 994,428                      | 670,579                           | 2,257,036                 |
|                 | 150,392            | 101,276            | 251,668             | 50,638                                | 50,638        | 321,450           | 422,726                      | 285,060                           | 959,454                   |
| 22B-4037        | 504,177            | 339,520            | 843,697             | 169,760                               | 169,760       | 1,077,634         | 1,417,154                    | 955,639                           | 3,216,490                 |
| 22B-4038        | 253,883            | 170,968            | 424,851             | 85,484                                | 85,484        | 542,652           | 713,620                      | 481,220                           | 1,619,691                 |
| 22B-4039        | 679,792            | 457,782            | 1,137,574           | 228,891                               | 228,891       | 493,470           | 951,252                      | 2,248,031                         | 4,336,857                 |
| 22B-4040        | 941,286            | 633,876            | 1,575,162           | 316,938                               | 316,938       | 1,138,820         | 1,772,696                    | 2,657,248                         | 6,005,106                 |
| 22B-4041        | 433,527            | 291,944            | 725,471             | 145,972                               | 145,972       | 507,022           | 798,966                      | 1,241,330                         | 2,765,767                 |
| TBD             | 0                  | 0                  | 0                   | 0                                     | 0             | 230,000           | 230,000                      | 0                                 | 230,000                   |
| TOTALS          | 30,131,574         | 20,291,051         | 50,422,625          | 10,145,524                            | 10,145,524    | 37,353,751        | 57,644,799                   | 84,392,551                        | 192,459,975               |

# PLANNING ALLOCATION SPREADSHEET

## BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

| County/Service Territory   | Initial WX   | Initial WX     | Initial WX     | Approved Waiver          |                            |                            | ECIP/HEAP    | ECIP/HEAP      | ECIP/HEAP      |
|--|--------------|----------------|----------------|--------------------------|----------------------------|----------------------------|--------------|----------------|----------------|
|  | Intake<br>8% | Outreach<br>5% | Training<br>5% | Total WX<br>Intake<br>8% | Total WX<br>Outreach<br>5% | Total WX<br>Training<br>5% | Intake<br>8% | Outreach<br>5% | Training<br>2% |
| 1 Alameda County - Spectrum Community Services, Inc.                         | 66,169       | 41,356         | 41,356         | 110,728                  | 69,205                     | 69,205                     | 266,849      | 166,781        | 66,712         |
| 2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA                    |              |                |                |                          |                            |                            |              |                |                |
| Amador County  | 3,854        | 2,409          | 2,409          | 6,450                    | 4,031                      | 4,031                      | 15,545       | 9,715          | 3,886          |
| Calaveras County   | 5,702        | 3,564          | 3,564          | 9,542                    | 5,964                      | 5,964                      | 22,996       | 14,372         | 5,749          |
| Tuolumne County  | 10,778       | 6,736          | 6,736          | 18,036                   | 11,273                     | 11,273                     | 43,467       | 27,167         | 10,867         |
| Service Territory Total  | 20,334       | 12,709         | 12,709         | 34,028                   | 21,268                     | 21,268                     | 82,008       | 51,254         | 20,502         |
| 3 Butte County - CAA of Butte County, Inc.                                   | 36,724       | 22,952         | 22,952         | 61,454                   | 38,409                     | 38,409                     | 148,102      | 92,564         | 37,025         |
| 4 Colusa Service Territory - Glenn County Health and Human Services Agency   |              |                |                |                          |                            |                            |              |                |                |
| Colusa County  | 3,246        | 2,029          | 2,029          | 5,432                    | 3,395                      | 3,395                      | 13,092       | 8,183          | 3,273          |
| Glenn County   | 4,612        | 2,883          | 2,883          | 7,719                    | 4,824                      | 4,824                      | 18,601       | 11,626         | 4,650          |
| Trinity County   | 3,427        | 2,142          | 2,142          | 5,735                    | 3,584                      | 3,584                      | 13,821       | 8,638          | 3,455          |
| Service Territory Total  | 11,285       | 7,054          | 7,054          | 18,886                   | 11,803                     | 11,803                     | 45,514       | 28,447         | 11,378         |
| 5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB       | 56,667       | 35,417         | 35,417         | 94,827                   | 59,267                     | 59,267                     | 228,529      | 142,831        | 57,132         |
| 6 Del Norte County - Del Norte Senior Center, Inc.                           | 11,170       | 6,981          | 6,981          | 18,691                   | 11,682                     | 11,682                     | 45,045       | 28,153         | 11,261         |
| 7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency |              |                |                |                          |                            |                            |              |                |                |
| Alpine County  | 444          | 278            | 278            | 743                      | 465                        | 465                        | 1,791        | 1,120          | 448            |
| El Dorado County   | 31,527       | 19,705         | 19,705         | 52,758                   | 32,974                     | 32,974                     | 127,145      | 79,466         | 31,786         |
| Service Territory Total  | 31,971       | 19,983         | 19,983         | 53,501                   | 33,439                     | 33,439                     | 128,936      | 80,586         | 32,234         |
| 8 Fresno County - Fresno County Economic Opportunities Commission            | 130,743      | 81,714         | 81,714         | 218,787                  | 136,742                    | 136,742                    | 527,266      | 329,541        | 131,816        |
| 9 Humboldt Service Territory - Redwood CAA                                   |              |                |                |                          |                            |                            |              |                |                |
| Humboldt County  | 27,550       | 17,219         | 17,219         | 46,103                   | 28,815                     | 28,815                     | 111,107      | 69,442         | 27,777         |
| Modoc Co. (WEATHERIZATION/ASSURANCE 16)                                      | 7,524        | 4,702          | 4,702          | 12,591                   | 7,869                      | 7,869                      | 0            | 0              | 0              |
| Service Territory Total  | 35,074       | 21,921         | 21,921         | 58,694                   | 36,684                     | 36,684                     | 111,107      | 69,442         | 27,777         |
| 10 Imperial Service Territory - Campesinos Unidos, Inc.                      |              |                |                |                          |                            |                            |              |                |                |
| Imperial County  | 13,001       | 8,125          | 8,125          | 21,756                   | 13,597                     | 13,597                     | 52,430       | 32,769         | 13,108         |
| San Diego County - Area A  | 71,227       | 44,517         | 44,517         | 119,192                  | 74,495                     | 74,495                     | 287,247      | 179,529        | 71,812         |
| Service Territory Total  | 84,228       | 52,642         | 52,642         | 140,948                  | 88,092                     | 88,092                     | 339,677      | 212,298        | 84,920         |
| 11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.   |              |                |                |                          |                            |                            |              |                |                |
| Inyo County  | 3,889        | 2,431          | 2,431          | 6,508                    | 4,068                      | 4,068                      | 15,684       | 9,803          | 3,921          |
| Mono County  | 4,889        | 3,055          | 3,055          | 8,181                    | 5,113                      | 5,113                      | 19,715       | 12,322         | 4,929          |
| Service Territory Total  | 8,778        | 5,486          | 5,486          | 14,689                   | 9,181                      | 9,181                      | 35,399       | 22,125         | 8,850          |
| 12 Kern County - Community Action Partnership of Kern                        | 119,203      | 74,502         | 74,502         | 199,477                  | 124,673                    | 124,673                    | 480,729      | 300,456        | 120,182        |
| 13 Kings County - Kings Community Action Organization, Inc.                  | 16,158       | 10,099         | 10,099         | 27,040                   | 16,900                     | 16,900                     | 65,165       | 40,728         | 16,291         |
| 14 Lake Service Territory - North Coast Energy Services, Inc.                |              |                |                |                          |                            |                            |              |                |                |
| Lake County  | 15,873       | 9,920          | 9,920          | 26,562                   | 16,601                     | 16,601                     | 64,012       | 40,008         | 16,003         |
| Mendocino County   | 19,165       | 11,978         | 11,978         | 32,072                   | 20,045                     | 20,045                     | 77,292       | 48,307         | 19,323         |
| Napa County  | 7,956        | 4,973          | 4,973          | 13,314                   | 8,321                      | 8,321                      | 32,086       | 20,054         | 8,022          |
| Solano County  | 20,905       | 13,066         | 13,066         | 34,983                   | 21,864                     | 21,864                     | 84,308       | 52,692         | 21,077         |
| Sonoma County  | 33,443       | 20,902         | 20,902         | 55,964                   | 34,977                     | 34,977                     | 134,870      | 84,294         | 33,718         |
| Yolo County  | 16,697       | 10,435         | 10,435         | 27,940                   | 17,463                     | 17,463                     | 67,335       | 42,085         | 16,834         |
| Service Territory Total  | 114,039      | 71,274         | 71,274         | 190,835                  | 119,271                    | 119,271                    | 459,903      | 287,440        | 114,977        |
| 15 Lassen County - Lassen Economic Development Corporation                   | 8,778        | 5,486          | 5,486          | 14,689                   | 9,181                      | 9,181                      | 35,400       | 22,125         | 8,850          |
| Los Angeles County   |              |                |                |                          |                            |                            |              |                |                |
| 16 Area A - Maravilla Foundation   | 212,661      | 132,913        | 132,913        | 355,871                  | 222,419                    | 222,419                    | 857,633      | 536,021        | 214,408        |
| 17 Area B - Pacific Asian Consortium in Employment                           | 150,329      | 93,956         | 93,956         | 251,563                  | 157,227                    | 157,227                    | 606,256      | 378,910        | 151,564        |
| 18 Area C - Long Beach Community Action Partnership                          | 131,151      | 81,969         | 81,969         | 219,470                  | 137,169                    | 137,169                    | 528,913      | 330,571        | 132,228        |
| 19 Madera County - Community Action Partnership of Madera County, Inc.       | 17,492       | 10,932         | 10,932         | 29,271                   | 18,294                     | 18,294                     | 70,542       | 44,089         | 17,635         |

# PLANNING ALLOCATION SPREADSHEET

## BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

| County/Service Territory   | Initial WX   | Initial WX     | Initial WX     | Approved Waiver          |                            |                            | ECIP/HEAP    | ECIP/HEAP      | ECIP/HEAP      |
|--|--------------|----------------|----------------|--------------------------|----------------------------|----------------------------|--------------|----------------|----------------|
|  | Intake<br>8% | Outreach<br>5% | Training<br>5% | Total WX<br>Intake<br>8% | Total WX<br>Outreach<br>5% | Total WX<br>Training<br>5% | Intake<br>8% | Outreach<br>5% | Training<br>2% |
| 20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)         | 0            | 0              | 0              | 0                        | 0                          | 0                          | 46,520       | 29,075         | 11,630         |
| 21 Mariposa County - Mariposa County Human Services Department                     | 8,778        | 5,486          | 5,486          | 14,689                   | 9,181                      | 9,181                      | 35,400       | 22,125         | 8,850          |
| 22 Merced County - Merced County CAA   | 32,788       | 20,492         | 20,492         | 54,868                   | 34,292                     | 34,292                     | 132,228      | 82,643         | 33,057         |
| 23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)                       | 0            | 0              | 0              | 0                        | 0                          | 0                          | 30,343       | 18,964         | 7,586          |
| 24 Orange County - Community Action Partnership of Orange County                   | 87,230       | 54,519         | 54,519         | 145,972                  | 91,232                     | 91,232                     | 351,785      | 219,866        | 87,946         |
| 25 Placer Service Territory - Project GO, Inc.                                     |              |                |                |                          |                            |                            |              |                |                |
| Nevada County  | 21,083       | 13,177         | 13,177         | 35,281                   | 22,051                     | 22,051                     | 85,027       | 53,142         | 21,257         |
| Placer County  | 24,839       | 15,525         | 15,525         | 41,567                   | 25,979                     | 25,979                     | 100,174      | 62,609         | 25,043         |
| Service Territory Total  | 45,922       | 28,702         | 28,702         | 76,848                   | 48,030                     | 48,030                     | 185,201      | 115,751        | 46,300         |
| 26 Plumas Service Territory - Plumas Co. Community Development Commission          |              |                |                |                          |                            |                            |              |                |                |
| Plumas County  | 7,631        | 4,770          | 4,770          | 12,770                   | 7,981                      | 7,981                      | 30,776       | 19,235         | 7,694          |
| Sierra County  | 1,147        | 717            | 717            | 1,919                    | 1,199                      | 1,199                      | 4,624        | 2,890          | 1,156          |
| Service Territory Total  | 8,778        | 5,487          | 5,487          | 14,689                   | 9,180                      | 9,180                      | 35,400       | 22,125         | 8,850          |
| 27 Riverside County - Community Action Partnership of Riverside County             | 136,788      | 85,492         | 85,492         | 228,902                  | 143,064                    | 143,064                    | 551,644      | 344,778        | 137,911        |
| 28 Sacramento Service Territory - Community Resource Project, Inc.                 |              |                |                |                          |                            |                            |              |                |                |
| Sacramento County  | 103,625      | 64,766         | 64,766         | 173,408                  | 108,380                    | 108,380                    | 417,905      | 261,190        | 104,476        |
| Sutter County  | 9,168        | 5,730          | 5,730          | 15,342                   | 9,589                      | 9,589                      | 36,973       | 23,108         | 9,243          |
| Yuba County  | 10,124       | 6,327          | 6,327          | 16,941                   | 10,588                     | 10,588                     | 40,828       | 25,517         | 10,207         |
| Service Territory Total  | 122,917      | 76,823         | 76,823         | 205,691                  | 128,557                    | 128,557                    | 495,706      | 309,815        | 123,926        |
| 29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)        | 0            | 0              | 0              | 0                        | 0                          | 0                          | 35,400       | 22,125         | 8,850          |
| 30 San Bernardino County - Community Action Partnership of San Bernardino Co.      | 136,284      | 85,177         | 85,177         | 228,059                  | 142,537                    | 142,537                    | 549,613      | 343,508        | 137,403        |
| 31 San Diego County - Area B - Metropolitan Area Advisory Committee                | 33,536       | 20,960         | 20,960         | 56,120                   | 35,075                     | 35,075                     | 135,248      | 84,530         | 33,812         |
| 32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services           | 62,543       | 39,090         | 39,090         | 104,661                  | 65,413                     | 65,413                     | 252,228      | 157,643        | 63,057         |
| 33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc. | 17,016       | 10,635         | 10,635         | 28,476                   | 17,797                     | 17,797                     | 68,625       | 42,891         | 17,156         |
| 34 Santa Barbara Co. - Community Action Commission of Santa Barbara County         | 27,690       | 17,306         | 17,306         | 46,337                   | 28,961                     | 28,961                     | 111,670      | 69,794         | 27,918         |
| 35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)       | 0            | 0              | 0              | 0                        | 0                          | 0                          | 263,332      | 164,583        | 65,833         |
| 36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.              |              |                |                |                          |                            |                            |              |                |                |
| Monterey County  | 35,263       | 22,039         | 22,039         | 59,010                   | 36,881                     | 36,881                     | 142,211      | 88,882         | 35,553         |
| San Francisco County   | 31,689       | 19,805         | 19,805         | 53,028                   | 33,143                     | 33,143                     | 127,795      | 79,872         | 31,949         |
| San Mateo County   | 27,301       | 17,063         | 17,063         | 45,685                   | 28,553                     | 28,553                     | 110,099      | 68,812         | 27,525         |
| Santa Cruz County  | 21,093       | 13,183         | 13,183         | 35,297                   | 22,061                     | 22,061                     | 85,065       | 53,166         | 21,266         |
| Marin County (WEATHERIZATION/ASSURANCE 16)   | 11,535       | 7,210          | 7,210          | 19,303                   | 12,065                     | 12,065                     | 0            | 0              | 0              |
| San Benito County (WEATHERIZATION/ASSURANCE 16)                                    | 8,778        | 5,486          | 5,486          | 14,689                   | 9,181                      | 9,181                      | 0            | 0              | 0              |
| Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)                              | 66,629       | 41,643         | 41,643         | 111,498                  | 69,687                     | 69,687                     | 5,374        | 3,359          | 1,344          |
| Service Territory Total  | 202,288      | 126,429        | 126,429        | 338,510                  | 211,571                    | 211,571                    | 470,544      | 294,091        | 117,637        |
| 37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.      |              |                |                |                          |                            |                            |              |                |                |
| Shasta County  | 28,303       | 17,689         | 17,689         | 47,362                   | 29,601                     | 29,601                     | 114,141      | 71,338         | 28,535         |
| Tehama County  | 12,031       | 7,520          | 7,520          | 20,133                   | 12,583                     | 12,583                     | 48,521       | 30,326         | 12,130         |
| Service Territory Total  | 40,334       | 25,209         | 25,209         | 67,495                   | 42,184                     | 42,184                     | 162,662      | 101,664        | 40,665         |
| 38 Siskiyou County - Great Northern Services                                       | 20,311       | 12,694         | 12,694         | 33,988                   | 21,243                     | 21,243                     | 81,910       | 51,194         | 20,477         |
| 39 Stanislaus County - Central Valley Opportunity Center, Incorporated             | 54,383       | 33,990         | 33,990         | 91,006                   | 56,879                     | 56,879                     | 219,320      | 137,075        | 54,830         |
| 40 Tulare County - Community Services & Employment Training, Inc.                  | 75,303       | 47,064         | 47,064         | 126,013                  | 78,758                     | 78,758                     | 303,685      | 189,803        | 75,921         |
| 41 Ventura County - Community Action of Ventura County, Inc.                       | 34,682       | 21,676         | 21,676         | 58,038                   | 36,274                     | 36,274                     | 139,868      | 87,418         | 34,967         |
| 42 Association of California Community and Energy Services (ACCES)                 |              |                |                |                          |                            |                            |              |                |                |
| TOTALS   | 2,410,525    | 1,506,577      | 1,506,577      | 4,033,811                | 2,521,134                  | 2,521,134                  | 9,721,305    | 6,075,823      | 2,430,324      |



## BOARD OF COMMISSIONERS MEETING

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| <b>Date:</b> September 22, 2021     | <b>Program:</b> Energy Services       |
| <b>Agenda Item:</b> 10E9            | <b>Director:</b> Joseph Amader        |
| <b>Subject:</b> ARPA LIHEAP PY 2021 | <b>Officer:</b> Michelle L. Tutunjian |

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the American Rescue Plan Act (ARPA) Low-Income Home Energy Assistance Program (LIHEAP) Program Year 2021 contract #21V-5557 with the State of California, Department of Community Services and Development (CSD) in the amount of \$10,826,169 for a 20-month period, beginning August 1, 2021.

### Background

The State of California, Department of Community Services and Development (CSD) received the ARPA LIHEAP grant award from the U.S. Department of Health and Human Services to help low-income families meet their utility expenses in the wake of the COVID-19 pandemic. California Government Code Section 16367.51 stipulates that ARPA LIHEAP dollars are to be maximized to reduce energy arrearages for eligible households and prohibits the ARPA LIHEAP contract from providing any funding the weatherization component. Based on this requirement, services under ARPA LIHEAP contract will be limited to utility assistance (including Fast Track), emergency heating and cooling, and fuel assistance (for wood, propane, and oil). Key changes to the ARPA LIHEAP contract include capping Energy Crisis Intervention Program Emergency Heating and Cooling funding at 15 percent of the ARPA LIHEAP contract allocation; increasing the maximum Fast Track benefit amount of \$1,000 to \$3,000; and suspending service prioritization requirements for all services fund the ARPA LIHEAP contract.

Fresno EOC operates LIHEAP under the Energy Services program. The contract will serve an estimated 3,333 households with utility assistance, including fuel assistance. In addition, an estimated 200 households will receive emergency heating and cooling assistance.





## **Fiscal Impact**

The 2021 LIHEAP ARPA allocation for Fresno EOC totals \$10,826,169 over a 20-month project period beginning August 1, 2021. The Planning Allocation Spreadsheet is included to reference.

## **Conclusion**

If approved by the Board, Fresno EOC will enter into a contract with CSD for the 2021 LIHEAP ARPA to help Fresno County low-income families with utility expenses during the COVID-19 pandemic.

# 2021 LIHEAP ARP ACT

## PLANNING ALLOCATION SPREADSHEET

State of California  
Department of Community Services and Development  
Total 2021 LIHEAP ARP Contract  
Planning Allocation

| County/Service Territory   | Contract Number | Supplemental Funds<br>(Use TBD) | Allowable Admin | Allowable A16 | Allowable Intake | Allowable Outreach | Remaining Program Funds | Total Contract Allocation |
|--|-----------------|---------------------------------|-----------------|---------------|------------------|--------------------|-------------------------|---------------------------|
| 1 Alameda County - Spectrum Community Services, Inc.                         | 21V-5550        | 130,046                         | 281,531         | 280,981       | 382,925          | 239,328            | 4,164,316               | 5,479,127                 |
| 2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA                    |                 |                                 |                 |               |                  |                    |                         |                           |
| Amador County  |                 | 9,478                           | 16,400          | 16,465        | 22,299           | 13,937             | 242,495                 | 321,074                   |
| Calaveras County   |                 | 14,021                          | 24,261          | 24,358        | 32,988           | 20,617             | 358,738                 | 474,983                   |
| Tuolumne County  |                 | 26,501                          | 45,858          | 46,041        | 62,353           | 38,970             | 678,083                 | 897,806                   |
| Service Territory Total  | 21V-5551        | 50,000                          | 86,519          | 86,864        | 117,640          | 73,524             | 1,279,316               | 1,693,863                 |
| 3 Butte County - CAA of Butte County, Inc.                                   | 21V-5552        | 72,176                          | 156,250         | 155,945       | 212,524          | 132,828            | 2,311,198               | 3,040,921                 |
| 4 Colusa Service Territory - Glenn County Health and Human Services Agency   |                 |                                 |                 |               |                  |                    |                         |                           |
| Colusa County  |                 | 14,382                          | 9,884           | 10,368        | 13,403           | 8,377              | 145,762                 | 202,176                   |
| Glenn County   |                 | 20,435                          | 14,043          | 14,731        | 19,043           | 11,903             | 207,100                 | 287,255                   |
| Trinity County   |                 | 15,183                          | 10,434          | 10,945        | 14,149           | 8,844              | 153,872                 | 213,427                   |
| Service Territory Total  | 21V-5553        | 50,000                          | 34,361          | 36,044        | 46,595           | 29,124             | 506,734                 | 702,858                   |
| 5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB       | 21V-5554        | 111,371                         | 241,102         | 240,631       | 327,937          | 204,961            | 3,566,309               | 4,692,311                 |
| 6 Del Norte County - Del Norte Senior Center, Inc.                           | 21V-5555        | 50,000                          | 47,523          | 48,869        | 64,525           | 40,327             | 701,699                 | 952,943                   |
| 7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency |                 |                                 |                 |               |                  |                    |                         |                           |
| Alpine County  |                 | 873                             | 1,890           | 1,886         | 2,571            | 1,607              | 27,954                  | 36,781                    |
| El Dorado County   |                 | 61,963                          | 134,140         | 133,878       | 182,451          | 114,032            | 1,984,155               | 2,610,619                 |
| Service Territory Total  | 21V-5556        | 62,836                          | 136,030         | 135,764       | 185,022          | 115,639            | 2,012,109               | 2,647,400                 |
| 8 Fresno County - Fresno County Economic Opportunities Commission            | 21V-5557        | 256,958                         | 556,274         | 555,188       | 756,620          | 472,887            | 8,228,242               | 10,826,169                |
| 9 Humboldt Service Territory - Redwood CAA                                   |                 |                                 |                 |               |                  |                    |                         |                           |
| Humboldt County  |                 | 54,147                          | 117,219         | 116,991       | 159,437          | 99,648             | 1,733,874               | 2,281,316                 |
| Modoc Co. (WEATHERIZATION/ASSURANCE 16)                                      | TBD             | 0                               | 0               | 0             | 0                | 0                  | 0                       | 0                         |
| Service Territory Total  | 21V-5558        | 54,147                          | 117,219         | 116,991       | 159,437          | 99,648             | 1,733,874               | 2,281,316                 |
| 10 Imperial Service Territory - Campesinos Unidos, Inc.                      |                 |                                 |                 |               |                  |                    |                         |                           |
| Imperial County  |                 | 25,551                          | 55,315          | 55,207        | 75,237           | 47,023             | 818,196                 | 1,076,529                 |
| San Diego County - Area A  |                 | 139,987                         | 303,050         | 302,458       | 412,195          | 257,622            | 4,482,622               | 5,897,934                 |
| Service Territory Total  | 21V-5559        | 165,538                         | 358,365         | 357,665       | 487,432          | 304,645            | 5,300,818               | 6,974,463                 |
| 11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.   |                 |                                 |                 |               |                  |                    |                         |                           |
| Inyo County  |                 | 22,153                          | 12,571          | 13,384        | 17,031           | 10,645             | 185,210                 | 260,994                   |
| Mono County  |                 | 27,847                          | 15,801          | 16,824        | 21,408           | 13,380             | 232,810                 | 328,070                   |
| Service Territory Total  | 21V-5560        | 50,000                          | 28,372          | 30,208        | 38,439           | 24,025             | 418,020                 | 589,064                   |
| 12 Kern County - Community Action Partnership of Kern                        | 21V-5561        | 234,279                         | 507,178         | 506,187       | 689,841          | 431,150            | 7,502,020               | 9,870,655                 |
| 13 Kings County - Kings Community Action Organization, Inc.                  | 21V-5562        | 50,000                          | 68,750          | 69,551        | 93,436           | 58,398             | 1,016,117               | 1,356,252                 |
| 14 Lake Service Territory - North Coast Energy Services, Inc.                |                 |                                 |                 |               |                  |                    |                         |                           |
| Lake County  |                 | 31,196                          | 67,534          | 67,402        | 91,856           | 57,410             | 998,941                 | 1,314,339                 |
| Mendocino County   |                 | 37,667                          | 81,544          | 81,385        | 110,912          | 69,321             | 1,206,171               | 1,587,000                 |
| Napa County  |                 | 15,637                          | 33,851          | 33,785        | 46,043           | 28,777             | 500,720                 | 658,813                   |
| Solano County  |                 | 41,087                          | 88,946          | 88,772        | 120,980          | 75,613             | 1,315,663               | 1,731,061                 |
| Sonoma County  |                 | 65,728                          | 142,290         | 142,013       | 193,537          | 120,961            | 2,104,715               | 2,769,244                 |
| Yolo County  |                 | 32,815                          | 71,040          | 70,901        | 96,625           | 60,391             | 1,050,801               | 1,382,573                 |
| Service Territory Total  | 21V-5563        | 224,130                         | 485,205         | 484,258       | 659,953          | 412,473            | 7,177,011               | 9,443,030                 |
| 15 Lassen County - Lassen Economic Development Corporation                   | 21V-5564        | 50,000                          | 36,718          | 38,341        | 49,807           | 31,129             | 541,651                 | 747,646                   |
| Los Angeles County   |                 |                                 |                 |               |                  |                    |                         |                           |
| 16 Area A - Maravilla Foundation   | 21V-5565        | 417,958                         | 904,815         | 903,051       | 1,230,692        | 769,182            | 13,383,772              | 17,609,470                |
| 17 Area B - Pacific Asian Consortium in Employment                           | 21V-5566        | 295,453                         | 639,610         | 638,361       | 869,970          | 543,731            | 9,460,922               | 12,448,047                |
| 18 Area C - Long Beach Community Action Partnership                          | 21V-5567        | 257,761                         | 558,012         | 556,922       | 758,983          | 474,364            | 8,253,947               | 10,859,989                |
| 19 Madera County - Community Action Partnership of Madera County, Inc.       | 21V-5568        | 50,000                          | 74,423          | 75,079        | 101,163          | 63,227             | 1,100,144               | 1,464,036                 |

# 2021 LIHEAP ARP ACT PLANNING ALLOCATION SPREADSHEET

State of California  
Department of Community Services and Development  
Total 2021 LIHEAP ARP Contract  
Planning Allocation

| County/Service Territory   | Contract Number | Supplemental Funds<br>(Use TBD) | Allowable Admin | Allowable A16 | Allowable Intake | Allowable Outreach | Remaining Program Funds | Total Contract Allocation |
|--|-----------------|---------------------------------|-----------------|---------------|------------------|--------------------|-------------------------|---------------------------|
| 20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)         | 21V-5569        | 50,000                          | 49,080          | 50,385        | 66,644           | 41,653             | 724,753                 | 982,515                   |
| 21 Mariposa County - Mariposa County Human Services Department                     | 21V-5570        | 50,000                          | 28,725          | 30,552        | 38,920           | 24,325             | 423,246                 | 595,768                   |
| 22 Merced County - Merced County CAA   | 21V-5571        | 64,440                          | 139,503         | 139,231       | 189,745          | 118,592            | 2,063,486               | 2,714,997                 |
| 23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)                       | 21V-5572        | 50,000                          | 12,479          | 14,723        | 16,792           | 10,495             | 182,619                 | 287,108                   |
| 24 Orange County - Community Action Partnership of Orange County                   | 21V-5573        | 171,439                         | 371,139         | 370,414       | 504,807          | 315,504            | 5,489,779               | 7,223,082                 |
| 25 Placer Service Territory - Project GO, Inc.                                     |                 |                                 |                 |               |                  |                    |                         |                           |
| Nevada County  |                 | 41,437                          | 89,704          | 89,529        | 122,012          | 76,257             | 1,326,882               | 1,745,821                 |
| Placer County  |                 | 48,819                          | 105,685         | 105,479       | 143,748          | 89,843             | 1,563,261               | 2,056,835                 |
| Service Territory Total  | 21V-5574        | 90,256                          | 195,389         | 195,008       | 265,760          | 166,100            | 2,890,143               | 3,802,656                 |
| 26 Plumas Service Territory - Plumas Co. Community Development Commission          |                 |                                 |                 |               |                  |                    |                         |                           |
| Plumas County  |                 | 42,341                          | 26,773          | 28,258        | 36,292           | 22,683             | 394,675                 | 551,022                   |
| Sierra County  |                 | 7,659                           | 4,843           | 5,111         | 6,565            | 4,103              | 71,390                  | 99,671                    |
| Service Territory Total  | 21V-5575        | 50,000                          | 31,616          | 33,369        | 42,857           | 26,786             | 466,065                 | 650,693                   |
| 27 Riverside County - Community Action Partnership of Riverside County             | 21V-5576        | 268,839                         | 581,994         | 580,858       | 791,603          | 494,752            | 8,608,678               | 11,326,724                |
| 28 Sacramento Service Territory - Community Resource Project, Inc.                 |                 |                                 |                 |               |                  |                    |                         |                           |
| Sacramento County  |                 | 203,662                         | 440,896         | 440,035       | 599,687          | 374,805            | 6,521,605               | 8,580,690                 |
| Sutter County  |                 | 18,018                          | 39,007          | 38,931        | 53,055           | 33,160             | 576,974                 | 759,145                   |
| Yuba County  |                 | 19,897                          | 43,074          | 42,990        | 58,587           | 36,616             | 637,132                 | 838,296                   |
| Service Territory Total  | 21V-5577        | 241,577                         | 522,977         | 521,956       | 711,329          | 444,581            | 7,735,711               | 10,178,131                |
| 29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)        | 21V-5578        | 50,000                          | 18,900          | 20,979        | 25,537           | 15,961             | 277,719                 | 409,096                   |
| 30 San Bernardino County - Community Action Partnership of San Bernardino Co.      | 21V-5579        | 267,848                         | 579,851         | 578,719       | 788,687          | 492,930            | 8,576,978               | 11,285,013                |
| 31 San Diego County - Area B - Metropolitan Area Advisory Committee                | 21V-5580        | 65,911                          | 142,688         | 142,410       | 194,078          | 121,299            | 2,110,605               | 2,776,991                 |
| 32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services           | 21V-5581        | 122,921                         | 266,105         | 265,585       | 361,944          | 226,216            | 3,936,146               | 5,178,917                 |
| 33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc. | 21V-5582        | 50,000                          | 72,401          | 73,108        | 98,408           | 61,505             | 1,070,188               | 1,425,610                 |
| 34 Santa Barbara Co. - Community Action Commission of Santa Barbara County         | 21V-5583        | 54,421                          | 117,814         | 117,584       | 160,245          | 100,154            | 1,742,668               | 2,292,886                 |
| 35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)       | 21V-5584        | 130,952                         | 283,490         | 282,936       | 385,590          | 240,994            | 4,193,295               | 5,517,257                 |
| 36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.              |                 |                                 |                 |               |                  |                    |                         |                           |
| Monterey County  |                 | 69,305                          | 150,035         | 149,742       | 204,070          | 127,544            | 2,219,267               | 2,919,963                 |
| San Francisco County   |                 | 62,280                          | 134,826         | 134,563       | 183,385          | 114,615            | 1,994,310               | 2,623,979                 |
| San Mateo County   |                 | 53,656                          | 116,157         | 115,930       | 157,991          | 98,745             | 1,718,154               | 2,260,633                 |
| Santa Cruz County  |                 | 41,455                          | 89,745          | 89,570        | 122,067          | 76,291             | 1,327,480               | 1,746,608                 |
| Marin County (WEATHERIZATION/ASSURANCE 16)   | TBD             | 0                               | 0               | 0             | 0                | 0                  | 0                       | 0                         |
| San Benito County (WEATHERIZATION/ASSURANCE 16)                                    | TBD             | 0                               | 0               | 0             | 0                | 0                  | 0                       | 0                         |
| Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)                              | TBD             | 0                               | 0               | 0             | 0                | 0                  | 0                       | 0                         |
| Service Territory Total  | 21V-5585        | 226,696                         | 490,763         | 489,805       | 667,513          | 417,195            | 7,259,211               | 9,551,183                 |
| 37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.      |                 |                                 |                 |               |                  |                    |                         |                           |
| Shasta County  |                 | 55,625                          | 120,421         | 120,186       | 163,791          | 102,369            | 1,781,226               | 2,343,618                 |
| Tehama County  |                 | 23,646                          | 51,190          | 51,090        | 69,627           | 43,517             | 757,191                 | 996,261                   |
| Service Territory Total  | 21V-5586        | 79,271                          | 171,611         | 171,276       | 233,418          | 145,886            | 2,538,417               | 3,339,879                 |
| 38 Siskiyou County - Great Northern Services                                       | 21V-5587        | 50,000                          | 86,416          | 86,764        | 117,498          | 73,437             | 1,277,791               | 1,691,906                 |
| 39 Stanislaus County - Central Valley Opportunity Center, Incorporated             | 21V-5588        | 106,883                         | 231,386         | 230,935       | 314,721          | 196,701            | 3,422,599               | 4,503,225                 |
| 40 Tulare County - Community Services & Employment Training, Inc.                  | 21V-5589        | 147,999                         | 320,393         | 319,768       | 435,785          | 272,365            | 4,739,161               | 6,235,471                 |
| 41 Ventura County - Community Action of Ventura County, Inc.                       | 21V-5590        | 68,164                          | 147,563         | 147,275       | 200,709          | 125,443            | 2,182,713               | 2,871,867                 |
| TOTALS   |                 | 5,090,270                       | 10,180,540      | 10,180,540    | 13,845,531       | 8,653,464          | 150,570,190             | 198,520,535               |





## BOARD OF COMMISSIONERS MEETING

|                                 |   |
|---------------------------------|---|
| <b>Date:</b> September 22, 2021 | <b>Program:</b> Strategy & Resource Development |
| <b>Agenda Item #:</b> 10E10     | <b>Director:</b> Kelsey McVey                   |
| <b>Subject:</b> Grant Tracker   | <b>Officer:</b> Elizabeth Jonasson              |

### Background

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

**Fresno Economic Opportunities Commission**  
**Grant Tracker**  
**Friday, September 3, 2021**

| FUNDED     |   |   |  |                  |                   |                |                |
|------------|---|---|--|------------------|-------------------|----------------|----------------|
| Submitted  | Program   | Name  | Funder   | Amount Requested | Board Report Date | Date of Notice | Amount Awarded |
| 7/30/2021* | African American Coalition  | General Proposal                                      | Bank of America  | \$50,000         | 9/22/2021         | 8/23/2021      | \$50,000       |
|            | Provide public health education and COVID vaccines  |   |  |                  |                   |                |                |
| 8/18/2021* | Food Services   | Market Match  | Ecology Center   | \$6,961          | 9/22/2021         | 8/25/2021      | \$6,961        |
|            | Food Distributions was awarded an additional \$5,317 for market match incentives and \$1,644.47 non-incentives funds to increase match at farmer's markets.   |   |  |                  |                   |                |                |
| 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         | 6/22/2021      | \$41,700,206   |
|            | 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.           |   |  |                  |                   |                |                |
| 7/13/2021* | Head Start 0 to 5   | Supplement - American Rescue Plan                     | HHS - Administration of Children & Families - Office of Head Start | \$3,354,549      | 9/22/2021         | 8/17/2021      | \$3,354,549    |
|            | One-time supplemental funding for Head Start 0 to 5 activities, including remodeling of classrooms, the purchase of laptops and other equipment and hiring additional personnel during the COVID-19 pandemic. |   |  |                  |                   |                |                |
| 8/3/2021*  | Head Start 0 to 5   | Supplemental - COLA                                   | HHS - Administration of Children & Families - Office of Head Start | \$251,335        | 9/22/2021         | 8/20/2021      | \$251,335      |
|            | Cost-of-living adjustment (COLA) which includes increase to salaries and benefits and to help offset higher operating costs.  |   |  |                  |                   |                |                |
| 8/12/2021* | LCC   | 24/7 Dad Expansion                                    | National Fatherhood Initiative                                     | \$5,000          | 9/22/2021         | 8/20/2021      | \$5,000        |
|            | Training for LCC staff on the 24/7 Dad curriculum and resources for parenting education.  |   |  |                  |                   |                |                |

| NOT FUNDED |   |                |                           |                  |                   |                |
|------------|---|----------------|---------------------------|------------------|-------------------|----------------|
| Submitted  | Program   | Name           | Funder                    | Amount Requested | Board Report Date | Date of Notice |
| 7/22/2021* | Energy Services   | Flex Our Power | Energy Upgrade California | \$50,000         | 9/22/2021         | 8/18/2021      |
|            | Provide outreach and education on Flex Alerts and how to conserve energy. |                |                           |                  |                   |                |

| 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.  |   |   |                  |                   |                         |
| 4/12/2021      | Advance Peace Fresno  | General Proposal  | City of Fresno  | \$920,000        | 5/26/2021         | Not specified           |
|                | Hire 4 additional Neighborhood Change Agents and 4 additional Peace Keepers.  |   |   |                  |                   |                         |
| 4/12/2021      | Advance Peace Fresno  | Congressional Earmark Proposal                                  | USDOJ   | \$300,000        | 5/26/2021         | Not specified           |
|                | Request was submitted through Congressman Costa's office.   |   |   |                  |                   |                         |
| 8/6/2021       | Advance Peace Fresno  | Self Development of People                                      | Presbyterian Mission on the Self Development of People        | \$15,000         | 9/22/2021         | Not specified           |
|                | Provide support for basic needs of fellows, including housing, food and transportation.   |   |   |                  |                   |                         |
| 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.  |   |   |                  |                   |                         |
| 8/30/2021*     | Food Services   | Food for Life Grant   | Kaiser Permanente   | \$25,000         | 9/22/2021         | Not specified           |
|                | Funding to support monthly food distributions in Firebaugh, Mendota, Orange Cove and Parlier.   |   |   |                  |                   |                         |
| 7/16/2021      | Foster Grandparents   | Flexible Support Grant  | NextFifty Initiative  | \$100,000        | 9/22/2021         | Late Oct 2021           |
|                | Enhance and expand technology training for 60 FGP volunteers and an additional 100 older adults   |   |   |                  |                   |                         |
| 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) |   |   |                  |                   |                         |
| 6/29/2021      | Health Services   | California Wellness Foundation Letter of Inquiry                | California Wellness Foundation                                | \$600,000        | 8/10/2021         | Not specified           |
|                | Provide oral health education for seniors in assisted living and skilled nursing facilities.  |   |   |                  |                   |                         |
| 8/24/2021*     | Health Services   | Oral Health Mini Grant  | County of Fresno Dept of Public Health                        | \$180,000        | 9/22/2021         | Not specified           |
|                | Provide oral health literacy to pregnant people and the general Fresno County population.   |   |   |                  |                   |                         |
| 8/6/2021       | LCC   | Proud Parenting Grant Program                                   | Board of State & Community Corrections                        | \$100,000        | 11/18/2021        | Not specified           |
|                | Provide parenting education for corps members and partner with AFLP for young parents needing extra support, provide substance abuse and anger management consulting for participants as needed.                        |   |   |                  |                   |                         |
| 8/9/2021       | LCC   | Recover Up  | Families & Workers Fund                                       | \$1,900,000      | 9/22/2021         | Not specified           |
|                | Funds to add a Guaranteed Income component to the existing Central Valley Forestry Corps project which will provide monthly stipends to enrolled participants for a 12-month period.                                    |   |   |                  |                   |                         |
| 4/15/2021      | Sanctuary and Support Services  | Fresno Rotary Grants  | Fresno Rotary   | \$15,000         | 5/26/2021         | 8/1/2021                |
|                | Purchase and installation of new double paned windows at the Sanctuary Shelter.   |   |   |                  |                   |                         |

| PENDING GRANTS |  |  |  |                  |                   |                         |
|----------------|--|--|--|------------------|-------------------|-------------------------|
| Submitted      | Program  | Name   | Funder   | Amount Requested | Board Report Date | Expected Date of Notice |
| 4/30/2021      | <b>Sanctuary and Support Services</b>  | <b>Housing Assistance Grants for Victims of Human Trafficking</b>  | <b>Dept of Justice OVC</b>                     | \$594,316        | 5/26/2021         | Not specified           |
|                | Provide transitional and short term housing to victims of human trafficking.   |  |  |                  |                   |                         |
| 5/4/2021       | <b>Sanctuary and Support Services</b>  | <b>Mentoring Services</b>  | <b>Dept of Justice JDP</b>                     | \$625,000        | 5/26/2021         | Not specified           |
|                | Provide mentoring services to youth at risk of opioid use.   |  |  |                  |                   |                         |
| 5/5/2021       | <b>Sanctuary and Support Services</b>  | <b>Services for Victims of Human Trafficking</b>                   | <b>Dept of Justice OVC</b>                     | \$800,000        | 5/26/2021         | Not specified           |
|                | Provide trauma-informed support services, including legal services, for victims of human trafficking.  |  |  |                  |                   |                         |
| 6/21/2021      | <b>Sanctuary and Support Services</b>  | <b>Basic Center Program</b>  | <b>Health &amp; Human Services</b>             | \$600,000        | 6/23/2021         | Not specified           |
|                | Funding to operate the Sanctuary Youth Shelter, including necessities, case managed services and day-to-day operations for 200-250 youth annually.   |  |  |                  |                   |                         |
| 6/21/2021      | <b>Sanctuary and Support Services</b>  | <b>Street Outreach</b>   | <b>Health &amp; Human Services</b>             | \$450,000        | 6/23/2021         | Not specified           |
|                | Prevention and intervention services to runaway, homeless, and street youth who have been subjected to, or are at-risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking. |  |  |                  |                   |                         |
| 7/26/2021      | <b>Strategy &amp; Resource Development</b>   | <b>CSBG CARES Act Rapid Cycle Impact Project</b>                   | <b>Administration of Children and Families</b> | \$250,000        | 9/22/2021         | Prior to Oct 2021       |
|                | Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period.  |  |  |                  |                   |                         |
| 10/7/2020      | <b>Street Saints</b>   | <b>Homework Center Proposal</b>                                    | <b>Bank of America</b>                         | \$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      | <b>Street Saints</b>   | <b>Homework Center Proposal</b>                                    | <b>The Artist Tree</b>                         | \$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     | <b>Street Saints</b>   | <b>Youth Services</b>  | <b>City of Fresno</b>                          | \$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.   |  |  |                  |                   |                         |
| 3/24/2021      | <b>Transit Systems</b>   | <b>FTA Section 5310 Elderly &amp; Disabled Specialized Transit</b> | <b>Fresno COG</b>                              | \$533,238        | 4/16/2021         | April/May 2021          |
|                | For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008.   |  |  |                  |                   |                         |

**Fresno EOC/Local Conservation Corps  
Advisory Board  
February 18, 2021**

|                            |   |  |   |
|----------------------------|---|--|---|
| James Hackett, Chairperson | P | Daniel Martinez  | A |
| Ed Avila                   | P | Lisa Nichols   | A |
| David Clark                | A | Itzi Robles  | P |
| Francisco Del Rincon       | P | Carmen Romero  | P |
| Misty Franklin             | A | Sharon Weaver  | A |
| Brian King                 | A | LCC/YouthBuild Senate Council<br>President Or Representative | P |

**Staff:**

Shawn Riggins, LCC Director  
Michelle L. Tutunjian, Chief Operating Officer  
Elisa Sgambellone, Senior Services Manager  
Caroline Garcia, YouthBuild Program Manager  
Julio Lopez, Recycling Program Manager  
Daniel Palomera, Solar Program Manager  
Alicia Garcia, Administrative & Operations Manager  
Lee Xiong, CalCRG Specialist  
Veronica Moreno, Lead Transitional Support Adviser

Corpsmembers: Benito Cortez

**I. WELCOME AND CALL TO ORDER**

James Hackett called the meeting to order at 12:05 p.m.

**II. ROLL CALL**

Roll call was called. The meeting was held via ZOOM.

**III. APPROVAL OF MINUTES**

The November 19, 2020 minutes were approved. M/S/C Hackett/Del Rincon.

**IV. INTRODUCTION OF NEW MEMBERS**

Shawn Riggins, LCC Director, introduced two new members to the Board, Ed Avila and Itzi Robles, Fresno EOC Commissioners.

**V. PRESENTATION: Mattress Recycling Council (MRC)**

Jennifer Duran, Central California Program Coordinator, provided an overview on mattress recycling. Jennifer stated that MRC operates programs in Connecticut and California. CalRecycle oversees operations in California. MRC was created in response to SB 254 in 2016. The goal of SB 254 is to increase recycling and reduce illegal dumping of mattresses. A recycling fee collected at the time consumers purchase a mattress or box spring funds the program. Jennifer stated that 95% of Californians live within 15 miles of a collection site and there are ten dedicated mattress recyclers in California that work with in MRC's network., . In 2019, MRC recycled over 5 million mattresses, resulting in 168 million pounds of material being diverted from land fields. Over 75% of mattress materials are recyclable.

Jennifer stated that MRC is currently working with LCC on the upcoming Community Clean-up Day in Riverdale, at the Lenare Community Center on Saturday, February 20.

MRC collaborated with Central California Environmental Justice Network (CCEJN) and LCC on the Fresno YES! Community Clean Up Day, Saturday, February 27, at Hidalgo Elementary School in Fresno. MRC provided media support and Council Member Esparza's office provided a proclamation for this event. Social distancing is observed during these events.

MRC is also working with three other Corps on a pilot project, which includes mattress collection while on regular recycling routes, collecting data to pin point zip codes where mattresses are found and where MRC needs to concentrate efforts to mitigate illegal dumping. The City of Fresno is interested in collaborating with LCC on this project. The nine-month project is scheduled to begin March 1. LCC will be able to receive \$15 per unit collected thru this project.

Jennifer stated that LCC operates two mattress drop off sites, Friant Buyback Center and the LCC base. LCC is compensated \$2.25 per unit, in addition to receiving compensation for transporting mattresses to the recycling center, and providing labor at community events. LCC will also pick up mattresses at resident's home, charging a fee of \$25 per mattress, \$40 for mattress and box spring.

Another fee for service opportunity is thru AB 187. As of January 1, 2021, retailers are required to provide consumers free pick of an old mattress when a new one is purchased. MRC is compiling a list to help support retailers meet this obligation, LCC is on this list, and has been contacted from online retailers to enter into an MOU to provide collection services for customers living in Fresno and Madera counties.

Jennifer stated that MRC currently partners with eight out of the fourteen Corps in California and is working to partner with all fourteen.

## **VI. LCC UPDATES**

### **a. Work Training Projects**

A detailed list of work training projects was distributed at the meeting along with the Advisory Board agenda packet. Several projects were highlighted. Shawn Riggins provided a brief update on LCC's activities/events since the last Advisory Committee meeting, as follows:

- In December, 2020, LCC became part of the Training and Employment division within EOC, which includes LCC, Employment & Training, Valley Apprenticeship Connection (VAC) and Foster Grandparents. Jeff Davis is the Director of the Employment & Training Division. Jeff Davis explained that the division came about due to continued efforts to better partner with programs internally, share resources and increase services offered to youth that are jointly served.
- Shawn stated that in November LCC submitted the third phase of Prop 68 grant application for the development of the second story of the Paul McLain vocational building. Two Prop 68 grants have been awarded and are under contract, the third phase will finish the development of the second story. The RFP has been released for phase 1 and 2.

- In January LCC submitted the SB1 Active Transportation Program (ATP) grant application to the state, in partnership with the County of Fresno. The application proposes the clean up of the oleanders along Kearney Boulevard.
- In partnership with the West Fresno Family Resource Center, LCC also submitted a Fatherhood grant application to the County of Fresno.
- An update on the Fresno County Forestry Corps project was provided. This project is in partnership with the Fresno Regional Workforce Development Board (FRWDB) and Reedley College. In December 2020, LCC started implementation on the work phase portion of the project. Participants begin with four weeks at LCC (Phase 1) going thru an orientation, First Aid/CPR, OSHA 10 certifications, and physical activities, and then transition to Reedley College (Phase 2) for eight weeks in a classroom setting and S212 Chain Saw Certification. After completion of the 8-week session participants return to LCC for hands on project work training (Phase 3). In December project work began at Dunlap and Miramonte, completing the training for cohort 1 and 2. Cohort 3 training started this week.
- LCC has also received grant funding from FRWDB to provide similar training targeting residents of the Creek Fire.
- Elisa Sgambellone, LCC Assistant Director, stated individuals can now apply on line for school and LCC, applications can be found on EOC's web site, LCC's page and that Mental Toughness Orientation (MTO) has been re-designed, due to COVID-19, and will be a three day process.
- Elisa also provided an update on the YouthBuild Charter School (YCSC), LCC's education partner. YCSC continues with distance learning, distribution of hot spots, to those students who need them, and Chromebooks continue. The decision for Trimester 3 on whether or not the school will continue with distance learning will take place at the upcoming YCSC board meeting at the end of February.
- Julio Lopez, Recycling Program Manager, provided an update on LCC's recycling program. Julio stated that the mattress recycling program is going well, in past three months 120 mattresses have been collected and delivered to the local recycler. There has been an increase in calls for e-waste and mattress pick ups. CRV collection at the Friant Buyback Center is averaging approximately 3-4 truckloads of material per month. LCC assisted MRC at the Madera County event at Miranets High School; this was a student led event, "Senor Legacy Experience".
- Daniel Palomera, Solar Program Manager, provided an update on the TCC Solar project. Daniel stated that 21 homes have received either solar and/or weatherization services. The application for solar and weatherization services available online on EOC's web site under the Energy Services page. Weatherization services continue to be suspended due to the pandemic. Currently four corpsmembers are receiving both solar and weatherization training, eight corpsmembers have completed the program, two obtained jobs in the solar industry an six in construction and other industries. The supervisor position has been filled. Outreach efforts in the community continue, as well at LCC's monthly food distributions.

- Caroline Garcia, YouthBuild Program Manager, provided an update on the YouthBuild program. Caroline stated construction training continues. Self-Help Enterprises (SHE) continues to be LCC's construction partner, building homes for low-income families. Corpsmembers will be starting the NCCER certification training; this certification allows them to have a better chance of being placed in construction jobs. This certification is industrial recognized as well as the HBI PACT Home Builders Institute certification. Staff continues to attend the Brining Broken Neighborhood Back to Life weekly meetings, looking forward to going back into the community and being part of the community block parties.
- Lee Xiong, Cal CRG Specialist, provided an update on the Cal CRG program. Lee stated the referral services have begun and is scheduling appointments with contractors for the students/corpsmembers. Cal CRG program provides services for mental health, substance abuse, LGBTQ, and legal services for corpsmembers and students in need.

The CalCRG program was included in The Adult Use of Marijuana Act (Proposition 64), which was approved by California voters on November 8, 2016. In accordance with the proposition, CalCRG awards grants to local health departments and qualified community-based nonprofit organizations to support job placement, mental health treatment, substance use disorder treatment, and legal services to address barriers to reentry, for communities disproportionately affected by past federal and state drug policies, also known as the War on Drugs (WoD).

b. Corpsmember/Student Update

- Veronica Moreno, Lead TSA, stated that over the years, LCC has established relationships with the Juvenile Justice Center, Juvenile, Adult Parole, and Probation. LCC corpsmember, Benito Cortez, is a fourth generation that has come to LCC, he has other siblings who have enrolled in the program and obtained their high school diploma. Benito enrolled in the program in 2019. Benito disclosed that he had been in juvenile hall and that he was on parole. Because Benito was under juvenile supervision, he qualified for the reduced credit under AB 167-216 eligibility, where he can earn his high school diploma earning 110 credits versus the required 230. Benito co-enrolled in the YCSC and Reedley College's Natural Resources Class; he earned three college credits while working on his high school diploma, and received one of the highest grades in his class. Benito completed his diploma courses in November; he enrolled at Fresno City College. Benito was selected to attend the National Conference of Young Leaders representing LCC's YouthBuild Program. Benito has been dedicated in changing his life; quit the streets and gangs. Due to his accomplishments, he has been honorably discharged from parole.
- Benito expressed his appreciation for the opportunities, and learning experience LCC has provided him. Benito is also receiving services through the Cal-CRG grant, working with the Public Defender's office.

**VII. OTHER BUSINESS**

Next meeting on May 20, 2021

**VIII. PUBLIC COMMENT**

None at this time



**IX. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

Respectfully Submitted,  
Shawn Riggins, LCC Director  
Fresno EOC Local Conservation Corps

# FRESNO EOC SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

On-Line through Ring Central  
Tuesday, May 11 2021

## MINUTES

**I.** Meeting called to order by Jeanne Starks 10:12 a.m.

**II.** Roll call facilitated by Terry Allen

| <b>Voting Members</b>  | Prese | Excus | Abse | <b>Non-Voting Members</b> | Prese | Excus | Abse | <b>Staff</b>       | Prese | Excus | Abse | <b>Guests</b> |
|--|-------|-------|------|---------------------------|-------|-------|------|--------------------|-------|-------|------|---------------|
| Michael Allen, Community Rep   | X     |       |      |                           |       |       |      | Michelle Tutunjian |       | X     |      |               |
| 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, <b>Chair</b> , 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<br>Alt Parent Rep:  | X     |       |      |                           |       |       |      |                    |       |       |      |               |
| Student Rep's (2) Rebecca Luna, Manuela Torres<br>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 April 13, 2021 minutes were approved as read. M/S/C Rodgers/Davis

Dr. Wilson introduced Felicia Olais as the new Director of the Charter Schools Office at Fresno Unified School District. Felicia shared that she has been in education for over 30 years and has taught in grades K-12, worked with Special Education students and in Administration.

### **IV. Election of Officers**

The Council members nominated candidates and selected a slate of officers of the 2021-2022 SOUL Governing Council, Dr. Terry Allen as Chair, Maria Morales as Vice-Chair and Corinne Florez as Secretary. A motion was made to approve the slate of officers. M/S/C Petrovich/Rodgers

### **V. Proposed 2021-2022 Meeting Schedule**

The Council discussed the meeting time for the 2021-2022 Governing Council and proposed a time change from 10:00 – 11:30 am to 10:30 am-12:00 pm. A motion was made to approve the 2021—2022 Meeting Schedule with the meeting time change to 10:30 am – 12:00 pm. M/S/C Failla/Allen

### **VI. By-Laws Sub-Committee Report**

Dr. Wilson reported to the Governing Council that the By-Laws Sub-Committee (Dr. Michael Petrovice, Jeanne Starks, Dr. Mark Wilson) reviewed and discussed the By-Laws and determined that no modification would be made. It was suggested that the Council explore the feasibility of recruiting a member from Juvenile Probation who has a positive relationship working with at-risk youth. Rena Failla stated that she will speak with Vidal Besarano our Social Work intern from last year, about the possibility of filling this seat on the Council. Vidal is currently working with Juvenile probation. A motion was made to approve the By-Laws Sub-Committee report. M/S/C Petrovich/Griffin

## **VII. Finance Sub-Committee Report**

Dr. Wilson reported to the Governing Council that the Finance Sub-Committee (Dr. Mark Wilson, Jeanne Starks and Corinne Florez) discussed the main elements of SOUL's preliminary budget for 2021-2022 school year. Dr. Wilson highlighted the additional funding available to SOUL and the need to realign its current resources to effectively respond to the student learning loss during COVID, as well as, the social and emotional needs of students. A motion was made to approve the Finance Sub-Committee report. M/S/C Allen/Rodgers

## **VIII. 2021-2022 Local Control Accountability Plan**

Dr. Wilson reviewed the LCAP and accompanying documents with the Governing Council. This plan describes the goals, actions and expenditures to support positive student outcome that address state and local priorities. The LCAP provides an opportunity for local education agencies (LEA's) to share their stories of how, what and why programs and services are selected to meet their local needs. The components of the LCAP for the 2021-2022 LCAP year must be posted as one document assembled in the following order:

- ❖ LCFF Budget Overview for Parents
- ❖ Annual Update with instructions
- ❖ LCAP Plan Summary 2021-2022
  - Stakeholder Engagement
  - Goals and Actions
  - Increased or Improved Services for Foster Youth, English Learners, and Low-income students
  - Expenditure Tables
  - Instructions

The LCAP will be presented to the Fresno EOC Board of Commissioners for approval on Wednesday, May 26, 2021. A motion was made to approve the Local Control Accountability Plan. M/S/C Metzler/Florez

## **IX. Expanded Learning Opportunities Grant Plan**

Dr. Wilson reviewed the Expanded Learning Opportunities Grant Plan (ELO) with the Governing Council. The LEA must at a minimum, implement a learning recovery program, that provides supplemental instruction and support for social and emotional well-being to specified student groups, as defined in *Education Code Section 43522*, who have faced adverse learning and social emotion circumstances. The Council discussed the information provided. The ELO plan will be presented for approval to the Fresno EOC Board of Commissioners on Wednesday, May 26, 2021. A motion was made to approve the Expanded Learning Opportunities Grant Plan. M/S/C Metzler/Florez

## **X. 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:

- 42% of SOUL Graduates have already completed their academic requirements for graduation.
- Larry Metzler shared that 6 Rotarians will be going to Tanzania in October to donate funds raised by SOUL Interact Club to the high school Interact Club in Tanzania.
- On May 26, 2021 Dr. Wilson will present and highlight 2 SOUL students, Ezequiel Ayala, Mia Garcia and Maria Morales our parent representative to the Fresno EOC Board of Commissioners.
- Sam briefly shared with the Council how our FSU Social Interns has helped to get our seniors enrolled at Fresno City College.
- SOUL's Archie Lessard and Justin Alvarado were selected to be honored scholars on channel 30.
- Graduation will be held in the Sanctuary Theater June 8<sup>th</sup> and 9<sup>th</sup> from 9:00 am to 3:00 pm. The ceremony will be celebrated similar to last year.

## **XI. Public Comment**

None at this time

## **XII. Adjournment of Meeting**

The meeting was adjourned at 12:08 pm.

Submitted by Terry Allen ED.,D.

**Fresno EOC/Local Conservation Corps  
Advisory Board  
May 20, 2021**

|                            |   |  |   |
|----------------------------|---|--|---|
| James Hackett, Chairperson | P | Daniel Martinez  | A |
| Ed Avila                   | A | Lisa Nichols   | A |
| David Clark                | A | Itzi Robles  | A |
| Francisco Del Rincon       | A | Carmen Romero  | P |
| Misty Franklin             | A | Sharon Weaver  | A |
| Brian King                 | A | LCC/YouthBuild Senate Council<br>President Or Representative | P |

**Staff:**

Shawn Riggins, LCC Director  
Michelle L. Tutunjian, Chief Operating Officer  
Elisa Sgambellone, Senior Services Manager  
Caroline Garcia, YouthBuild Program Manager  
Julio Lopez, Recycling Program Manager  
Alicia Garcia, Administrative & Operations Manager  
Lee Xiong, CalCRG Specialist  
Marcelino Rodriguez, Transitional Support Advisor  
Corpsmembers: Benito Cortez

**I. WELCOME AND CALL TO ORDER**

James Hackett called the meeting to order at 12:05 p.m.

**II. ROLL CALL**

Roll call was called. The meeting was held via ZOOM.

**III. APPROVAL OF MINUTES**

No quorum, on hold until next meeting.

**IV. NEW FATHERHOOD INITIATIVE PROGRAM**

Shawn Riggins provided an overview on the New Fatherhood Initiative. Shawn stated that in January, Fresno County released an RFP for a fatherhood initiative. EOC/LCC applied for this funding and were informed, in April, that our application was recommended to receive the grant, and this recommendation will be going to the Board of Supervisors at the next meeting. The grant amount is \$852,000 for three years, and possibly a one-year extension. The goal is to serve 100 fathers annually in partnership with the Department of Public Health, Perinatal Equity Initiative (PEI), and Babies First Program. The program goal is to improve Black maternal and infant health outcomes for the community. Services will target expectant, new, and non-custodial fathers/partners of Black mothers in Fresno County and other fathers/partners referred by the Babies First program. The Local Conservation Corps program, in coordination with internal partnerships from Health Services, Women, Infant, and Children and Workforce Connection Young Adult Programs, will lead the administration to meet the service delivery along with the West Fresno Family Resource Center and Department of Child Support Services. This grant provides funding for three positions; Coordinator, Transitional Support Advisor, and a Program Assistant. The target implementation date is July 1, 2021, with a three-month startup period, and delivery of services in late September.

Shawn stated that he just attended a Fatherhood Conference in Los Angeles, the first in person conference in LA County since COVID-19, which provided an opportunity to re-connect with individuals he met previously while working on the previous fatherhood program.

## **V. LCC UPDATES**

### **a. Work Training Projects**

A detailed list of work training projects was distributed at the meeting along with the Advisory Board agenda packet. Several projects were highlighted. Shawn Riggins provided a brief update on LCC's activities/events since the last Advisory Committee meeting, as follows:

- LCC received Prop 84 funding for HVAC system replacements for the classrooms, which are over 20 years old, and converting the front gate to an automated security system. Seven new HVAC systems were purchased and installed in April. Two bids have been received for the automated security system, waiting on the third bid in order to proceed with the work.
- An update on Prop 68 project was provided. This funding is for the development of the Paul McLain Vocational Training building. It is a three phase project, phase one provides funding to install an elevator, phase two is the development of the second floor, and phase three will complete this work. Contract for phase three was received, currently working on contract negotiations with the construction management firm, Zumwalt Construction. Zumwalt was the only bidder for this project, approval from the state was received to move forward with Zumwalt as a single source contract. Target construction start date is August 2021.
- An update on the Fresno County CalFire Forestry Corps project was provided. This project is in partnership with the Fresno Regional Workforce Development Board (FRWDB) and Reedley College. In December 2020, LCC started implementation on the work phase portion of the project. Participants begin with four weeks at LCC (Phase 1) going thru an orientation, First Aid/CPR, OSHA 10 certifications, and physical activities, and then transition to Reedley College (Phase 2) for eight weeks in a classroom setting and S212 Chain Saw Certification. After completion of the 8-week session participants return to LCC for hands on project work training, reducing fuel load that contributes to forest fire. Field work training is scheduled to start next week. A monitoring visit was conducted by the funding source, and recently received notice that there were no findings.
- An update on SB1 ATP project was provided. Work was resumed on May 1st at Redinger Lake, in partnership with another local corps, to build trails. Work on this project was delayed last year due to COVID-19 and the Creek fire. This project is located on federal land. The project ends June 30, 2021.
- An update on the U.S. Bureau of Reclamation (BREC) project was provided. A second grant from BREC was received last year for public lands work. The trail work at Millerton Lake was completed in March 2021, and the San Joaquin River Gorge project was completed in April 2021. Elisa Sgambellone, LCC Assistant Director, stated individuals can now apply on line for school and LCC, applications can be found on EOC's web site, LCC's page and that Mental Toughness Orientation (MTO) has been re-designed, due to COVID-19, and will be a three-day process.

- Julio Lopez, Recycling Program Manager, provided an update on LCC's recycling program. The recycling program participated in the City of Reedley's Community Spring Clean Up Event, in partnership with the Mattress Council, in April. Over 200 mattresses were collected. The Mattress Council paid for the labor. Also participated at the Madera Mobile Clean Up event at Liberty High school in May, 66 mattresses were collected. All mattresses collected at LCC been delivered to the recycler, and mattress collection is increasing. Recycling program participated in a waste tire collection event with the City of Fresno in May, and 996 tires were collected. Currently working with the Fresno Metropolitan Flood Control District to install inlet markers at District's drainage inlets.
- Lee Xiong, Cal CRG Specialist, provided an update on the Cal CRG program. Lee stated the referral services for the students/corpsmembers continues. Cal CRG program provides services for mental health, substance abuse, LGBTQ. Working with the mental health provider to schedule mental health training for staff.
- Elisa provided an update on the YouthBuild Charter School (YCSC), LCC's education partner. The last day of instruction is June 24th, tentative date for graduation ceremony is June 25th. This year YCSC will hold a graduation pop-up event at LCC, students will have the opportunity to sign up and invite a limited number of guests. Approximately 17 students are on target to graduate this June, including the independent study students from Owen's Valley. The 2021-2022 school year will start on August 29th. In person class will be decided at the next school board meeting. Distribution of hot spots, and Chromebooks continues, mainly for the state testing. The school did not apply for the exemption this year. YCSC continues to provide breakfast and lunch for students, it is a box of shelf stable foods.
- Work continues at the Central California Community Food Bank Project. Since April of 2020 LCC has provide a crew to assist in the packaging and sorting of food at the food bank. The food bank pays for the labor.
- Self Help Enterprises (SHE) continues to be LCC's construction partner, building homes for low-income families in Winton, CA.

b. Corpsmember/Student Update  
Item was not covered.

## **VI. OTHER BUSINESS**

Next meeting August 19, 2021

## **VII. PUBLIC COMMENT**

None at this time

## **VIII. ADJOURNMENT**

The meeting was adjourned at 12:48 p.m.

Respectfully Submitted,  
Shawn Riggins, LCC Director  
Fresno EOC Local Conservation Corps



**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**June 1, 2021**

**CALL TO ORDER**

The meeting was called to order at 6:07 p.m. by Araceli Zavalza, CWPC Chairperson via ZOOM Call.

**ROLL CALL**

Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present:

Araceli Zavalza, Ashleigh Rocker Greene, Jessica Aquino, Maria G. Moreno, Yessenia Magallon, Candace Liles, Fawnda Cole, Tran Thao, Emilia Juarez, Marycruz Rojas Maravillas, Xiomara Cuyuch, Alma Martinez, Sara Quintana, Cesia Munoz, Cynthia Rivera, Veronica Aguilera, Brenda Marmolejo, Amber Jaimes, Selena Hernandez, Sonia Tiznado, Marlene Pena, Jeorgina Padilla, Zina Brown-Jenkins, and Jimi Rodgers. A quorum of the Executive Board was present.

**Araceli Zavalza, CWPC Chairperson, informed Representatives at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.**

As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:

A quorum shall be constituted by 51% of the CWPC's membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.

**APPROVAL OF PREVIOUS  
CWPC MINUTES**

Araceli Zavalza, CWPC Chairperson, informed Representatives of the May 4, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the May 4, 2021 CWPC Minutes as written and read was made by Ashleigh Rocker Greene and seconded by Fawnda Cole. Motion carried

**FRESNO EOC PROGRAM  
REPORT –**

The Fresno EOC Program Report is in Summer Recess (June, July and August) and will resume in September.

**COMMUNITY  
REPRESENTATIVE REPORTS**

No Community Representatives Reports were given at tonight's meeting.

**FRESNO EOC  
COMMISSIONERS' REPORT**

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the March 24, 2021 Fresno EOC Board of Commissioners meeting minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the March 24, 2021, Fresno EOC Board of Commissioners meeting minutes as written and read was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

MONTHLY FINANCIAL  
STATUS REPORTS FOR THE  
MONTH OF APRIL 2021

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of April 2021. 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 April and year-to-date.

Motion to approve the Monthly Financial Status Reports for April 30, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Yessenia Magallon. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF APRIL 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of April 2021 for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Early Head Start monthly ADA for April 2021 is 66.67% for Center Base and 68.91% for Home Base.

The Head Start monthly ADA for April 2021 is 93.44% for Center Base and 88.16% 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 April 2021 was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

PROPOSED REVISIONS –  
HEAD START 2021-2022  
EDUCATION PLAN

Helen Uyeda, Interim Education Services Manager/Braided Funding Manager, informed Representatives of the Proposed Revisions – Head Start 2021-2022 Education Plan. This information was sent to Representatives prior to tonight's meeting.

Ms. Uyeda shared that staff recommends the approval of the 2021-2022 Education Plan.

The Education Plan is designed to provide strategies for achieving the education services objectives indicated in the Fresno EOC Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework. The local Education Plan is accordance with the local community needs and with the cooperation of the Fresno EOC Head Start parents.

The purpose of the Education Committee is to meet throughout the school year to review and revise the Education Plan provided at each local center. The Education Committee includes the ECE Specialists, Center Director, or Teacher Director, and parents of currently enrolled children.

Ms. Uyeda gave an overview of the various sections that make-up the Education Plans for each Head Start center. Parents of the Education Committee for each center will have their names listed in the Education Plans.

After a brief question and answer period, motion to approve the Proposed Revisions – Head Start 2021-2022 Education Plan was made by Yessenia Magallon and seconded by Fawnda Cole. 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.

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 June 1, 2021.

CWPC PROGRAM  
GOVERNANCE  
QUESTIONNAIRE 2021

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Program Governance Questionnaire 2021. This information was sent to Representatives prior to tonight's meeting.

Ms. Jalomo-Ramirez shared that the CWPC Governance Questionnaire is provided to all Representatives, Community Representatives and EOC Commissioners annually. Results from the questionnaire are used to train and improve staff, Representatives, Community Representatives and EOC Commissioners on Head Start's Program Governance.

All Representatives were asked to complete the CWPC Program Governance Questionnaire by June 15, 2021 by scanning the QR code and downloading to their phones or return completed questionnaire to staff. The questionnaire is in English and Spanish.

Once data is compiled it will be shared at the next CWPC Meeting on July 6, 2021.

EARLY HEAD START/  
HEAD START MONTHLY  
PROGRAM UPDATE REPORT  
(PUR) FOR THE MONTH OF  
APRIL 2021

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of April 2021. 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.

AIMS PARTNERSHIP

Paul Reimer, Executive Director, Aileen Rizo, Associate Director, PK-12 at Activities Integrating Math and Science (AIMS) Center for Math and Science Education and Ralph Carrillo, Head Start ECE Specialist, informed Representatives of the AIMS Partnership with Fresno EOC Head Start 0 to 5 program.

Mr. Reimer shared that AIMS is a non-profit organization that supports playful, imaginative, creative, human-centered, and socially-informed approaches to teaching and learning STEM and policies and practices that are culturally-relevant and transformative.

AIMS has partnered with Fresno EOC Head Start program since 2015 with the purpose "To enhance young children's STEM education through classroom learning, home interactions, and community engagement." They conduct monthly professional learning sessions that engage Head Start teachers in deepening their own understanding of STEM, reflecting on research-based teaching practices that are appropriate for the variations of developmental levels in their classrooms, and collaborating together to analyze video-recorded lessons, activity design, and classroom interaction. Through intentional observing and listening, they focus on how children develop key STEM understandings as they interact with materials in play. Their current work focuses on the design and development of opportunities for enhanced STEM learning through professional development, staff coaching, classroom activities, and community engagement.

A slide presentation entitled "Partnership Report" was viewed that showed how AIMS has partnered with Fresno EOC Head Start 0 to 5 Program from 2015 to present.

STEM stands for Science, Technology, Engineering and Mathematics.

STEM began in 2015 with Madison Head Start and Jefferson Head Start and continued into 2019.

In 2019-2020 Franklin Head Start and Early Head Start participated in STEM. In October of 2019 a Community Marker Faire was held at Franklin Head Start with participation of 150 children and families.

In 2020-2021 AIMS we continued with STEM via ZOOM and take-home kits were provided. The take-home kits contained resources for doing activities to enhance family engagement.

Mr. Reimer shared that in 2021-2022 our partnership with Fresno EOC Head Start 0 to 5 program may expand to:

1. Deepen expertise in STEM & STEAM for young learners
2. Develop new resources for classroom and home learning
3. Incorporate low-tech and high-tech innovations
4. Expand opportunities for family and community engagement
5. Broaden partnership to include new Head Start centers

Ms. Rizo went over the Professional Learning & Coaching aspect of STEM, which consisted of:

- Online hands-on STEM professional learning sessions for all staff
- Classroom coaching utilizing ZOOM and video-based coaching
- STEM at-home learning kits

Ms. Rizo shared information on the Head Start Central Domains for infant/toddler and preschooler which consists of:

- Approaches to Learning
- Social and Emotional Development
- Language and Literacy
- Cognition
- Perceptual, Motor and Physical Development

Mr. Carrillo shared information on the Impact of AIMS as to what impacts staff have experienced. Some of the impacts are as follows:

- Increased confidence in staff
- Advanced vocabulary use with children in STEM activities
- Making connections to Creative Curriculum and extending learning
- Enjoyment and fun

Also, parents can download a one page activity from the AIMS Website and YouTube has videos available on how to do activities at home.

Question was asked "Will we have AIMS at other Head Start Centers?"

Rosa M. Pineda, Early Care & Education Director, stated that in the future we may be looking into having STEM at other Head Start centers.

Mr. Reimer gave thanks to the Head Start 0 to 5 staff and the AIMS Team in making this Partnership a success.

## ANNOUNCEMENTS

Ashleigh Rocker Greene, CWPC Vice-Chairperson, made the following Announcement:

- A. July 6, 2021 – 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 Ashleigh Rocker Greene. Motion carried.

The meeting adjourned at 7:34 p.m.

Submitted By:

Esther Lepe  
Recording Secretary

**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**July 6, 2021**

**CALL TO ORDER**

The meeting was called to order at 6:03 p.m. by Araceli Zavalza, CWPC Chairperson via ZOOM Call.

**Araceli Zavalza, CWPC Chairperson, informed Representatives at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.**

As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:

A quorum shall be constituted by 51% of the CWPC's membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.

**ROLL CALL**

Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present:

Araceli Zavalza, Ashleigh Rocker Greene, Jessica Aquino, Maria G. Moreno, Yessenia Magallon, Candace Liles, Fawnda Cole, Emilia Juarez, Marycruz Rojas Maravillas, Xiomara Cuyuch, Alma Martinez, Cesia Munoz, Veronica Aguilera, Brenda Marmolejo, Sonia Tiznado, Maria Lara, Mayra Cedano-Heredia, Ana Yareli Galarza, Zina Brown-Jenkins, and Jimi Rodgers. A quorum of the Executive Board was present.

**APPROVAL OF PREVIOUS  
CWPC MINUTES**

Araceli Zavalza, CWPC Chairperson, informed Representatives of the June 1, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the June 1, 2021 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Jessica Aquino. Motion carried

**FRESNO EOC PROGRAM  
REPORT –**

The Fresno EOC Program Report is in Summer Recess (June, July and August) and will resume in September.

**COMMUNITY  
REPRESENTATIVE REPORTS**

No Community Representative Reports were given at tonight's meeting.

**FRESNO EOC  
COMMISSIONERS' REPORT**

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the April 16, 2021 and May 26, 2021 Fresno EOC Board of Commissioners meeting minutes. This information was sent to Representatives prior to tonight's meeting.

Ms. Jenkins shared that the Head Start 0 to 5 Program was awarded the new Grant for the next 5 years.

Upon hearing the good news Ms. Jenkins asked "What is the first thing we are going to do?" The response was "Provide more services to children during Home Visits." She also thanked staff for all their hard work in making this new Grant possible and is very grateful to be part of the Head Start 0 to 5 Program.

Motion to approve the April 16, 2021 and May 26, 2021 Fresno EOC Board of Commissioners meeting minutes as written and read was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

MONTHLY FINANCIAL  
STATUS REPORTS FOR THE  
MONTH OF MAY 2021

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of May 2021. 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 April and year-to-date.

Motion to approve the Monthly Financial Status Reports for May 31, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Candace Liles. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF MAY 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of May 2021 for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Early Head Start monthly ADA for May 2021 is 64.39% for Center Base and 82.63% for Home Base.

The Head Start monthly ADA for May 2021 is 94.02% for Center Base and 80.88% 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 May 2021 was made by Ashleigh Rocker Greene and seconded by Fawnda Cole. Motion carried.

EXECUTIVE BOARD AND  
COUNTY-WIDE POLICY  
COUNCIL MEETING DATES  
FOR 2021-2022 PROGRAM  
YEAR

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Executive Board and County-Wide Policy Council (CWPC) Meeting Dates for 2021-2022 Program Year. This information was sent to Representatives prior to tonight's meeting.

Ms. Ramirez informed Representatives that in preparation for the 2021-2022 school year, staff is recommending that the CWPC meetings continue to take place the first Tuesday of each month and Executive Board meetings on the third Tuesday of each month. In accordance with the Head Start 0 to 5 County-Wide Policy Council Bylaws, Article V. Meetings, Section 1. Frequency of Meetings, Head Start 0 to 5 CWPC shall meet monthly.

January 2022: CWPC meeting will be moved to January 11, 2022 due to Winter Break Schedule.

Motion to approve the Executive Board and County-Wide Policy Council Meeting Dates for 2021-2022 Program Year was made by Yessenia Magallon and seconded by Fawnda Cole. Motion carried.

PROPOSED REVISIONS TO  
LOCAL PARENT MEETING  
BYLAWS

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Proposed Revisions to Local Parent Meeting Bylaws. This information was sent to Representatives prior to tonight's meeting.

PROPOSED REVISIONS TO  
LOCAL PARENT MEETING  
BYLAWS – (Cont.)

Ms. Ramirez informed Representatives that on August 11, 2020 the County-Wide Policy Council (CWPC) approved revisions of the CWPC Bylaws. To support and align with Head Start 0 to 5 CWPC Bylaws, staff is recommending that the changes reflect the merge of Head Start and Early Head Start to Head Start 0 to 5, Local Parent Committee (LPC) to Local Parent Meeting (LPM) and Delegates to Representatives.

CWPC approved is needed to implement the Local Parent Meeting Bylaws for the 2021-2022 school year.

Motion to approve the Proposed Revisions to Local Parent Meeting Bylaws was made by Yessenia Magallon and seconded by Fawnda Cole. Motion carried.

FRESNO EOC HEAD START 0  
TO 5 BUDGET MODIFICATION

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Fresno EOC Head Start 0 to 5 Budget Modification. This information was displayed onto the screen at tonight's meeting.

Staff recommends approval for full Board consideration modifications to the Head Start 0 to 5 FY 2020 budget by \$4,175,066 and reallocate the unspent program funds to other expenditures in FY 2020. Early Head Start will reallocate \$150,663 and Head Start will reallocate approximately \$4,024,403 for projects outlined in the attached budget documents.

During the FY 2020, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff. The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020 funds to accomplish previously unfunded, and needed projects. Early Head Start seeks to reallocate \$150,663 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,066.

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

If approved by the CWPC, Head Start 0 to 5 will submit an application to Region IX requesting authorization to revise our FY 2020 expenditures. If no approval is received, the unused funds would be returned to the federal government when our budgets are closed out.

Ms. Pineda reviewed some of the line items in the 2020 Head Start 0 to 5 Budget Modification.

**HEAD START: \$4,024,403**

Supplies: Preschool Backpacks, Laptops, Children's Books, Replace Classroom Furniture, etc.

Contractual: A/C Unites at 10 centers, 2 Modular Buildings (Sanger Head Start and Huron Head Start), etc.

FRESNO EOC HEAD START 0  
TO 5 BUDGET MODIFICATION  
(Cont.)

**EARLY HEAD START: \$150,633**

Supplies: Classroom Consumables, Classroom Furniture Replacement, Children's Books

Contractual: Playground at Mt. Carmel (Franklin Head Start), etc.

After a question and answer period, motion to approve the Fresno EOC Head Start 0 to 5 Budget Modification was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

NO COST EXTENSION

Rosa M. Pineda, Early Care & Education Director and Nidia Davis, Program Support Director, informed Representatives of the No Cost Extension. This information was displayed onto the screen at tonight's meeting.

Staff recommends approval for full Board consideration of a No Cost Extension to our grant funding for the period ending June 30, 2021 for Grant # 09CH010290. By extending these grant funds, it will allow us continuous access to the funds in order to carry out the work from the Basic grant funds, Facilities project funds and COVID-19 funds. We are requesting access to the remaining funds available after June 30, 2021. The plan is to fully obligate these funds by December 30, 2021, therefore requesting an extension until this date.

During the FY 2020, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff. The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020 funds to accomplish previously unfunded, and needed projects. Early Head Start seeks to reallocate \$150,663 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,066.

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

If approved by the CWPC, Head Start 0 to 5 will submit an application to Region IX requesting authorization to revise our FY 2020 expenditures. If no approval is received, the unused funds would be returned to the federal government when our budgets are closed out.

Ms. Pineda informed Representative that the No Cost Extension goes hand in hand with the Head Start 0 to 5 Budget Modification. As of July 1, 2021 a new Grant number has been issued for the next 5 years. We are requesting to carry over funds from FY 2020 to go into Year 1 of the new Grant. The deadline to request carryover obligated funds is December 30, 2021.

Motion to approve the No Cost Extension was made by Fawnda Cole and seconded by Yessenia Magallon. 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.

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 July 6, 2021.

|  |  |
|--|--|
| PERSONNEL COMMITTEE<br>REPORT – (Cont.)  | Rosa M. Pineda, Early Care & Education Director, shared that some of the promotions listed are from the positions that were originally targeted for layoffs. The staff applied and went through the Interview Process and were approved to transfer over to other positions in the new Grant.  |
| HEAD START CENTER<br>BASE/HOME BASE HEALTH<br>SERVICES COMPLIANCE<br>REPORT AUGUST 2020-<br>APRIL 2021 | <p>Marie Sani, Health Services Director and Guadalupe Zuniga, Home Base Manager, informed Representatives of the Head Start Center Base/Home Base Health Services Compliance Report August 2020 to April 2021. This information was sent to Representatives prior to tonight's meeting.</p> <p>Ms. Sani and Ms. Zuniga, informed Representatives that the Head Start Center Base/Home Base Health Services Compliance Report August 2020 to April 2021 included a comparison of Physical and Dental exams as well as immunizations percentages. During the comparison of previous year's health numbers, it was noted that, this year's percentage numbers were lower this program year by 5-20%. This is due to increased challenges to obtain the health and dental information. Some providers were not able to see clients during the COVID-19 Pandemic. In addition, many of our parents in Center Base and Home Base were also only remote learning.</p> <p>Our staff used various techniques ZOOM calls, texting and phone calls. Other staff performed screenings for vision and hearing outside of centers using extra protective equipment and additional cleaning precautions. We also conducted fluoride drive through events for fluoride varnish applications after visual dental exams.</p> |
| CWPC PROGRAM<br>GOVERNANCE<br>QUESTIONNAIRE RESULTS<br>2020-2021                                       | <p>Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Program Governance Questionnaire Results 2020-2021. This information was sent to Representatives prior to tonight's meeting.</p> <p>Ms. Ramirez shared that results from the questionnaire are used to train and improve staff, Representatives, Community Representatives and EOC Commissioners on Head Start's Program Governance.</p> <p>This year, the questionnaire was provided to all participants through a link, QR code and by mail. Overall, we received 23 responses out of 64 Representatives, Community Representatives and Fresno EOC Board of Commissioners.</p>   |
| EARLY HEAD START/<br>HEAD START MONTHLY<br>PROGRAM UPDATE REPORT<br>(PUR) FOR THE MONTH OF<br>MAY 2021 | <p>Rosa M. Pineda, Early Care &amp; Education Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of May 2021. This information was sent to Representatives prior to tonight's meeting.</p> <p>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.</p> <p>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.</p>   |
| HEAD START 0 TO 5 NOTICE<br>OF AWARD ANNOUNCEMENT  | <p>Rosa M. Pineda, Early Care &amp; Education Director, informed Representative of the Head Start 0 to 5 Notice of Award Announcement. This information was sent to Representatives prior to tonight's meeting.</p> <p>Ms. Pineda indicated that Ms. Zina Brown-Jenkins previously shared the information on the new Grant.</p> <p>On February 21, 2020, we received a letter from Office of Head Start (OHS) stating that Fresno County Economic Opportunities Commission in Fresno, CA met one or more of the criteria listed in the Head Start Program Performance Standards Regulations 45 CFR Part 1304 requiring an open competition. OHS provided information on how the determination was made and explained the competitive process. The Head Start Funding Opportunity Announcement (FOA) was released for all interested parties to apply on October 28, 2020.</p>  |



HEAD START 0 TO 5 NOTICE  
OF AWARD ANNOUNCEMENT  
(Cont.)

Staff received County-Wide Policy Council approval on December 22, 2020 and EOC Board of Commissioners approval on December 28, 2020. Head Start submitted the application to OHS requesting \$41,700,203 on January 4, 2021.

On June 18, 2021, Jim Costa, Representative (D-CA 16<sup>th</sup> District) announced that Fresno EOC Head Start was awarded \$41,700,203 as requested (\$41,203,006 – basic funding and \$497,197 – T&TA). Overall, 2,590 pregnant mothers and children ages birth-to-five will receive comprehensive and collaborative services throughout Fresno County using an approach of 13 community clusters. Head Start 0 to 5 will collaborate with community partners to provide Early Head Start Center Base and Home Base services to 478 pregnant women, children and families and Head Start Center Base and Home Base services to 2112 children. Head Start Center Base services will consist of the following program options: 3.5 hours, 6 hours, 7.5 hours and 11 hours a day.

For the Head Start 0 to 5 program, 120 Home Base slots for 3-5 year olds will go back into Head Start.

ANNOUNCEMENTS

Candace Liles, CWPC Personnel Committee Chairperson, made the following Announcement:

- A. August 2-4, 2021 – Early Head Start Center Base Closed for Home Visits and Training
- B. August 3, 2021 – CWPC Meeting via ZOOM at 6:00 p.m.
- C. August 9-12, 2021 – All Head Start Center Base Home Visits with Parent Orientation and Family Reviews
- D. August 13, 2021 – Head Start Center Base Phase-In
- E. August 16, 2021 – Head Start Center Base First Day of Classes
- F. August 16, 2021 – First Day of CSPP Part-Day 7.5 Hour Classes

ADJOURNMENT

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

The meeting adjourned at 7:29 p.m.

Submitted By:

Esther Lepe  
Recording Secretary

# FRESNO EOC SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

On-Line through Ring Central

Tuesday, July 20 2021

SPECIAL MEETING

## MINUTES

I. Meeting called to order by Terry Allen 11:00 a.m.

II. Roll call facilitated by

| Voting Members   | Prese | Excus | Abse | Non-Voting Members | Prese | Excus | Abse | Staff              | Prese | Excus | Abse | Guests |
|--|-------|-------|------|--------------------|-------|-------|------|--------------------|-------|-------|------|--------|
| Michael Allen, Community Rep                           |       | X     |      |                    |       |       |      | Michelle Tutunjian | X     |       |      |        |
| Terry Allen, Ed.D., Retired Teacher Rep                | X     |       |      |                    |       |       |      | Emilia Reyes       |       | X     |      |        |
| Edward Avila, Fresno EOC Commissioner                  |       | X     |      |                    |       |       |      |                    |       |       |      |        |
| Jerome Countees, Fresno EOC Commissioner               | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Jeff Davis, Director Fresno EOC Training & Employment  | 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, Fresno EOC Commissioner                  | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Jeanne Starks, <b>Chair</b> , Retired Law Enf Juv Prob |       | X     |      |                    |       |       |      |                    |       |       |      |        |
| Jane Thomas, Director Fresno EOC Health Services       |       |       | X    |                    |       |       |      |                    |       |       |      |        |
| Benita Washington, FSU Social Worker Rep               | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Parent Rep Maria Amaro Morales                         | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Alt Parent Rep:  |       |       |      |                    |       |       |      |                    |       |       |      |        |
| Student Rep's (2)                                      |       |       |      |                    |       |       |      |                    |       |       |      |        |
| Alternative Student Rep.,                              |       |       |      |                    |       |       |      |                    |       |       |      |        |
| Rena Failla, Staff Rep                                 | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Courtney Griffin, Staff Rep                            | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Sam Hairston, Career                                   | X     |       |      |                    |       |       |      |                    |       |       |      |        |
| Mark A Wilson, Principal                               | X     |       |      |                    |       |       |      |                    |       |       |      |        |

### III. 2021-2022 School Year Update

Dr. Wilson announced to the Governing Council his retirement as the Principal of SOUL. He thanked the Governing Council for their support over the last 15 years that he has served as the Principal. Dr. Wilson introduced: Susan Lopez as the interim Principal and also the new Coordinator of Instruction, Rena Failla who will fill the position of liaison between SOUL, Fresno Unified and Fresno County Superintendent's Office and oversee supervision of the support staff, Sandy Lomelino as the Coordinator of Curriculum. Sandy Lomelino will provide oversight and implementation of curriculum and Courtney Griffin will provide oversight for the implementation of COVID-19 protocols to ensure school safety.

SOUL will continue to operate on a multi-tier support system to provide the students with the most beneficial support. Rena Failla shared with the Council SOUL will use a Hybrid / Independent Study academic program for instruction. Elective classes and a career development focus will be offered in small class groups. Core classes will be provided through one-on-one Independent Study instruction. Due to student request, new electives offered at SOUL will include Health and Business career courses.

A new English Teacher, Nicholas Rodriguez, has been hired along with a new Social/Emotional Intervention Specialist, Michael Allen.

Michelle Tutunjian shared with the Governing Council how Fresno EOC administration and SOUL leadership has worked diligently to address a smooth transition for the students and staff while the changes are implemented. She expressed her gratitude to Dr. Wilson for his dedicated service to community actions at Fresno EOC.

The Council members thanked Dr. Wilson and shared their thoughts and gratitude for all he has accomplished over his 15 years at SOUL.

**IV. Charter Renewal Extension (AB 130)**

SOUL's current charter, which was originally up for renewal by or before June 30, 2023 will be extended to June 30, 2025. This extension is a result of the learning loss during the COVID Pandemic. The State of California passed Assembly Bill 130 which provides charter schools with a two-year renewal extension. This Bill, notwithstanding the renewal process and criteria effective July 1, 2021, would require all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, to have their term extended by two years.

**V. Other Business**

Dr. Wilson announced that he recently accepted Michael Allen's formal resignation as a Community Representative on the SOUL Governing Council. Mr. Allen has accepted a staff position at Fresno EOC as the SOUL Social/Emotional Intervention Specialist.

Rena Failla has referred N. Durrell James, a Fresno County Juvenile Hall correctional officer to the Governing Council as a new representative for the Juvenile Law Enforcement Justice System.

The next Governing Council meeting will be held Tuesday, September 14, 2021.

**VI. Public Comment**

None at this time

**VIII. Adjournment**

The meeting was adjourned at 12:09 pm.

Submitted by Terry Allen ED.,D.

**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**August 3, 2021**

|   |  |
|---|--|
| CALL TO ORDER   | <p>The meeting was called to order at 6:03 p.m. by Ashleigh Rocker Greene, CWPC Vice-Chairperson via ZOOM Call.</p> <p>Araceli Zavalza, CWPC Chairperson was unable to attend tonight's meeting.</p> <p><b>Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.</b></p> <p>As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:</p> <p>A quorum shall be constituted by 51% of the CWPC's membership.</p> <p>The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.</p> |
| ROLL CALL   | <p>Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present:</p> <p>Ashleigh Rocker Greene, Margarita Mancilla, Jessica Aquino, Fawnda Cole, Emilia Juarez, Tran Thao, Yessenia Magallon, Natalie Montano, Cesia Munoz, Veronica Aguilera, Soraya Ifticene, Sonia Tiznado, LaVera Smith, Zina Brown-Jenkins, Jewel Hurtado and Jimi Rodgers. A quorum of the Executive Board was present.</p>  |
| APPROVAL OF PREVIOUS<br>CWPC MINUTES                              | <p>Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the July 6, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.</p> <p><u>Motion</u> to approve the July 6, 2021 CWPC Minutes as written and read was made by Margarita Mancilla and seconded by Fawnda Cole. Motion carried</p>   |
| FRESNO EOC PROGRAM<br>REPORT –                                    | <p>The Fresno EOC Program Report is in Summer Recess (June, July and August) and will resume in September.</p>   |
| COMMUNITY<br>REPRESENTATIVE REPORTS                               | <p>No Community Representatives Reports were given at tonight's meeting.</p>   |
| FRESNO EOC<br>COMMISSIONERS' REPORT                               | <p>Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative that the Fresno EOC Board of Commissioners remains on Summer Recess and meetings will resume in September.</p>   |
| MONTHLY FINANCIAL<br>STATUS REPORTS FOR THE<br>MONTH OF JUNE 2021 | <p>Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of June 2021. These reports were sent to Representatives prior to tonight's meeting.</p> <p>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 June and year-to-date.</p> <p><u>Motion</u> to approve the Monthly Financial Status Reports for June 30, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.</p>  |

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF JUNE 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of June 2021 for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Early Head Start monthly ADA for June 2021 is 62.46% for Center Base and 82.73% for Home Base.

The Head Start monthly ADA for June 2021 is 91.53% for Center Base and Home Base was not in session as the program year ended May 20, 2021.

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 and Head Start Center Base for June 2021 was made by Margarita Mancilla and seconded by Jessica Aquino. Motion carried.

EARLY HEAD START  
CURRICULUM PHILOSOPHY

Christina Coble, Early Head Start Child Development Site Coordinator, informed Representatives of the Early Head Start Curriculum Philosophy. This information was sent to Representatives prior to tonight's meeting.

Head Start 0 to 5 staff recommends approval for the Early Head Start Curriculum Philosophy. It will allow the program to continue to implement the curriculum planning process to provide families and children with high quality experiences that align with our six philosophy principles. These principals also align with our partnering agencies such as Fresno County Superintendent of Schools.

Head Start Program Performance Standard 1302.32(a)(1) states, center-based and family childcare program must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

- (i) Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation.
- (ii) Are aligned with Head Start Early Learning Outcomes Framework: Ages Birth to Five.
- (iii) Have an organized developmental scope and sequence that include plans and materials for learning experience based on developmental progressions and how children learn.

Early Head Start utilizes two research based curriculum used to support children's development:

- Center Base – Creative Curriculum for Infants, Toddlers and Twos
- Home Base – Partners for a Healthy Baby

Ms. Coble explained the six (6) philosophical principles. This principles include the following:

1. The Early Head Start curriculum is relationships based.
2. The Early Head Start curriculum is developmentally appropriate.
3. The Early Head Start curriculum is individualized to accommodate the strengths, needs and interests of each family and child.
4. The Early Head Start curriculum is based upon the belief that the prenatal, infant and toddler phases of life represent critical periods in each child's and family's development.

EARLY HEAD START  
CURRICULUM PHILOSOPHY -  
(Cont.)

5. The Early Head Start curriculum is based upon cultural sensitivity and the concept of the uniqueness of each family's life way.
6. The Early Head Start curriculum supports bilingualism and biliteracy.

Motion to approve the Early Head Start Curriculum Philosophy was made by Margarita Mancilla and seconded by Fawnda Cole. Motion carried.

PERSONNEL COMMITTEE  
REPORT

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Magallon reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for August 3, 2021.

FAMILY OUTCOMES  
NARRATIVE REPORT  
2020-2021

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representative of the Family Outcomes Narrative Report 2020-2021. This information was sent to Representatives prior to tonight's meeting

The Family Outcomes Survey is completed annually by Head Start parents/caregivers. It is distributed at the end of each school year to measure parents' opinions on how much they and their families have benefited from Head Start. The survey is fully aligned to "The Head Start Parent, Family and Community Engagement Framework (PFCE)." The seven (7) Outcome Areas of the PFCE Framework that are measured are:

1. Family Well-Being
2. Positive Parent-Child Relationships
3. Families as Lifelong Educators
4. Families as Learners
5. Family Engagement in Transitions
6. Family Connections to Peers and Community
7. Families as Advocates and Leaders

The outcomes 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' interests and/or needs.

This year, the Family Outcomes Survey was sent to parents/caregivers by mail or email in April 2021. We received a total of 1359 surveys from Center Base and Home Base, of which 889 were English and 470 were Spanish.

The percentage of Responses as "Very Helpful" were:

- Overall, how much did the program help you? 83%
- Overall, how much did the program help your child? 89%
- Overall, how much did the program help your family: 82%

CENTER BASE RECRUITMENT  
STATISTICS

Sara Flores, ERSEA Coordinator, informed Representatives of the Center Base Recruitment Statistics 2021-2022. This information was sent to Representatives prior to tonight's meeting.

Per the Head Start Program Performance Standard 1302.13, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within recruitment area of availability of program services, reach those most in need of services, and assist them in apply for admission to the program.

The report tracks our recruitment efforts for the upcoming program term for the Head Start Center Base program. This report includes our Head Start Center Base Sites, New Grant Sites, and Partners. We have a total funded enrollment of 1,992. Our recruitment data began on March 8, 2021 and includes our recruitment efforts up to July 23, 2021. As of July 23, 2021, we have completed 485 new applications.

CENTER BASE RECRUITMENT  
STATISTICS – (Cont.)

This report contains the number of confirmed repeaters and by Home Base transfers to center by site. We have a total of 730 children that have confirmed to repeat. A repeater child is a child who completed the previous school year and is age eligible to repeat. This report also contains our confirmed number of Head Start Home Base transfer to Head Start Center Base. These are children who completed the previous school year in Head Start Home Base and are transferring to Head Start Center Base for this school year because they are eligible to repeat.

Our new applications plus our total number of confirmed repeaters and transfers gives us a total of 1,278 participants. This places us at a need of 764 new applications to fulfill our enrollment.

Despite COVID-19, staff continue to make every effort to recruit. We are identifying age eligible siblings of Head Start children and reaching out to Community Partners to let them know we are actively recruiting children. We continue to provide marketing materials and participate in community recruitment events.

EARLY HEAD START/  
HEAD START MONTHLY  
PROGRAM UPDATE REPORT  
(PUR) FOR THE MONTH OF  
JUNE 2021

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of June 2021. 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.

COUNTY-WIDE POLICY  
COUNCIL APPOINTMENT OF  
NEW HISTORIAN

Audrey Metcalf, Family Engagement/Volunteer Services Specialist, informed Representative of the County-Wide Policy Council Appointment of New Historian.

On July 6, 2021, Jolanna Grayson submitted her resignation as Historian for the County-Wide Policy Council (CWPC). As a result, the office of CWPC Historian is vacant. According to the CWPC Bylaws, "should a vacancy be of an elected CWPC Executive Board member, the CWPC Chairperson will appoint a new officer (Article III, Section 9 – CWPC Executive Board Vacancy).

Araceli Zavalza, CWPC Chairperson, has appointed Emilia Juarez to be the new CWPC Historian for the remainder of 2020-2021 program year. The newly appointed CWPC Historian, Emilia Juarez will take office effective August 3, 2021.

At this time, Olga Jalomo-Ramirez, Family/Community Services Manager, administered the Oath of Office to Emilia Juarez, CWPC Historian.

ANNOUNCEMENTS

Yessenia Magallon, Early Head Start Representative, made the following Announcements:

- A. September 6, 2021 – Labor Day Holiday – No School
- B. September 7, 2021 – CWPC Meeting in person at Franklin Head Start, 1189 Martin Street, Fresno, CA 93706 at 6:00 p.m.
- C. September 21, 2021 – Next CWPC Executive Board Meeting in person at Executive Plaza, 1920 Mariposa Street, Suite 230, Fresno, CA 93721 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 Margarita Mancilla. Motion carried.

The meeting adjourned at 6:50 p.m.

Submitted By:

Esther Lepe  
Recording Secretary



September 22, 2021

## CEO REPORT

### Background

The information presented below is intended to inform the reader about the Chief Executive Officer, the Agency and the staff's involvement in serving our community.

### FRESNO EOC AGENCY WIDE EFFORTS

#### NCAP Annual Convention

Fresno EOC Leadership attended the NCAP Annual Conference in Boston from August 30 through September 3. This year was different, less attendance yet we were still able to make connections with other community action agencies. We learned how similar our situations are in dealing with challenges from the pandemic and including how they are dealing with challenges resulting from the pandemic, including staff retention.

#### Fresno EOC Leadership Retreat

We held our first ever Leadership Retreat at the Fresno Chaffee Zoo on August 26<sup>th</sup> & 27<sup>th</sup>. Program Directors, Managers and select staff were able to attend this year's retreat in person. Staff was engaged and had a deeper dive into agency culture, poverty in our area as it relates to institutionalized racism, and team building.

### FRESNO EOC COMMUNITY EFFORTS

#### Fresno EOC Head Start 0 to 5 Funding Victory

As you know, Fresno EOC received a federal grant award of \$42 million to fund its Head Start 0 to 5 program. The Bee mentioned the story on how this grant will help keep Fresno County's Head Start programs afloat and save hundreds of jobs. Media Mention [The Fresno Bee](#), June 18.

#### Advance Peace Fresno

Program Coordinator Aaron Foster was interviewed for our positive efforts in the community following a series of shootings in Fresno. Advance Peace Fresno continues their work around the clock to reduce gun violence in the city. Media Mention: [ABC30](#), June 23.

#### LGBTQ+ Resource Center supports pride event

Our LGBTQ+ Resource Center joined the Kingsburg community for their pride event. Outreach Coordinator, Emily McKay Johnson, was out sharing resources and representing Fresno EOC throughout the event. Media Mention: [Your Central Valley](#), June 25.



### **Poverty Fighters Podcast Season1, Episode 5, June 25 – Tom Francis**

Host, Antonio Aguilar, spoke with Tom Francis of Fresno EOC Transit Systems. Training opportunities, clients served around the valley, and more are discussed on the latest podcast. Listen now on our [website](#), Spotify, and iTunes.

### **The Rural Food Express Bus hits the road**

We are so excited our Rural Food Express Bus launched and is the healthy-meal delivery bus battles food insecurity in our most vulnerable communities in rural Fresno County. Since our launch in 2019, we have successfully delivered more than 200,000 meals to kids and teens. Once again, we hosted a Healthy Food Super Hero art contest and the community helped us pick the winners. Mentions: [KMPH](#) and [GV Wire](#), June 30.

### **African American Coalition increases access to Covid-19 vaccine**

Fresno EOC African American Coalition is working hard to help minorities get accurate information about the coronavirus pandemic and to have easier access to a vaccines. Media Mention: [ABC30](#), July 5.

### **Fresno EOC supports making Child Tax Credit permanent**

Fresno EOC, and First 5 Fresno County were joined by U.S. Rep. Jim Costa at a news conference touting permanent child tax credit payments. Media Mention: [Cal Matters](#) (nonprofit, nonpartisan newsroom committed to explaining California politics and policy) July 12.

### **Fresno EOC among non-profit groups which received electric vehicles**

Electrify America and Valley Clean Air Now (Valley CAN) donated a fleet of 20 electric 2018 Volkswagen e-Golfs to non-profits, including Fresno EOC. Media Mention: [KMPH](#), July 16.

### **Drive Clean in the San Joaquin Program**

We are promoting access to clean air vehicles and mentioned in an article with the Valley Air District. Their program helps lower-income people get electric cars to help reduce pollution. Media Mention: [ABC30](#), July 26.

### **Poverty Fighters Podcast Season 1, Episode 6, July 30 – Aaron Foster**

Host, Antonio Aguilar, spoke with Aaron Foster of Advance Peace Fresno. They discussed what this new Fresno EOC program is doing to combat gun violence in the community Listen now on our [website](#), Spotify, and iTunes.

### **Marjaree Mason Center to honor ten women, businesses**

Congratulations to Shantay R. Davies-Balch, President & CEO, BLACK Wellness & Prosperity Center and Founding Director, African American Coalition. She One of ten women being honored on October by the Marjaree Mason Center. Media Mention: [The Business Journal](#) August 10.

### **Celebrating Mexican Independence Day**

I was honored to be able to attend the Mexican Consulate's Independence Day Celebration with other local leaders, partners and community members. Fresno EOC was mentioned for being a great partner during the pandemic and assisting with food distribution and support throughout the community, Sept. 16.

### **Back to School – Head Start 0 to 5**

ABC30 visited Franklin Head Start in Southwest Fresno to take a look at how things are going as kids head back to school during the pandemic.

Media Mention 9/17 ABC30

### **Safari Night - Friday, September 17 at the Fresno Chaffee Zoo**

We are a proud sponsor to help the zoo carry out its mission of conservation and education in our community and around the world. Their work has an impact on our local community through our education programs and community partnerships. They support conservation through field projects, conservation funds, and the on-going animal care for species at the Zoo.

### **San Joaquin Valley Black Expo – Sept 17, 18 & 19 at Campus Pointe at Fresno State.**

We are sponsoring this event, showcasing black excellence. The Expo is structured around five (5) program pillars which align with the mission of Fresno EOC.

They address Health & Environmental Security, Education and Youth Development, Agri-Business and Consumer Affairs, Economic Development and Enterprise, and Civil, Civic, and Faith- Based Initiatives.

### **State of the County Breakfast – Wednesday, September 22**

We are sponsoring this event for the Fresno Chamber of Commerce to help drive their mission of promoting and supporting the success of the regional business community.

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### **Thank You to Our Partners**

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## BOARD OF COMMISSIONERS MEETING

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>Date:</b> September 22, 2021   | <b>Program:</b> Executive Office |
| <b>Agenda Item #:</b> 12B         | <b>Director:</b> N/A             |
| <b>Subject:</b> AB 361 Resolution | <b>Officer:</b> Emilia Reyes     |

### Recommended Action

Adopt resolution authorizing the agency to allow for the Board of Commissioners and standing committees to participate via teleconference so long as such actions comply with newly adopted AB 361.

### Background

Governor Newsom's Executive Order No. N-29-20, which allows some or all Commissioners/Committee Members to participate in a public meeting via teleconference (phone or video) is set to expire as of September 30, 2021.

On September 15, 2021 AB 361 was passed which includes the following:  
Through December 31, 2023, AB 361 allows local agencies to continue to use COVID-19-era teleconferencing notice and meeting procedures as long as one of the following specific types of emergency exists:

- A. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The local agency board must make specific findings every 30 days during the emergency when telephonic or virtual meetings are required. The state of emergency in California still exists at least until the end of the year, so these findings must be made every 30 days after September 30, 2021 when the Executive Order expires:

- A. The legislative body has reconsidered the circumstances of the state of emergency.
- B. Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

The new law also prohibits local agencies from requiring public comments to be submitted prior to the meeting without also allowing real-time comment opportunities during the meeting. In addition, the new law allows third-party internet websites to collect names and other information from the public in order to participate in the meeting, but local agencies themselves are still prohibited from requiring the same information to participate. Finally, if there is an internet or telephonic service disruption that prevents the agency from broadcasting the meeting, the agency may take no action until the broadcast is restored. Normal posting timelines for agendas still apply, as well as the roll-call vote requirement.

### **Fiscal Impact**

There are no financial implications to this decision.

### **Conclusion**

If the Board adopts the resolution, the Board will continue to meet via teleconference. This item will also be included in every consent Regular Commission Meeting Agenda for approval moving forward until the end of 2021.

## RESOLUTION

**WHEREAS**, the Fresno Economic Opportunities Commission (Fresno EOC), a California non-profit organization, conducts its meetings in accordance with the Ralph M. Brown Act (Brown Act) under Government Code section 54950 et seq.; and

**WHEREAS**, the Brown Act requires all public meetings of local agencies to be publicly noticed in locations where members of the local body will be participating, that such location be open and accessible to the public, and at least a quorum of the members of the legislative body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction; and

**WHEREAS**, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, temporarily suspending certain teleconference requirements imposed by the Brown Act; and

**WHEREAS**, the temporary suspension of Brown Act teleconferencing requirements is set to expire on September 30, 2021 pursuant to the Governor's issuance of Executive Order N-08-21; and

**WHEREAS**, on September 16, 2021, the Governor signed into law Assembly Bill 361 (AB 361), effective immediately, authorizing a local agency to use teleconferencing without complying with the Brown Act teleconference requirements for public meetings during a proclaimed state of emergency, and such state of emergency still exists; and

**WHEREAS**, under AB 361, a local agency may hold a teleconferenced meeting during a proclaimed state of emergency upon a determination, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, such findings must be made no later than 30 days after the first teleconferenced meeting pursuant to AB 361, and every 30 days thereafter, in order to continue to meet by teleconference under such abbreviated teleconferencing procedures.

**NOW, THEREFORE, BE IT RESOLVED** that the Fresno EOC Board of Commissioners find as follows:

1. The facts stated in the recitals above are true and correct and the Board so finds, orders, and determines.

2. The Board hereby resolves and determines that meeting in person would present imminent risks to the health and safety of attendees, and will continue to hold its meetings by teleconference pursuant to AB 361.

3. This resolution shall become effective as of October 1, 2021, and shall apply to meetings of the Board and meetings of all standing committees of the Board.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of September, 2021 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Linda Hayes, Board Chair

Attest:

\_\_\_\_\_  
Emilia Reyes, Secretary

Date: \_\_\_\_\_

\* \* \* \* \*

### **CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the FRESNO ECONOMIC OPPORTUNITIES COMMISSION, held on the \_\_\_\_ day of September, 2021.

\_\_\_\_\_  
Emilia Reyes, Secretary