



Board Meeting

November 17, 2021 at 4:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/81265190095>

Webinar ID: 812 6519 0095

1-669-900-6833



BOARD MEETING AGENDA

	Action	Presenter
1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Pledge of Allegiance to be led by Linda Hayes		
2. ROLL CALL A. Roll Call - 3		
3. APPROVAL OF RESOLUTION Consideration of Resolution Acknowledging a State of Emergency and Reauthorizing Meeting by Remote Teleconference consistent with AB 361. A. AB 361 Resolution - 4	Approve	Price
4. APPROVAL OF OCTOBER 27, 2021 MINUTES A. October 27, 2021 Board Meeting Minutes - 9	Approve	
5. 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.)		
6. 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.)		
7. 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)		
8. TRANSFORMING AND INSPIRING A. Energy Services - 13	Information	Amader
9. COMMISSIONER REINSTATEMENT A. Commissioner Reinstatement - 14	Approve	Hayes
10. 2022 COMMUNITY SERVICES BLOCK GRANT (CSBG) A. 2022 CSBG - 15	Approve	Kilday
11. APPROVAL OF CONSENT AGENDA Any Commissioner may pull any Consent Item for discussion or separate vote		
A. Program Planning and Evaluation Committee Items – November 9, 2021 1. September 14, 2021 Program Planning and Evaluation	Approve	

Committee Meeting Minutes - 19

2. Sanctuary And Support Services: FY 2021 Continuum of Care Competition - 22

3. Head Start 0 to 5: August Program Update Report (PUR) - 24

4. Training And Employment Services: AmeriCorps Senior Demonstration Program - 28

5. Women, Infants And Children: Book for Kids Grant - 30

6. Women, Infants And Children: Program Monitoring Review (Information) - 32

7. Strategy And Resource Development: Grant Tracker (Information) - 42

B. Finance Committee Items – November 10, 2021

Approve

1. October 13, 2021 Finance Committee Meeting Minutes - 46

2. Financial Reports: September 2021 - 50

3. Non-Competitive Procurement (Information) - 57

4. Health Insurance Report (Information) - 59

5. Investment Report (Information) - 61

6. Variance Reports: Transit Systems (Information) - 62

C. Bylaws Committee Items – November 10, 2021

Approve

1. October 6, 2021 By-Laws Committee Meeting Minutes - 64

2. Target Area Candidates - 65

3. Community Sector Applications - 82

4. Target Area A Special Board Election - 117

D. Advisory Boards

Accept

1. October 5, 2021 Head Start County Wide Policy Council Minutes - 118

12. CHIEF EXECUTIVE OFFICER'S REPORT

A. CEO Report.pdf - 124

Information

Reyes

13. COMMISSIONERS' COMMENT

Hayes

14. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
Agency Representatives: Jim Rodriguez, Michelle Tutunjian,
Ron Barsimian
Employee Organization: ATU and Local 39

Price

15. CONSIDERATION OF COLLECTIVE BARGAINING AGREEMENTS WITH ATU AND LOCAL 39

Approve

**Reyes/
Tutunjian**

16. NEXT MEETING:

Wednesday, December 15, 2021 at 6:00p.m.

17. ADJOURNMENT

BOARD OF COMMISSIONERS ROLL CALL 2021

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/27	2/24	3/24	4/16	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	P	P		
AVILA, ED	Dec 2022	Juvenile Court	P	P	P	P	P	P	P	P		
BAINES, OLIVER	Dec 2022	16th Congressional District	P	P	P	P	O	P	O	P		
BONNER, ALYSIA	Dec. 2022	Target Area F	P	P	P	P	P	P	P	P		
BROWN-JENKINS, ZINA	Dec 2022	Head Start CWPC	P	P	P	P	P	P	P	O		
CANDLER, LEROY	Dec 2022	NAACP	P	P	P	P	P	P	O	P		
COUNTEE, JEROME	Dec 2021	SCCCD	P	O	P	O	P	P	P	P		
DE JESUS PEREZ, FELIPE	Dec 2021	Target Area A	P	P	P	P	P	P	P	P		
GARABEDIAN, CHARLES	Dec 2021	Board of Supervisors	P	P	P	P	P	P	P	O		
HAYES, LINDA R.	Dec 2022	Target Area H	P	P	P	P	P	P	P	P		
HURTADO, JEWEL	Dec 2022	Target Area C	P	P	P	P	P	P	O	P		
JAIME-MILEHAM, LUPE	Dec 2022	FCSS	P	P	P	O	P	P	O	O		
KING BRIAN	Dec 2021	Mayor's Appointment	P	O	P	P	P	P	P	P		
LEE, JOE	Dec 2021	The Fresno Center	N/A	N/A	N/A	N/A	N/A	N/A	P	P		
LEON, REY	Dec 2022	Target Area B	P	O	O	P	P	O	O	O		
MARTINEZ, DANIEL	Dec 2021	Target Area D	P	P	P	P	P	P	O	P		
MARTINEZ, JAMES	Dec 2021	Fresno Reel Pride	P	P	P	P	P	P	P	P		
McCOY, BARIGYE	Dec 2022	Board of Supervisors	P	P	P	P	P	P	P	P		
NICHOLS, LISA	Dec 2021	Target Area E	P	P	P	P	P	O	P	P		
REYES, ANDREA	Dec 2022	Economic Development Corporation	P	P	P	P	P	P	P	P		
ROBLES, CATHERINE	Dec 2021	Target Area G	P	P	O	P	O	O	P	P		
ROBLES, ITZI	Dec 2021	SEFCEDA	P	P	P	P	P	O	P	P		
RODGERS, JIMI	Dec 2021	Association of Black Social Workers	P	P	P	P	P	P	P	P		
ZARATE, RUBEN	Dec 2021	14th Senatorial District	P	P	P	O	P	O	P	P		
Present = X Phone = P												
Absent = O												
Vacant = V Excluded = N/A												

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

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Executive Office
Agenda Item #: 3	Director: N/A
Subject: AB 361 Resolution	Officer: 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.

RESOLUTION

OF THE BOARD OF COMMISSIONERS

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE FRESNO ECONOMIC OPPORTUNITIES COMMISSION ACKNOWLEDGING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE ACKNOWLEDGMENT OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF FRESNO ECONOMIC OPPORTUNITIES COMMISSION FOR THE PERIOD BETWEEN OCTOBER 26, 2021 TO NOVEMBER 25, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Fresno Economic Opportunities Commission ("Fresno EOC") is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of Fresno EOC's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the agency's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within Fresno County, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Commissioners previously adopted a Resolution on September 22, 2021, finding that the requisite conditions exist for the legislative bodies of Fresno EOC to

conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Commissioners must reconsider the circumstances of the state of emergency that exists in Fresno County, and the Board of Commissioners has done so; and

WHEREAS, emergency conditions persist within Fresno County, specifically, Governor Newsome has signed Order N-12-21 declaring a state of emergency; and

WHEREAS, the County of Fresno continues to recommend social distancing as a result of COVID-19; and

WHEREAS, the Board of Commissioners does hereby find that the Governor's declared State of Emergency and the County's recommended social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within Fresno County that are likely to be beyond the control of services, personnel, equipment, and facilities of the agency, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Commissioners does hereby find that the legislative bodies of Fresno EOC shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF FRESNO DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Commissioners hereby considers the conditions of the state of emergency and acknowledges that a local emergency persists throughout Fresno County; and

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. Remote Teleconference Meetings. The CEO and legislative bodies of Fresno EOC are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in

accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 25, 2021, or such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Fresno EOC may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Commissioners of the Fresno ECO, this 17th day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

BOARD OF COMMISSIONERS MEETING
October 27, 2021 at 6:00 PM

MINUTES

1. **CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:15 P.M.

2. **ROLL CALL**

Present: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Felipe De Jesus Perez, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers, and Ruben Zarate.

Absent: Zina Brown-Jenkins, Charles Garabedian, Lupe Jaime-Mileham, and Rey Leon.

3. **APPROVAL OF RESOLUTION**

The agency's Legal Counsel, Kenneth Price, provided a brief presentation on AB 361 Resolution for the Board to continue to meet via teleconference.

Motion by: Arambula **Second by:** I. Robles

Ayes: Amy Arambula, Alysia Bonner, Jerome Countee, Linda Hayes, Jewel Hurtado, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Itzi Robles, and Jimi Rodgers.

Nays: None heard

Public Comment: None heard.

4. **APPROVAL OF SEPTEMBER 22, 2021 MINUTES**

A. September 22, 2021 Board Meeting Minutes

Public Comment: None heard.

Motion by: Bonner **Second by:** Rodgers

Ayes: Amy Arambula, Alysia Bonner, Jerome Countee, Felipe De Jesus Perez, Linda Hayes, Jewel Hurtado, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nays: None heard.

5. **PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

6. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

Public Comment: None heard.

7. **POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

8. TRANSFORMING AND INSPIRING

Annette Thornton, WIC Director, provided a brief overview of the Women, Infants & Children (WIC) services provided to the community. Thornton introduced two clients, Brenda Dominguez and Alyssa Cruz, who shared their experience and their gratitude for the WIC program.

Public Comment: None heard.

No action required.

9. HEAD START 0 to 5

A. FY 2022 Head Start 0 to 5 Continuation/Refunding Application- Year 1

Jack Lazzarini, Chief Programs Officer provided a brief overview of the FY 2022 Head Start 0 to 5 Continuation/Refunding Application.

Public Comment: None heard.

Motion by: Candler **Second by:** Robles

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, and Jimi Rodgers.

Nayes: None heard

10. BYLAWS REVISIONS

A. Articles of Incorporation and Bylaws Revisions

Price provided an overview of the revised Articles of Incorporation and Bylaws revisions. Commissioner Arambula motion to approve the Articles of Incorporation and Bylaws contingent upon the following:

- a. Adding the verbiage to Article V *“Every Commissioner must be a resident of Fresno County; and have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.”*
- b. To reinstate the regular Board meetings shall not exceed ten (10) times per year.

Public Comment: None heard.

Motion by: Arambula **Second by:** C. Robles

Ayes: Amy Arambula, Ed Avila, Jewel Hurtado, Catherine Robles, Itzi Robles, and Ruben Zarate.

Nayes: Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Linda Hayes, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, and Jimi Rodgers.

Abstain: Joe Lee

Motion did no pass.

Commissioner Baines motion to approve the Articles of Incorporation and Bylaws contingent upon adding the verbiage to Article V: *“Every Commissioner must be a resident of Fresno County; and have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.”*

Public Comment: None heard.

Motion by: Baines **Second by:** Nichols

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nayes: Jerome Countee

11. COVID VACCINE POLICY

COVID Vaccine Policy

- A. Emilia Reyes, Chief Executive Officer, provided an overview of the COVID-19 Vaccination Policy.

Public Comment: None heard.

Motion by: Hurtado **Second by:** C. Robles

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nayes: Barigye McCoy

12. APPROVAL OF CONSENT AGENDA

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

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nayes: None heard

Public Comment: None heard

13. ADVISORY BOARDS

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

Ayes: Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, LeRoy Candler, Jerome Countee, Linda Hayes, Jewel Hurtado, Brian King, Joe Lee, Daniel Martinez, James Martinez, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nayes: None heard

Public Comment: None heard

14. CHIEF EXECUTIVE OFFICER'S REPORT

- A. CE Report

Reyes reviewed the CEO Report.

No action required.

15. COMMISSIONERS COMMENT

Commissioner Avila, inquired about the possibility of returning to in person Board Meetings and if Board Commissioners are mandated to be COVID-19 vaccinated.

No action required.

16. CLOSED SESSION

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

17. FEDERAL FUNDS POLICY

Motion by: Candler **Second by:** Nichols

Ayes: Amy Arambula, Alysia Bonner, LeRoy Candler, Linda Hayes, Jewel Hurtado, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nays: None heard

Public Comment: None heard

18. CEO EMPLOYMENT AGREEMENT

Motion by: Hurtado **Second by:** Bonner

Ayes: Amy Arambula, Alysia Bonner, LeRoy Candler, Linda Hayes, Jewel Hurtado, Brian King, Daniel Martinez, James Martinez, Barigye McCoy, Lisa Nichols, Andrea Reyes, Catherine Robles, Itzi Robles, Jimi Rodgers and Ruben Zarate.

Nays: None heard.

Public Comment: None heard

19. NEXT MEETING:

Wednesday, November 17, 2021 at 4:00p.m.

20. ADJOURNMENT

Public Comment: None heard.

No action required.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Energy Services
Agenda Item #: 8A	Director: Joseph Amader
Subject: Transforming and Inspiring	Officer: 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

Date: November 17, 2021	Program: N/A
Agenda Item #: 9	Director: N/A
Subject: Commissioner Reinstatement	Officer: N/A

Recommended Action

Review and approve of Commissioner Rey Leon's petition to be reinstated as a Fresno EOC Board Member serving Target Area B.

Background

According to the agency's By-Laws, there are grounds for removal of the Commissioner per Article VII Section 4 of the bylaws upon the third absence in a calendar year.

The Commissioner has the opportunity to defend his/her position by appealing in writing.

Below is Commissioner Rey Leon appeal statement.

"I am writing this note to apologize for missing board meetings on February 24th, March 24th, June 23rd, September 22 and October 27th. For February I had to participate in the Prob 68 workshop we had for the project I am spearheading in my city, the Plazita Park, and could not make the EOC board meeting due to this commitment. On March 24th I was out sick and failed to communicate that to yourself and the board. On June 23rd I was with my mom in her last days at her bedside at home. She would pass that week and every minute of those days I spent with my mother uninterrupted.

I enjoy representing my area, Target Area B and intend to continue as a champion for rural and farmworker communities at the pleasure of my colleagues. Thank you and the board for your understanding. This has been a rough year for me and continues to be a little rocky. What keeps me going is this critical work to improve lives in Fresno County."

Fiscal Impact

None.

Conclusion

If approved by the Board, Commissioner Rey Leon will be reinstated to continue to serve on the Fresno EOC Board.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: N/A
Agenda Item #: 10	Director: Yen Kilday
Subject: 2022 CSBG	Officer: Emilia Reyes

Recommended Action

Staff recommends Board approval for Contract #22F-5010 with the State of California Department of Community Services and Development (CSD) in the amount of \$1,905,650.00 for the period January 1, 2022 to May 31, 2023.

Background

The contract was received on November 3, 2021 and staff is currently working on the 2022 budget detail to be submitted with the contract, which is due thirty (30) calendar days from the date of the letter (December 6, 2021), for private non-profit agencies. A comprehensive budget will be presented for full Board consideration at the December Board Meeting.

The State of California Department of Community Services and Development (CSD) administers Community Services Block Grant (CSBG) funds allocated to states, by formula, by the federal Office of Community Services (OCS). CSBG funds are made available to Community Action Agencies in support of their mission to combat poverty in their targeted regions. Please see attached a copy of the 2022 CSBG contract.

Fiscal Impact

Proposed budget will be presented at the December Board Meeting.

Conclusion

If approved by the Board, staff will move forward with submitting required documents by the December 6, 2021 deadline to receive the \$1,905,650.00.



DAVID SCRIBNER
DIRECTOR

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GAVIN NEWSOM
GOVERNOR

November 3, 2021

Dear Executive Director:

The Department of Community Services and Development (CSD) is pleased to announce the release of the 2022 Community Services Block Grant (CSBG) contract. This cover letter provides information on the release of the CSBG grant award, contract period of performance, 2022 contract allocation, contract submission process, advance payments, and CSD's operation under Continuing Resolution (CR) (H.R. 5305) through December 3, 2021. Also included is information on the contract webinar and available resources on the Local Agencies Portal.

On October 29, 2021, CSD received California's Notice of Grant Award for \$16,379,862, which represents the first quarter release of 2022 CSBG Grant funds under the CR and the amount of the total contract allocation CSBG agencies are authorized to expend.

Attached is the 2022 CSBG contract and allocation spreadsheet for the 2022 program year. The allocation spreadsheet reflects a total 2022 CSBG contract allocation of \$65,519,449 and to be used for the purposes of contract planning and execution. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2022 Contract."

The 2022 CSBG Contract term encompasses two distinct timeframes: a period of performance from January 1, 2022 through December 31, 2022, and an extension period from January 1, 2023 through May 31, 2023. Agencies are expected to expend 100 percent of their contract amount as referenced in Article 1.3 *Agreement Amount* of the 2022 CSBG contract by the end of the period of performance. The extension period is available upon CSD's approval for agencies who are unable to fully expend their contract amount during the period of performance. Requests for an extension must be submitted to CSD no later than November 16, 2022.

To facilitate the timely execution of your contract, please refer to the checklist for all required documents and due dates for contract deliverables. Agencies are required to execute the CSBG contract electronically via DocuSign. The contract packet, including all deliverables, must be completed and returned to CSD within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please refer to Article 2.1, *Required Documents*, for further information.

Executive Director

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Please note that all contract documents and deliverables must be received and approved by CSD to receive an advance payment (also referred to as working capital advance) or expenditure reimbursement. Following the approval of contract deliverables, your agency's advance payment will be automatically authorized. If your agency declines to receive an advance payment, please submit a letter with the contract on your organization's letterhead, declining the advance payment.

Income Eligibility Threshold Federal Poverty Level (FPL)

On October 19, 2021, OCS issued a Dear Colleague Letter advising of the CR signed into law by President Biden on September 30, 2021, that allocates CSBG funds and extends the authority for states to revise the eligibility income limit from 125 to 200 percent of the Federal Poverty Level (FPL) through December 3, 2021 for regular CSBG and CARES CSBG funding. Since the effective date of the 2022 CSBG contract is scheduled to occur after the CR deadline, CSD will issue separate guidance on applying the 200 percent of the FPL income eligibility threshold upon notification from OCS. Please note that with the passage of AB 135 (Chapter 85, Statutes of 2021), California's income eligibility threshold aligns with FPL; therefore, if an extension of the 200 percent of FPL is not approved, CSBG eligibility will revert to 125 percent of the FPL.

In mid-November 2021, a recorded contract webinar will be uploaded to CSD's Local Agencies Portal, which will provide guidance on important contract elements and aid the completion of required contract forms. In addition, a live question and answer session will be held in early December 2021 to respond to questions pertinent to the contract and execution process.

The red-lined version of the 2022 CSBG contract language is available on CSD's [Local Agencies Portal](#), under the CSBG Contracts tab. For any questions related to the contract submission, program requirements, or the contract webinar, please contact your designated Field Representative.

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,



DAVID SCRIBNER

Director

Department of Community Services and Development

Attachments

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if applicable)

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

22F-5010

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Fresno County Economic Opportunities Commission

2. The term of this Agreement is: January 1, 2022 through May 31, 2023

3. The maximum amount of this Agreement is: Total \$1,905,650.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble

Article 1 - Scope of Work

Article 2 - Contract, Administration, Procedure

Article 3 - Agreement Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Program Budget Requirements and Payments

Article 6 - Financial Reporting

Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting

Article 8 - Compliance Policies and Procedures

Article 9 - Federal and State Policies and Provisions

Definitions

Table of Forms and Attachments

These documents can be accessed at <https://providers.csd.ca.gov/>.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO**

CONTRACTOR		California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Fresno County Economic Opportunities Commission			
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 1920 Mariposa Mall, Suite 300, Fresno, CA 93721-2504			
PRINTED NAME OF PERSON SIGNING		TITLE	
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED	
STATE OF CALIFORNIA			
CONTRACTING AGENCY NAME Department of Community Services and Development			
CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100		CITY Sacramento	STATE ZIP CA 95833
PRINTED NAME OF PERSON SIGNING Chris Vail		TITLE Chief Financial Officer	
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED	
I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.			

**PROGRAM PLANNING AND EVALUATION COMMITTEE
Virtual – Board Effects – Zoom
Tuesday, September 14, 2021
5:00 p.m.**

MINUTES

1. CALL TO ORDER

Linda R. Hayes, called the meeting to order at 5:08 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members (Zoom):

Linda R. Hayes
Amy Arambula
Catherine Robles

Staff (Zoom):

Emilia Reyes
Michelle L. Tutunjian
Heather Brown
Jack Lazzarini
Misty Gattie-Blanco
Cesar Lucio
Susan Lopez

Gilda Arreguin
Joseph Amader
Rosa Pineda
Nidia Davis
Kelsey McVey
Elionora Vivanco
Arthur Montejano

Absent:

Andrea Reyes
Brian King

3. APPROVAL OF MINUTES

August 24, 2021 Program Planning and Evaluation Committee Meeting Minutes.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

4. SANCTUARY AND SUPPORT SERVICES

A. Homeless Youth Emergency Services and Housing Program.

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the Homeless Youth Emergency Services and Housing Program application of the California Governor’s Office of Emergency Services, Victim Services Branch, in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022. Arambula inquired about the process to qualify for continuum of care. Gattie-Blanco explained the eligibility criteria.

5. SCHOOL OF UNLIMITED LEARNING

A. Elementary and Secondary School Emergency Relief III Expenditure Plan.

Susan Lopez, interim School of Unlimited Learning Principal, presented the Elementary and Secondary School Emergency Relief III Expenditure Plan in the amount of \$428,603 for the 2021-2022, 2022-2023, and 2023-2024 school years. Arambula inquired about the individualized instruction. Lopez explained the criteria to determine what students require personalized support.

Public Comments: None heard.

Motion by: Robles **Second by:** Arambula

Ayes: Arambula, Robles, Hayes.

Nays: None

6. 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, July 2021 Monthly Program Update Report. Robles inquired about enrollment carryover. Pineda responded waiting list includes carryover from previous months. Arambula inquired about the physical locations of two Head Start centers. Pineda provided specific locations.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

B. Head Start Director

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

C. 2020 Head Start 0-5 Budget Modification

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

D. 2021 Head Start 0-5 Cost of Living Adjustment

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

7. ENERGY SERVICES

A. 2022 Low Income Home Energy Assistance Program

Joe Amader, Energy Services Director, provided an overview of the 2022 Low Income Home Energy Assistance Program contract with the State of California, Department of Community Services and Development in the amount of \$10,426,205 for a 20-month period, beginning

November 1, 2021. Robles inquired about the area of service. Amader responded Fresno County. Arambula requested a breakdown showing allocation of funds per zip code in comparison with previous year. Amader will provide a report listing the information requested.

Public Comments: None heard.

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

B. ARPA LIHEAP PY 2021

Joe Amader, Energy Services Director, provided an overview of the American Rescue Plan Act Low-Income Home Energy Assistance Program (LIHEAP) Year 2021 contract with the State of California, Department of Community Services and Development in the amount of \$10,826,169 for a 20-month period, beginning August 1, 2021. Robles inquired about the heating and cooling assistance to clients. Amader explained the assistance provided. Arambula inquired about suspending service prioritization requirements. Amader explained the criteria to prioritize the requirements. Robles asked about the process to assist families with suspended services. Gilda Arreguin, LIHEAP Director explained the criteria to provide this type of assistance. Arambula requested a breakdown sharing the allocation of funds per zip code in comparison with previous year. Tutunjian responded implementation of this new funding begins in October 2021; therefore, zip code comparison cannot be provided at this time.

Public Comments: None heard.

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

8. **STRATEGY AND RESOURCE DEVELOPMENT**

A. Grant Tracker

Kelsey McVey, Planning & Evaluation Manager, presented the Grant Tracker.

9. **OTHER BUSINESS**

The next meeting is scheduled on Tuesday, November 9, 2021.

10. **PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

No public comments at this time.

11. **ADJOURNMENT**

The meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Andrea Reyes
Chair

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Sanctuary and Support Services
Agenda Item #: 11A2	Director: Misty Gattie-Blanco
Subject: FY 2021 Continuum of Care Competition	Officer: Michelle L. Tutunjian

Recommended Action

The Program Planning and Evaluation recommends approval for full Board consideration of seven (7) grant applications for a total of \$2,165,704 to the U.S. Department of Housing and Urban Development (HUD).

Background

The Continuum of Care (CoC) Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

The applications are in response to the FY 2021 CoC Program Competition, in partnership with the Fresno Madera Continuum of Care (FMCoC). The Notice of Funding Availability was released on August 18, 2021, opening the competition, making available approximately \$2.6 billion to serve homeless people nationally. Applications are reviewed by the CoC's consultant prior to submission to HUD to assure alignment with local priorities and processes and to prepare the consolidated application for submission prior to the deadline of November 16, 2021.

The CoC's estimated Annual Renewal Demand is \$10,888,264 in funding to support existing housing and services for homeless households and \$102,000,000 for Domestic Violence Bonus funds. As in previous years, there is a requirement to rank all project applications into two Tiers. Tier 1 must equal 100% of the total Annual Reward Demand. FMCoC may choose/select projects to reallocate some or all funding to reduce homelessness.

Fiscal Impact

The following applications will be submitted to support projects over a 12-month period starting 2022-2023.

1. Project Phoenix - \$432,584
2. Project Hearth - \$296,306
3. Project Home Plate - \$274,870
4. Project Rise - \$242,996
5. HERO Team 2 expansion - \$525,000
6. Project Rise expansion – \$100,159
7. Project Sparrow - \$293,789

Conclusion

If approved by the full board, the requested funds will support existing housing and services for homeless households and persons fleeing domestic violence.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Head Start 0 to 5
Agenda Item #: 11A3	Director: Rosa M. Pineda
Subject: August 2021 Program Update Report (PUR)	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration the Head Start 0 to 5 August 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 August 2021 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.

**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT
REPORT MONTH: AUGUST 2021**

I. Head Start 0 to 5

Program Information Summary:

1. The program is being proactive about safety for staff, children and families by continuing to adhere to the strict COVID-19. Protocols in place.
2. August 5, 2021 all staff attended the August Pre-service held at the Golden Palace in Fresno.
3. August 6, 2021 individual Service Area In-Service; which all staff participated in trainings tailored specific to their jobs.
4. August 20, 2021 New Employee Orientation attended by new employees.

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

On August 25, 2021, The Office of Head Start (OHS) provided the following information related to enrollment as follow up to ACF-PI-HS-21-04. OHS expects programs to work toward full enrollment and full comprehensive services, contingent upon U.S. Centers for Disease Control and Prevention (CDC) guidelines with state and local health department guidance, and in consideration of local school districts' decisions. On September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible.

Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022. All programs will start fresh, including those participating in the Full Enrollment Initiative prior to the pandemic. Reported enrollment for January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process.

III. Early Head Start

Program Information Summary:

1. August 3rd and 4th all EHS Staff participated in an all Service Area training; presenters consisted of Fresno EOC HR staff and personnel from Fresno County Superintendent of Schools All 4Youth a Mental Health Resource Program.
2. EHS participated in the August Breastfeeding Celebration on August 10, 2021.
3. First Socializations for EHS took place August 13th and 27th.
4. August 25th Home Base EHS Services hosted two Medical Interns from Valley Children's Hospital. They received a summary of our Holistic Services rendered to families from Fresno County and were able to shadow Home Visits from our Highway City and Fresno City Urban Home Base area.
5. EHS staff received their first Local Parent Meeting trainings from our Family Services Team on August 30, 2021.
6. Center Base staff have reviewed trainings on active supervision, Creative Curriculum, Infant Environment Rating Scale (ITERS) and Classroom Assessment Scoring System (CLASS).

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 256; Monthly ADA: Center Base: 72.71%, Home Base: 90.32%

Wait List Total: 110

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Early Head enrollment for August is 256. During the month of August, EHS Center Base continued to provide in-person services while EHS Home Base transitioned from virtual home visits to in-person home visits. Consequently, we experienced a significant decrease in parent participation as well as staff turnover with our EHS Home Base program option. To retain enrollment and parent participation, accommodations were made to meet the needs of parents, children and staff. Despite the recent increase of COVID-19 cases, we received a total of 175 online referrals from our Fresno EOC website and we participated in one community outreach event for the month of August. We continue to strategically work with our EHS partnerships, staff and parents to reach full enrollment.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 407 Lunches: 442 Snacks: 367

IV. Head Start

Program Information Summary:

1. August 12-13, 2021, children phased in at their center and took part in small activities to get to know the staff and classroom.
2. August 16, 2021, first day of classes for Center Base children with transportation and meals.
3. Franklin Head Start is having their windows replaced with energy efficient dual pane windows.
4. All center playgrounds have been assessed for Fibar (mulch) needs; Maintenance is going out and filling playground areas as needed.
5. August 27, 2021, ERSEA training was provided to our partners Fresno Unified School District and Fresno County Superintendent of Schools.



BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,073; Monthly ADA: Center Base 83.45%; Home Base: NA%

Wait List Total: 407

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Head Start enrollment for August 2021 is 1073. Our first day of classes took place August 16, 2021 as regularly scheduled, whereas the CSPP Full Day/Full Year classes have been in operation since July 1, 2021. To support our ongoing recruitment and enrollment efforts, for the month of August we received 112 Head Start Online Referrals from our Fresno EOC website, 19 referrals from the Department of Social Services and we attended two Outreach and Community events. Although the State of California lifted its color-coded system in June of 2021, Fresno County has experienced a recent increase of COVID-19 cases. Nonetheless, with our new grant in place, we have strategically been working with our new partners and the onboarding of personnel across all service areas to continue with our full enrollment efforts.

Head Start Meals/Snacks:

Total Children: Breakfasts: 5,288 Lunches: 6,225 Snacks: 4,845

Submitted by:

Rosa M. Pineda
Early Care and Education Director

Nidia Davis
Program Support Director

(AUGUST 2021 BOARD PUR) CQ 09/20/21 ~ CWPC (2020-2021 (PUR (BOARD))) ~

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Training and Employment Services
Agenda Item #: 11A4	Director: Jeff Davis
Subject: AmeriCorps Senior Demonstration Program	Officer: Michelle L. Tutunjian

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Foster Grandparents Program (FGP) American Rescue Senior Demonstration Program (referred to American Rescue SDP) application in the amount of \$375,000.

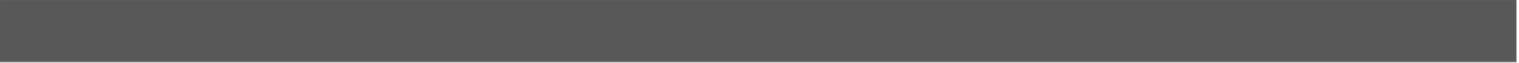
Background

The American Rescue Plan Act of 2021 provides additional federal resources to AmeriCorps Seniors in order to assist communities in COVID-19 recovery. Under the AmeriCorps Rescue SPD, Fresno EOC's FGP will recruit 50 AmeriCorps Seniors, ages 55 and over, to serve as volunteers to assist with tutoring, mentoring, and the provision of social/emotional support for children and youth. Volunteer activities will be conducted in public schools, Head Start classrooms, and after school programs. FGP will provide services throughout Fresno and Madera counties in underserved areas with persistent poverty.

AmeriCorps Seniors anticipates approximately \$10,000,000 for FY 2022 American Rescue SDP awards. Estimated award amounts will vary, as determined by the scope of the project. AmeriCorps Seniors expects to make awards in the range of \$100,000 to \$500,000. Application submitted on October 18, 2021.

Fiscal Impact

Fresno EOC applied for \$375,000 in funding for a two-year project period commencing July 1, 2022.



Conclusion

If approved by the full board, funding will augment the existing FGP by increasing the total number of senior volunteers recruited and the number of children and youth served. Funding will support one (1) additional staff position. Notification of awards will be announced no later than by March 31, 2022.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Women, Infants and Children
Agenda Item #: 11A5	Director: Annette Thornton
Subject: Book for Kids Grant	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Books for Kids Grant in the amount of \$166,914 submitted to the California Department of Public Health Women, Infants and Children Division (CDPH/WIC).

Background

This one-time grant is intended to improve child development and literacy by providing age and culturally appropriate books for young children of WIC families. Evidence has demonstrated that children from low-income families and/or dual language learners gain the most from early childhood literacy programs.

WIC will be using The First Partner's Summer Book Club list, featuring 23 books curated by the First Partner for children ages 3-5, Potter the Otter, as well as book recommendations from First 5 Fresno County.

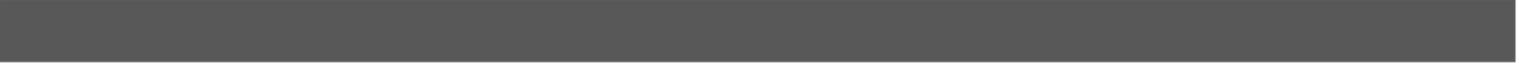
Grant application was submitted to CDPH/WIC on September 15, 2021. CDPH/WIC approved the application on September 19, 2021. Budget Amendment was submitted to CDPH/WIC on September 28, 2021, to include this grant money into the current fiscal year, which began October 1, 2021.

Fiscal Impact

Funds will be used to purchase books and cover staff time in promoting and distributing books to families at all WIC sites. There are no cost-sharing or matching requirements.

Conclusion

If ratified by the full board, the program will begin January 2022, and funds must be spent by June 30, 2022. The following data will be collected for CHDP/WIC report data:



number of children reached; number of mono-lingual non-English speaking families participating; number of books distributed and percent distributed by language; and, number of staff trained.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Women, Infants & Children
Agenda Item #: 11A6	Director: Annette Thornton
Subject: Program Monitoring Review	Officer: Jack Lazzarini

Background

The information presented below is intended to keep the Committee apprised of the Program Monitoring Review (PMR) results and corrective action plan.

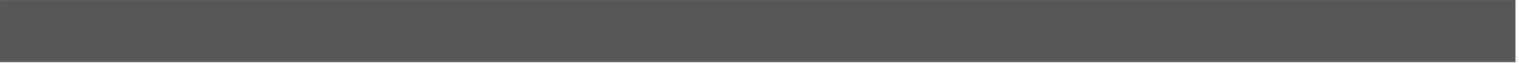
The California Department of Public Health (CDPH), Women, Infants and Children (WIC) Division completed a biennial PMR on August 24, 2021. Reviews are typically done in person by State WIC staff. However, due to COVID-19 pandemic circumstances, USDA allowed the review to be completed using a virtual process.

PMR includes evaluation of health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; WIC Card security; participant certification; program administration; and the Farmers' Market Nutrition Program. Numerous documents were sent electronically, and 35 WIC participant electronic files were randomly selected by State WIC staff for review.

This PMR is the first to be conducted after implementation of our new WIC Web Information System Exchange (WISE) computer system, pandemic policy modifications, and teleworking, which involved a wide learning curve for staff navigating remote technology in their home environment.

The PMR revealed the following four areas requiring corrective action:

1. One record was missing the required Know Your Rights and Responsibilities form which must be retained in the family record at initial and subsequent certifications.
2. One record was missing the Self Declaration Statement form when the applicant did not provide one or more required proofs for eligibility.
3. Seven newly hired staff failed to complete initial mandatory trainings within three months of employment.
4. One staff did not have a current Conflict of Interest statement on file, which must be signed once every three years.



Fiscal Impact

None

Conclusion

A Corrective Action Plan (CAP) must identify actions and time frames necessary to resolve the Areas for Required Action, including quality improvement efforts planned for monitoring staff and procedures to ensure finding are resolved. The CAP has been written and implemented (see attached draft), and must be submitted to CDPH/WIC by December 4, 2021.



TOMÁS J. ARAGÓN, M.D., Dr.P.H
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

October 5, 2021

Ms. Annette Thornton, R.D.
WIC Director
Fresno Economic Opportunities Commission
1920 Mariposa Street
Fresno, CA 93721

Dear Ms. Thornton:

The California Department of Public Health Women, Infants and Children Division (CDPH/WIC) completed a biennial program monitoring review of your agency on August 24, 2021. Circumstances related to the COVID-19 pandemic prevented us from completing this review in person. In accordance with a waiver received from USDA, we were able to complete our review using a virtual process. We appreciate your flexibility in adapting to this new process and your ability to submit numerous documents electronically.

This letter provides the results of the review completed by Paula Etcheberry, your agency's Nutrition Consultant.

Areas for Required Action

The program monitoring review revealed the following four areas that require corrective action:

1. Our review of a sample of participant certifications found that in one record the *Know Your Rights and Responsibilities* (R&R) form was not present in WIC WISE as required in the WIC Policy and Procedures Manual, eWPPM 260-40. At initial certification and each subsequent recertification, local agency staff must ensure that the following requirements are met:
 - a. The family representative/caretaker reads the R&R form, watches the R&R section of the Welcome to WIC Video, or has the R&R form read to them by LA staff.
 - b. The electronic R&R is retained in WIC WISE.



CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)



2. Our review of a sample of participant certification records found one instance where the Self Declaration Statement (SDS) was not present in WIC WISE as required. Whenever an applicant or participant is given a 30-day short certification because one or more of the required proofs for program eligibility was not provided, an SDS must be created, signed, and saved in the WIC WISE record.
3. Our review of your agency's Staff Profile found seven staff who failed to complete all their initial mandatory trainings within the timeframe required by their hire date. Per Exhibit A, the Scope of Work section of the Contract, all newly hired staff must complete the four mandatory trainings—Code of Conduct, Civil Rights, Drug and Alcohol, and National Voter Registration Act—within three months of employment.
4. Our review of your agency's Staff Profile found one staff who did not have a current conflict of interest statement on file. Per WPPM 150-10, all staff must sign a *California WIC Program Employee Conflict of Interest Statement* upon employment and once every three years

Corrective Action Plan

Your corrective action plan (CAP) addressing the areas for required action is **due within 60 days** of the date on this letter. In order to comply with federal regulations, we are unable to grant extensions to the CAP deadline.

Please organize your CAP as follows:

- Title the correspondence "Program Monitoring Corrective Action Plan"
- Address the CAP to your Nutrition Consultant
- Format the CAP on agency letterhead and include the submission date
- List the finding and then provide your response
- Include a plan of action that identifies the actions and time frames necessary to resolve the Areas for Required Action
- Include the quality improvement efforts you have planned for monitoring your staff and/or procedures to ensure that the findings are resolved

Ms. Annette Thornton
Page 3
October 5, 2021

For additional details on completing your CAP, you may access the document, *Guidance for Writing Your Corrective Action Plan*, at the CDPH WIC SharePoint site on the Program Monitoring page.

If you need technical assistance or have any questions about the virtual program monitoring review process, please contact your Nutrition Consultant.

Sincerely,



Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants and Children (WIC) Division
California Department of Public Health

Attached: Program Monitoring Review Summary Table

cc: Ms. Emilia Reyes
Chief Executive Officer
Fresno Economic Opportunities Commission
Emilia.Reyes@fresnoeoc.org

Program Monitoring Review Summary Table	
Number of Required Actions	Four
Repeat Required Actions	None
Site Reviewed	Onsite Checklist for Site #005 completed by agency staff and submitted for review.
Program Monitoring Reviewer	Paula Etcheberry
LA Staff at Exit Meeting	Annette Thornton, Stephanie Buelna, Julie Casillas
CAP Due Date	December 4, 2021
Areas of Program Review	<p>Our program monitoring review included health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; WIC Card security; participant certification; program administration; and the Farmers' Market Nutrition Program.</p> <p>Fiscal management review items such as travel and per diem reimbursement rates and employee time studies, are completed by the Office of the State Controller and addressed under a separate letter.</p>

1920 Mariposa St., Suite 330
Fresno, CA 93721

Program Monitoring Visit Corrective Action Plan

October 28, 2021

To Paula Etcheberry:

In response to the October 5, 2021, Letter of Findings (LOF) from our August 24, 2021, Program Monitoring Review, the following Corrective Action Plan (CAP) is being submitted. The CAP includes Area of Required Action (ARA), Corrective Action, Timeline and Monitoring (including frequency and expected outcome). File audit form is attached in the email.

ARA	Corrective Action	Timeline	Monitoring	
			Methodology	Expected Outcome
<p>1. One participant certification record was missing the <i>Know Your Rights and Responsibilities</i> (R&R) form in WIC WISE, as required in the WIC Policy and Procedures Manual, eWPPM 260-40. At initial certification and each subsequent recertification, local agency staff must ensure that the following requirements are met:</p> <p>a. The family representative/caretaker reads the R&R form, watches the R&R section of the Welcome to WIC Video, or has the R&R form read to them by LA staff.</p> <p>b. The electronic R&R is retained in WIC WISE.</p>	<p>-Retrain staff on the three acceptable ways to provide R&R to clients, the importance of collecting the signature, and how to retain an electronic copy by generating the R&R in WIC WISE or scanning the form into WIC WISE</p>	<p>-Completed at Staff in-service October 27, 2021</p>	<p>-RD supervisors or trainer will complete at least one certification observation per quarter per WNA to ensure the R&R is read, viewed in the video, or the participant reads the R&R themselves.</p> <p>-Perform monthly file audits using an agency-developed scoring sheet to ensure we have a signature for the R&R. Staff</p>	<p>-90% accuracy of observation form with 100% compliance of completing & retaining R&R.</p> <p>-90% compliance with 0-20% error rate on file audit form with 100% compliance of retaining R&R</p>

	-Staff not meeting this requirement will be retrained on the importance of providing the R&R, the three acceptable methods, and saving electronic copy.	-Planned to be ongoing from November 17, 2021,	will complete one file audit and the RD supervisor will complete another. A total of 20 file audits will be completed and scored per WNA per year. The RD supervisor will discuss the file audit findings with the staff.	-File Audit and observations scores to be included in staff performance evaluations
2. One participant certification record was missing the Self Declaration Statement (SDS) in WIC WISE as required. Whenever an applicant or participant is given a 30-day short certification because one or more of the required proofs for program eligibility was not provided, an SDS must be created, signed, and saved in the WIC WISE record.	- Retrain on the importance of providing the self-declaration to participants if placed on a 30-day short certification including where to find the SDS form and how to sign in WIC WISE.	-Planned Staff in-service November 17, 2021	Perform monthly file audits using an agency-developed scoring form to ensure SDS is created, signed and saved in WIC WISE when applicable. Supervisor will complete one audit for each staff, and assign staff to complete one file audit for a past certification the staff completed.	-90% accuracy of file audit form with 100% compliance of completing & retaining SDS.
3. Seven staff failed to complete all their initial mandatory trainings within the timeframe required by their hire date. Per Exhibit A, the Scope of Work section of the Contract, all newly hired staff must complete the four mandatory trainings—Code of Conduct, Civil Rights, Drug and Alcohol, and National Voter Registration Act—within three months of employment.	-Review policy WPPM 190-00 with the trainer. Point out the required time frame for staff does not include new hire requirements of 90 days. Emphasize need to cross-reference policies WPPM 190-10 Alcohol and Drug Abuse Training reads and WPPM 190-20 Civil Rights Training although	-Completed October 1, 2021	-Review and update State WIC Staff Profile excel spread sheet after each staff training session.	-100% complete prior to PMR

	<p>both contain wrong information: "all new staff receives the required training within the first year of employment" State WIC is in process of updating the policies to be consistent with the Scope of Work in our Contract. WPPM 190-30 National Voters Registration Act accurately reads "within 3 months of hire for new staff." Code of Ethics refers to WPPM 150-10 Conflict of Interest and WPPM 120-10 Access to and Security of Confidential Information. Both policies do not specify training requirements. However, funding contract specifies mandatory trainings for new hires.</p> <p>-Plan to begin mandatory training with all required paperwork and required training before starting the WNA training or any other training.</p>	<p>-Planned for next group of new hires December 2021</p>		
<p>4. One staff did not have a current conflict of interest statement on file. Per WPPM 150-10, all staff must sign a California WIC Program Employee Conflict of Interest Statement upon employment and once every three years.</p>	<p>-Review policy WPPM 150-10 "sign a COI statement upon employment and once every LA contract cycle." with the trainer.</p> <p>-Plan to begin training with all required</p>	<p>-Completed October 1, 2021</p> <p>-Planned for next group of new hires</p>	<p>-Review and update State WIC Staff Profile excel spread sheet after each staff training session.</p>	<p>-100% complete prior to PMR</p>

	<p>paperwork and required training first before starting the WNA training or any other training.</p> <p>-Put a calendar reminder in outlook on repeat every three years for two weeks before the due date to ensure we complete conflict of interest forms on time.</p>	<p>-Planned to be added after new staff are hired</p>		
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With current staff shortage, supervisors have been fulfilling WNA duties with less time to conduct observations/file audits. After filling WIC Nutrition Assistants (WNA) vacancies and Floating Supervisor vacancy, increasing the number of file audits conducted by supervisors and/or implementing a peer review will be considered. Training logs, observation records, and file audit forms will be available for review at our next PMR. Thank you.

Sincerely,

Annette Thornton, RD
WIC Program Director



BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Strategy & Resource Development
Agenda Item #: 11A7	Director: Kelsey McVey
Subject: Grant Tracker	Officer: Heather Brown

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
Tuesday, November 2, 2021**

FUNDED							
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice	Amount Awarded
8/24/2021	Health Services	Oral Health Mini Grant	County of Fresno Dept of Public Health	\$180,000	9/22/2021	9/24/2021	\$90,000
	Provide oral health literacy to pregnant people and the general Fresno County population.						
7/16/2021	Foster Grandparents	Flexible Support Grant	NextFifty Initiative	\$100,000	9/22/2021	10/20/2021	\$100,000
	Enhance and expand technology training for 60 FGP volunteers and an additional 100 older adults						
8/30/2021	Food Services	Food for Life Grant	Kaiser Permanente	\$25,000	9/22/2021	9/30/2021	\$25,000
	Funding to support monthly food distributions in Firebaugh, Mendota, Orange Cove and Parlier						
5/4/2021	Sanctuary and Support Services	Mentoring Services	Dept of Justice JDP	\$625,000	5/26/2021	10/25/2021	\$625,000
	Provide mentoring services to youth at risk of opioid use						
6/21/2021	Sanctuary and Support Services	Basic Center Program	Health & Human Services	\$600,000	6/23/2021	10/1/2021	\$600,000
	Funding to operate the Sanctuary Youth Shelter, including necessities, case managed services and day-to-day operations for 200-250 youth annually						

NOT FUNDED						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice
2/26/2021	Advance Peace Fresno	Visionary Freedom Fund	Andrus Family Fund	\$44,000	3/24/2021	9/28/2021
	Fund stipends and emergency resources for Peacekeepers, as well as professional development for staff.					
6/29/2021	Health Services	California Wellness Foundation Letter of Inquiry	California Wellness Foundation	\$600,000	8/10/2021	10/13/2021
	Provide oral health education for seniors in assisted living and skilled nursing facilities.					
10/7/2020	Street Saints	Homework Center Proposal	The Artist Tree	\$60,000	10/13/2020	The Artist Tree was not granted license by the City of Fresno
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
6/21/2021	Sanctuary and Support Services	Street Outreach	Health & Human Services	\$450,000	6/23/2021	10/1/2021
	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					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
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						

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
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.						
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	Not specified
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)						
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						
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						
5/5/2021	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						

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
10/12/2021	Sanctuary and Support Services, Food Distributions and Training & Employment	Food Assistance, Homeless Support and Youth Internships	CVS Health	\$75,000	10/22/2021	12/1/2021
If awarded, the \$75,000 request would be broken up into \$30,000 to fund facility improvements at Sanctuary's T Street location, \$25,000 to fund Food Distributions, and \$20,000 to fund four T&E youth interns.						
11/2/2021	Sanctuary and Support Services	Foundation Grant	Slave 2 Nothing Foundation	\$30,000	11/17/2021	Not specified
Emergency safe housing, food and support services for victims of human trafficking						
7/26/2021	Strategy & Resource Development	CSBG CARES Act Rapid Cycle Impact Project	Administration of Children and Families	\$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	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)						
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						

**FINANCE COMMITTEE MEETING
Wednesday October 13, 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	✓	Steve Warnes	
James Martinez	✓	Lucy Yang	
Itzi Robles	✓	Emilia Reyes	
		Isaiah Green	
		Karina Perez	
		Nidia Davis	

3. **APPROVAL OF MINUTES**
A. September 16, 2021 Finance Committee Minutes

Public comment: None heard.

Motion by: Bonner **Second by:** Martinez to approve the September 8, 2021 meeting minutes.

Ayes: Garabedian, Martinez, Robles, Bonner

Abstain: None.

Nays: None heard

4. FINANCIAL REPORTS: August 2021

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented the statement of activities through August 2021. He stated the total revenue is \$84,560,498 million including \$20 million in-kind and net operating gain of \$523,931. Previous year revenues were \$83 million, slightly lower than this year. Operating expenses total \$83.8 million; Grant asset depreciation of \$184,526; and Net Surplus of \$523,931. Rodriguez mention about the increase in office expenses that Garabedian requested last time is mostly due to additional spending on technology. Most of the Interest Expense is from Access Plus Capital operations, with \$145,275 of the \$154,615 reported.

Rodriguez presented the statement of financial position at August 31, 2021. Cash balances are \$17,675,070; Receivable balances are \$19,372,374 of the Total Assets of \$66,867,629 about \$12 million higher than last year. Liability balances total \$35,949,956 about \$10.6 million higher than last year. The total of Liabilities and Fund balance is \$66,867,629. About 12 million higher than last year.

B. Head Start Financial status report:

Rodriguez presented Head Start Financial Status Report as of August 2021. Total Federal Expenditures is \$46,667,799 and 45% was spent. As noted in the staff report, this is prorated budget report for Head Start. The last contract ended on June 30, 2021 and the new contract will run from July 1 to December 31, 2021. About a third of the Head Start T&TA budget has been spent. Credit cards were used for staff training and ChildPlus software renewal. We recently received approval of our 1303 project to build at the Clinton and Blythe site. The delays have resulted in only 12% of the budget being used. These funds must be expended by December 31, 2021. There will be more activity coming through as there is still fund. Rodriguez presented, Early Head Start Financial status, about 36% of the budget has been spent. \$2.8 out of the \$7.8 and this is at a prorated at 8 months. The credit card usage was minimal for staff training.

Garabedian mentioned that the Infrastructure Committee duties are now combined with the Finance Committee. Committee membership to merge the two will be determined. The Finance Committee does have a vacant position right now.

Public comment: None heard.

Motion by: Robles **Second by:** Bonner to approve the Agency and Head Start financial reports presented.

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

5. Stop Loss Coverage

Steve Warnes presented quotes received to continue the Stop Loss Coverage in 2022. The recommendation is to stay with the current carrier Voya. Our broker Alliant Employee Benefits marketed our plan and received bids from four companies. After negotiations, Voya lowered their initial quote to an amount that is lower than the current level. Though other companies

submitted competitive quotes, these came with strings attached which would increase the risk assumed by the Plan and could increase the overall costs paid.

This policy is the insurance policy for the Plan; it is what keeps the Plan from paying out millions of dollars on an individual claim. The Stop Loss Policy has a \$200,000 deductible, so the agency will pay the first \$200,000 dollars toward any individual's claims during the year. Any claims beyond that amount will be reimbursed by Voya. The deductible for 2021 is \$200,000 and will be the same for 2022.

Itzi Robles asked if Voya had requested any lasers? Warnes answered that Voya will not impose any laser, all employee will be covered at the same \$200,000 deductible.

Public comment: none

Motion by: Robles **Second:** Bonner to approve obtaining the Stop Loss Coverage for 2022.

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

6. Non-Competitive Procurement

There is none to report for Non-Competitive Procurement

Public comment: None.

Motion by: Martinez **Second by:** Robles to accept LED Green Light Equipment Leases

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

7. Health Insurance Report

A. Health Insurance Report

Steve Warnes, presented the Health Insurance Plan report through August 31, 2021. The year began with a \$3,991,455 fund balance, which has now grown to \$4,832,447. The two largest expenses are health claims and prescription claims paid by the Plan. Health claim paid this year are \$4,382,000 and prescriptions paid are \$1,281,942. The Stop Loss Claim premium paid is \$799,975; offset by reimbursements of \$404,871 received. There are currently three individuals on our Stop Loss watch list. One has claims that have already exceeded the \$200,000 deductible threshold; two other have exceeded \$100,000.

Public comment: None heard

No action required.

8. Variance Reports

A. Administration services

Through August 2021, Administration is running a deficit of \$894,000. This is due to personnel costs from the additional positions that were added throughout Administration. There were additional technology solutions that were added this year such as Coupa, Cap60, Avanan, Asana, and Diligent. There were also higher expenses in Community Relations, Travel and Meeting costs compared to last year. Also causing a deficit is lower revenue. There has been less Indirect Cost Revenue claimed year-to-date and also lower claims of CSBG Revenue.

B. Advance Peace

- Through 29% of the contract period, approximately 25% of funding has been used. Most of the year-to-date savings are from Services & Supplies and Other.
- There are plans in place to fully utilize the funds in coming months in the following manner: Advance Peace Fellowship program will soon begin providing stipends and upcoming trips/events for participating fellows.

Public comment: None heard

No action required.

9 Other Business

- Next meeting: Wednesday, November 10, 2021 at 12:00pm

10. Public Comment

None.

11. ADJOURNMENT

Garabedian adjourned meeting at 12:30PM.

Respectfully submitted,

Charles Garabedian, Chair

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Finance
Agenda Item #: 11B2	Director: N/A
Subject: Financial Reports	Officer: Jim Rodriguez

Recommended Action

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date September 2021 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date September 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 September 30, 2021, the Agency had preliminary revenue of \$95,824,365 million, including \$25 million of in-kind contributions, and net operating gain of \$348,943. In comparison, the Agency had revenue of \$93,632,823 million including in-kind of \$24 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date September 30, 2021. Months January 2021 to June 2021 budget and actuals from the previous contract are combined with July 2021 to September 2021 from the new Head Start contract actuals and budget to provide a nine-month financial report of program operations. This also represented in the following percentages.

(C)

Program Area	% of budget	Notes
Head Start – Basic	51%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Head Start – Training & Technical Assistance (T&TA)	35%	COVID-19 impacted planned training.

Program Area	% of budget	Notes
Duration	12%	Funds are underspent due to due to the delay of the project approval from HHS. These funds are earmarked for the Clinton/Blythe modular building project. The funding is planned to be contractually obligate by the end of December 2021.
Early Head Start – Basic	40%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Early Head Start – T&TA	6%	COVID-19 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 Ninth Month Period Ended September 30, 2021 and 2020

	A	B	A - B	C	D	B - D	
	BUDGET JAN - DEC 2020	ACTUAL SEPTEMBER 2021	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2020	ACTUAL SEPTEMBER 2020	ACTUAL 2021 vs 2020 Differences	
REVENUES AND SUPPORT							
GRANT REVENUE	\$ 82,029,680	\$ 52,434,990	64%	\$ 29,594,690	73,880,314	\$ 51,248,159	1,186,832
GRANT REVENUE - LENDING CAPITAL	-	-		-	438,674	-	-
CHARGES FOR SERVICES	16,426,275	14,823,385	90%	1,602,890	17,473,531	13,133,873	1,689,512
OTHER PROGRAM REVENUE	3,536,400	1,964,749	56%	1,571,651	3,147,836	2,453,076	(488,327)
CONTRIBUTIONS	69,685	253,261	363%	(183,576)	187,423	145,342	107,919
MISCELLANEOUS INCOME	219,265	157,487	72%	61,778	319,067	66,336	91,151
INTEREST & INVESTMENT INCOME	96,000	48,220	50%	47,780	138,432	102,206	(53,986)
AFFILIATE INTEREST INCOME	977,720	816,403	84%	161,317	938,448	709,916	106,487
RENTAL INCOME	1,256,595	223,327	18%	1,033,268	1,284,203	958,887	(735,561)
TOTAL CASH REVENUE	\$ 104,611,620	\$ 70,721,822	68%	\$ 33,889,798	\$ 97,807,928	\$ 68,817,795	1,904,027
IN KIND REVENUE	\$ 32,991,055	\$ 25,102,544	76%	\$ 7,888,511	22,057,737	\$ 24,815,029	287,515
TOTAL REVENUE & SUPPORT	137,602,675	95,824,365	70%	41,778,310	119,865,666	93,632,823	2,191,542
EXPENDITURES							
PERSONNEL COSTS	\$ 66,198,180	\$ 45,229,670	68%	\$ 20,968,510	59,374,528	\$ 44,134,298	1,095,372
ADMIN SERVICES	5,810,400	3,039,498	52%	2,770,902	4,977,874	3,602,717	(563,219)
PROFESSIONAL SERVICES - AUDIT	103,915	59,090	57%	44,825	83,844	59,592	(502)
CONTRACT SERVICES	11,712,675	6,084,069	52%	5,628,606	6,078,354	5,289,026	795,043
FACILITY COSTS	5,345,730	4,073,193	76%	1,272,537	5,646,226	4,259,922	(186,729)
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	1,345,834	50%	1,345,341	1,550,013	1,279,034	66,800
EQUIPMENT COSTS	1,717,700	1,072,802	62%	644,898	1,163,027	765,659	307,143
DEPRECIATION - AGENCY FUNDED	345,000	200,635	58%	144,365	361,861	271,876	(71,241)
OFFICE EXPENSE	1,717,700	2,095,820	122%	(378,120)	3,551,960	2,009,013	86,806
INSURANCE	804,060	572,342	71%	231,718	736,437	549,408	22,935
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	6,027,898	79%	1,597,982	8,310,778	5,302,817	725,081
INTEREST EXPENSE	145,275	195,846	135%	(50,571)	209,247	159,477	36,369
OTHER COSTS	234,030	173,634	74%	60,396	438,275	60,200	113,433
TOTAL CASH EXPENDITURES	\$ 104,451,720	\$ 70,170,330	67%	\$ 34,281,390	92,482,424	\$ 67,743,039	2,427,291
IN KIND EXPENSES	\$ 32,991,055	\$ 25,102,544	76%	\$ 7,888,511	\$ 22,057,737	\$ 24,815,029	287,515
TOTAL EXPENDITURES	137,442,775	95,272,873	69%	42,169,901	114,540,161	92,558,067	2,714,806
OPERATING SURPLUS (DEFICIT)	\$ 159,901	\$ 551,492		\$ (391,592)	\$ 5,325,505	\$ 1,074,756	(523,264)
OTHER INCOME / EXPENSE							
TRANSIT GRANT ASSET DEPRECIATION		202,549		(202,549)	366,531	288,812	(86,263)
NET SURPLUS (DEFICIT)	\$ 159,901	\$ 348,943		(189,042)	\$ 4,958,974	\$ 785,944	(437,001)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of September 30, 2021

	2021	2020	Differences
ASSETS			
CASH & INVESTMENTS	\$ 16,889,322	\$ 14,641,032	\$ 2,248,290
ACCOUNTS RECEIVABLE	18,437,198	10,506,979	7,930,219
PREPAIDS/DEPOSITS	355,864	223,609	132,255
INVENTORIES	159,673	183,132	(23,460)
PROPERTY, PLANT & EQUIPMENT	13,123,026	13,977,784	(854,758)
NOTES RECEIVABLE (net)	15,351,133	15,346,048	5,085
TOTAL ASSETS	\$ 64,316,216	\$ 54,878,584	\$ 9,437,632
LIABILITIES			
ACCOUNTS PAYABLE	\$ 4,331,674	\$ 2,920,821	\$ 1,410,853
ACCRUED PAYROLL LIABILITIES	2,532,930	3,040,879	(507,949)
DEFERRED REVENUE	3,755,004	1,159,407	2,595,597
NOTES PAYABLE	14,394,518	12,709,032	1,685,486
HEALTH INSURANCE RESERVE	4,922,545	3,403,469	1,519,076
OTHER LIABILITIES	3,735,805	2,295,127	1,440,678
TOTAL LIABILITIES	\$ 33,672,476	\$ 25,528,736	\$ 8,143,740
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 551,492	\$ 1,074,756	\$ (523,264)
UNRESTRICTED NET ASSETS	13,436,475	15,075,967	(1,639,491)
REVOLVING LOAN FUND	6,971,390	2,788,197	4,183,193
INVESTMENT IN GENERAL FIXED ASSETS	9,684,384	10,410,929	(726,546)
TOTAL FUND BALANCE	\$ 30,643,741	\$ 29,349,849	\$ 1,293,892
TOTAL LIABILITIES AND FUND BALANCE	\$ 64,316,216	\$ 54,878,584	\$ 9,437,632

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
September 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	\$24,831,181	\$1,143,790	\$12,036,769	\$12,794,412				
Fringe Benefits	9,952,722	482,738	5,500,332	4,452,390				
Total Personnel	34,783,903	\$1,626,528	17,537,100	17,246,803				
Travel	8,233	-	-	8,233				
Equipment*	-	-	-	-				
Supplies	1,365,864	75,966	240,781	1,125,083	43,156	-	70,580	(27,424)
Contractual	1,829,846	99,744	1,011,908	817,938	468	-	-	468
Facilities /Construction								
Other:								
Food Cost	1,187,287	207,235	\$524,470	662,817				
Transportation	692,199	20,398	576,416	115,783				
Staff Mileage	214,831	5,100	105,708	109,123				
Field Trips, including Transportation	27,689	-	198	27,491				
Space	735,927	46,163	392,427	343,499				
Utilities / Telephone / Internet	676,423	149,615	597,458	78,964				
Publication/Advertising/Printing	56,057	290	7,585	48,472				
Repair/Maintenance Building	672,893	95,278	391,932	280,961				
Repair/Maintenance Equipment	78,225	6,691	137,350	(59,125)				
Property & Liability Insurance	169,843	15,287	115,194	54,648				
Parent Involvement / CWPC	84,788	187	3,974	80,813				
Other Costs*	114,600	9,221	83,335	31,265				
Staff & Parent Training					360,961	7,687	66,257	294,704
Total Direct Charges	42,698,605	\$2,357,703	21,725,835	20,972,770	\$404,585	7,687	136,837	\$267,748
Total Indirect Charges	\$3,969,194	\$212,193	\$1,955,325	\$2,013,869	\$27,228	\$691	\$12,315	\$14,913
Total Federal Expenditures	\$46,667,799	\$2,569,896	23,681,160	\$22,986,639	\$431,813	8,378	149,152	\$282,661
% of Annual Budget Expended to Date			51%				35%	
Non-Federal Share	\$11,176,017	\$777,569	\$3,221,035	\$7,954,982	\$107,953	\$2,094	\$37,288	\$70,665

Credit Card Expenses: Credit card statement dated 9/1/2021 - 9/30/2021
September 2021 expenses

Staff Training (Including meeting costs)	\$	4,122	Training CPS Human resources Services, CVMD, Teachstone
Staff Training (Including meeting costs)	\$	1,341	Lodging Caesars hotel - Childplus scramble
Staff Training (Including meeting costs)	\$	213	Airfare Southwest Airline - Childplus scramble
Staff Training (Including meeting costs)	\$	490	Employee Development - Ominia group
Subscription	\$	90	Zoom - subscription for 1000 participants
Prepaid-Allocated Costs	\$	1,001	Premier Food Safety-Ca Food Handler Card Certification
Contract Services-Facility repair	\$	230	Azuga - vehicle tracking maintenance
Program Supplies-Nutrition	\$	44	Walmart Nestle, Nido lactose-ease toddler milk
Telephone Conferencing	\$	1,435	Comcast Business-for La Colonia HS
	\$	8,967	

Fresno Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 September 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	-	4,380	361,996
Contractual	429,400	68	220,274	209,126
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	31,625	23,075	31,625
Staff & Parent Training	-	-	-	-
Total Direct Charges	2,001,636	\$31,693	\$247,729	\$1,753,907
Total Indirect Charges	\$0	\$0	\$0	\$0
Total Federal Expenditures	\$2,001,636	\$31,693	\$247,729	\$1,753,907
% of Annual Budget Expended to Date			12%	
Non-Federal Share	-	-	-	-

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
September 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	\$4,218,984	\$152,702	\$1,871,056	\$2,347,928	\$22,357	\$0	\$24	\$22,333
Fringe Benefits	1,149,877	53,601	653,451	496,426	5,804	-	3	5,801
Total Personnel	5,368,861	206,304	2,524,507	2,844,354	28,161	-	27	28,134
Travel	-	-	-	-	8,449	-	-	8,449
Equipment*	-	-	-	-	-	-	-	-
Supplies	322,870	6,691	48,340	274,530	10,337	-	-	10,337
Contractual	602,898	9,029	96,030	506,868	18,827	-	7	18,820
Facilities /Construction	308,000	-	-	308,000				
Other:								
Food Cost	69,097	7,462	17,601	51,496				
Transportation	7,297	857	4,967	2,329				
Staff Mileage	53,840	3,353	10,993	42,847				
Field Trips, including Transportation	865	-	-	865				
Space	197,501	5,266	47,023	150,478				
Utilities / Telephone / Internet	109,859	22,644	80,998	28,861				
Publication/Advertising/Printing	15,320	-	29	15,292				
Repair/Maintenance Building	129,258	2,426	11,546	117,712				
Repair/Maintenance Equipment	10,475	376	4,784	5,691				
Property & Liability Insurance	34,107	2,614	16,900	17,207				
Parent Involvement / CWPC	7,327	20	1,192	6,135				
Other Costs*	51,737	1,109	14,842	36,894				
Staff & Parent Training					91,326	1,380	9,804	81,522
Total Direct Charges	\$7,289,310	268,153	2,879,752	\$4,409,558	157,100	\$1,380	\$9,838	\$147,262
Total Indirect Charges	\$527,177	\$24,134	\$259,178	\$267,999	\$9,778	\$124	\$885	\$8,893
Total Federal Expenditures	\$7,816,487	292,287	\$3,138,930	\$4,677,557	\$166,878	\$1,504	\$10,723	\$156,155
% of Annual Budget Expended to Date			40%				6%	
Non-Federal Share	\$1,954,122	\$185,389	\$897,049	\$1,057,072	\$41,719	\$376	\$2,681	\$39,039

Credit Card Expenses: Credit card statement dated 9/1/2021 - 9/30/2021			
September 2021 expenses			
Staff Training	\$	608	CVMD - staff training
Staff Training	\$	237	Lodging Caesars hotel- Childplus scramble
Staff Training	\$	27	Southwest airline - airfare Childplus scramble
Staff Training	\$	210	Omnia group - Employee Development
Office Supplies	\$	222	Amazon -charger, toner cartridges
Program Supplies - Kitchen	\$	584	Home Depot- GE dishwasher
Program Supplies - Disposables	\$	717	Target- baby consumables supplies
Contract Services-Facility repair	\$	23	Azuga Fleet - vehicle tracking maintenance
	\$	2,627	

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Finance
Agenda Item #: 11B3	Director: N/A
Subject: Non-Competitive Procurements	Officer: Jim Rodriguez

Background

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

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

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

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

The agency also follows the following guidelines:

- Purchases from \$10,000 to \$150,000 require three written quotes and may be approved by the CEO.
- Purchases greater than \$150,000 require formal bid procedures and require approval from the Board.
- Purchases greater than \$10,000 without the required quotes or bids must be disclosed to the Board.

Vendor	Purpose	Amount	Justification
Shift Yes, LLC- Galen Emanuele	Head Start - Trainer/speaker for the Annual In-Service held on Oct. 8, 2021.	\$13,983.58	Galen Emanuele is the only trainer/speaker who will focus on creating an exceptional "Yes, And" culture to improve communication, performance, and engagement. This topic is unique to the trainer.



BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Finance
Agenda Item #: 11B4	Director: N/A
Subject: Health Insurance Report	Officer: Jim Rodriguez

Background

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

As of September 30, 2021, the health insurance reserve is at \$4.9 million, which covers approximately 5.7 months of average expenditures. To date, contributions from programs and employees for 2021 total \$8,755,672 while the Fund paid out \$7,824,581 in expenses. COVID-related claims costs funded by our CSBG CARES grant, total \$116,291. A budget amendment is being prepared which would increase the funds available for this area.

Changes to the health insurance plan in 2020 through 2022 include:

- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Effective January 2022: Add tele-health service and 1% increase in Employer premiums and an average 8% increase to Employee premiums.
- Below table presents a sample of the 2021 monthly health insurance premium tier rates. Rates vary depending on the type of coverage selected.

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

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH SEPTEMBER 30, 2021

	2021												2020				
	January	February	March	April	May	June	July	August	September	October	November	December	YTD totals	Mo. Avg.	YTD totals	Annual	Annual Mo.
	Jan - Sep	Prev 12 mos	Jan - Sep	Jan - Dec	Jan - Dec												
Beginning Fund Balance	3,991,455	4,258,187	4,659,792	4,938,787	4,828,846	4,834,254	4,819,499	4,620,766	4,832,447	4,922,545	4,922,545	4,922,545					
Income																	
Agency Contributions	868,403	858,194	852,325	847,093	842,960	870,509	611,667	755,946	686,194	7,193,291	815,968	7,461,608	10,059,937	838,328			
Additional Agency Contr.	51,529	64,762	-	-	-	-	-	-	-	116,291	15,105	226	65,197	5,433			
Employee Contributions	283,963	176,373	181,307	94,977	187,274	98,212	131,833	129,029	163,122	1,446,090	154,957	1,342,420	1,755,815	146,318			
Total Income	1,203,895	1,099,329	1,033,632	942,070	1,030,234	968,721	743,500	884,975	849,316	0	0	0	8,755,672	986,031	8,804,254	11,880,949	990,079
Expenses																	
Health Claims Paid	500,161	302,551	362,387	686,188	616,262	920,707	578,700	415,044	416,235	4,798,235	538,996	4,494,284	6,164,003	513,667			
Dental Claims Paid	65,934	67,225	51,751	50,080	72,754	52,746	57,765	70,902	40,219	529,376	56,523	397,733	546,628	45,552			
Prescriptions Paid	210,323	158,769	169,885	143,418	169,456	114,954	154,172	160,965	141,169	1,423,111	144,933	1,666,743	1,982,823	165,235			
Vision Claims Paid	12,742	9,468	7,580	14,869	10,131	9,664	8,010	9,669	7,843	89,976	9,681	71,756	97,955	8,163			
Stop Loss Premiums	89,987	101,367	106,729	103,446	101,789	103,240	95,787	97,630	107,965	907,940	103,749	1,024,963	1,362,007	113,501			
Stop Loss Claims	0	0	0	0	0	(271,090)	(3,119)	(130,662)	(6,284)	(411,155)	(44,606)	(69,628)	(193,741)	(16,145)			
Life Insurance Premiums	14,000	13,799	13,676	13,548	13,654	13,056	12,346	12,064	12,047	118,190	13,350	131,404	173,408	14,451			
Pinnacle	14,462	14,514	14,393	14,410	14,324	14,306	13,579	13,198	13,059	126,245	14,094	133,627	176,507	14,709			
Blue Cross	14,970	14,933	14,822	14,840	14,747	14,728	13,984	13,555	13,388	129,967	14,587	139,175	184,255	15,355			
Benefits Consultant	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917	62,253	7,130	69,673	92,979	7,748			
Employee Assist. Program	1,877	1,877	1,877	1,877	1,877	1,877	1,877	1,877	1,877	16,893	1,877	16,889	22,518	1,877			
Preferred Chiropractors	1,005	1,003	995	996	990	989	939	910	899	8,726	916	7,033	9,299	775			
Other Expenses	4,785	5,300	3,625	1,422	1,925	1,382	1,276	1,225	3,884	24,824	2,420	15,762	19,976	1,665			
ACA Fees	0	0	0	0	0	0	0	0	0	0	0	5,220	5,220	435			
Total Expenses	937,163	697,723	754,637	1,052,011	1,024,826	983,476	942,233	673,294	759,218	0	0	0	7,824,581	863,649	8,104,633	10,643,836	886,986
Current Fund Activity (net)	266,732	401,606	278,995	(109,941)	5,408	(14,755)	(198,733)	211,681	90,098	0	0	0	931,091	122,382	699,621	1,237,113	103,093
Ending Fund Balance	4,258,187	4,659,792	4,938,787	4,828,846	4,834,254	4,819,499	4,620,766	4,832,447	4,922,545	4,922,545	4,922,545	4,922,545	4,922,545				
Enrollment																	
Employee only-Traditional	294	287	288	290	293	293	280	271	267						285		330
High-Deduct	57	56	57	58	57	52	50	51	50						54		41
Family coverage-Traditional	416	421	414	413	408	412	390	377	373						403		463
High-Deduct	37	37	36	35	33	33	30	28	28						33		28
Dental coverage only	31	36	35	35	35	35	33	34	35						34		36
Temp/On Call Plan	0	1	1	1	1	1	1	1	1						1		0
Total employees enrolled	835	838	831	832	827	826	784	762	754	0	0	0	810		898		
Total dependants covered																	
Average contributions per employee	1,442	1,312	1,244	1,132	1,246	1,173	948	1,161	1,126						1,217		1,103
Average expenses per employee	1,122	833	908	1,264	1,239	1,191	1,202	884	1,007						1,066		988

Estimated # months funded: 5.7

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Finance
Agenda Item #: 11B5	Director: N/A
Subject: Investment Report	Officer: Jim Rodriguez

Background

The information below is presented to keep the Committee apprised on the status of the Agency's investment accounts.

As of September 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.

	Wells Fargo	Citibank (pledged)	Total
Cash & Cash Equivalents	\$ 1,318,371	\$ 23,511	\$ 1,341,882
Corporate Bonds	284,956	-	284,956
Government Bonds	-	-	-
Certificates of Deposit (CD)	1,795,488	754,678	2,550,166
Stocks	16,150	-	16,150
Total	\$ 3,414,965	\$ 778,189	\$ 4,193,154
Minus unrealized gains on CDs	59,713	4,678	64,391
General Ledger balance	\$ 3,355,252	\$ 773,511	\$ 4,128,763

Total annual interest earned on these fixed income investments is \$65,422 providing an average rate of 2.40%. 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 0.22% interest.



BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Transit Systems
Agenda Item #: 10B6	Director: Thomas Dulin
Subject: Variance Report	Officer: Jim Rodriguez

Background

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

The following prepared Variance Report will be presented:

- Transit Systems
 - Through 58% of the contract period, approximately 37% of funding has been used. Most of the year to date savings are from personnel costs, utilities, and office supplies.
 - There are plans in place to fully utilize the funds in coming months in the following manner: Transit Systems program will soon implement the ATU Union wage increases, hire additional drivers, support staff, and lease new fleet vehicles from Enterprise Fleet Management.

Jan - Jul 2021 Variance Report	JAN-JUL COMBINED BUDGET	JAN - JULY 2021 ACTUALS	REMAINING BUDGET	PERCENTAGE USED
CATEGORIES			58%	37.0%
OPERATING REVENUE				
CONTRACT REVENUE	\$3,704,750	\$2,071,534	\$1,633,215	55.9%
CONTRACT REVENUE AUGMENTATION	(\$250)	\$0	(\$250)	0.0%
TDA / LTF 4.5 FY22	\$1,436,428	\$1,495,911	(\$59,483)	104.1%
LTF CARRYOVER FY 21	\$1,192,713		\$1,192,713	0.0%
LTF CARRYOVER FY 20	\$644,999		\$644,999	0.0%
TOTAL OPERATING REVENUE	\$6,978,640	\$3,567,445	\$3,411,194	160.1%
NON-EOC AGENCY MATCH FUNDS *	\$275,001	\$0		
OPERATING EXPENSES				
DIRECT OPERATING EXPENSES				
A. Service Contracts - FCRTA Augmentation	\$200,000	\$200,000	\$0	0.0%
B. Direct Operating Costs			\$0	
(1) Fuel	\$341,084	\$200,268	\$140,816	58.7%
(2) Maintenance/Registration	\$377,794	\$134,783	\$243,011	35.7%
(3) Depreciation/Interest/Vehicles	\$1,328	\$2,467	(\$1,139)	185.8%
(4) Insurance	\$244,533	\$84,700	\$159,833	34.6%
(5) Uniform Costs	\$2,978	\$209	\$2,768	7.0%
(6) Radio Service	\$12,919	\$5,766	\$7,153	44.6%
TOTAL DIRECT OPER EXPENSES	\$1,455,636	\$628,193	\$827,444	43.2%
TRANSIT PERSONNEL				
A. Drivers	\$1,493,711	\$ 738,339.49	\$ 755,371.29	49.4%
B. Supervision/Dispatch/Admin.	\$297,021	\$ 146,617.74	\$ 150,403.14	49.4%
C. Fringe Benefits	\$1,033,192	\$ 472,494.82	\$ 560,697.13	45.7%
TOTAL PERSONNEL EXPENSES	\$2,823,924	\$1,357,452	\$1,466,472	48.1%
ADMINISTRATION				
A. Fresno EOC Administration	\$344,832	\$18,486	\$326,346	5.4%
B. Telephone/Utilities	\$135,521	\$7,116	\$128,405	5.3%
C. Supplies	\$35,820	\$3,454	\$32,367	9.6%
D. Miscellaneous	\$720,195	\$26,080	\$694,114	3.6%
TOTAL ADMIN EXPENSES	\$1,236,369	\$55,136	\$1,181,233	4.5%
TOTAL OPERATING EXPENSES	\$5,515,929	\$2,040,781	\$3,475,148	37.0%

BYLAWS COMMITTEE
Virtual – Board Effects – Zoom
Wednesday, October 6, 2021 at 5:00 PM

MINUTES

1. **CALL TO ORDER**

Linda Hayes called the meeting to order at 5:03 PM.

2. **ROLL CALL**

Present: Catherine Robles, Oliver Baines, Charles Garabedian, Jimi Rodgers, and Linda Hayes.

Absent: Joe Lee, and Lisa Nichols.

3. **APPROVAL OF MARCH 18, 2021 MEETING MINUTES**

March 18, 2021 By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: Rodgers **Second by:** Baines

Ayes: Jimi Rodgers, Linda Hayes, Catherine Robles, Charles Garabedian, and Oliver Baines.

Nays: None heard.

4. **BYLAWS REVISIONS**

Kenneth Price, Legal Counsel, provided an overview of the revised Bylaws.

Public Comment: None heard.

Motion by: Baines **Second by:** Robles

Ayes: Jimi Rodgers, Linda Hayes, Catherine Robles, Charles Garabedian, and Oliver Baines.

Nays: None heard.

5. **OTHER BUSINESS**

The next meeting is scheduled on Wednesday, November 10, 2021.

6. **PUBLIC COMMENTS**

None Heard.

No action required.

7. **ADJOURNMENT**

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Executive Office
Agenda Item #: 11C2	Director: N/A
Subject: Target Area Candidates	Officer: Emilia Reyes

Recommended Action

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

- Target Area D - Daniel Martinez
- Target Area E - Lisa Nichols
- Target Area G - Elizabeth Jonasson

Background

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

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

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

Fiscal Impact

None.

Conclusion

If approved by the full board, the candidates will serve a two-year term effective January 1, 2022.



TARGET AREA REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **FRIDAY, OCTOBER 1, 2021**. You must submit documentation of your age and residency.

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

By mail: Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	By E-mail: Elections@Fresnoeoc.org By 11:59 PM on the due date	Hand delivered: Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 5:00 PM on the due date
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NAME	FIRST <i>Daniel</i>	MIDDLE	LAST <i>Martinez</i>						
ADDRESS (NO P.O. BOX)	NUMBER	STREET	CITY ZIP CODE						
[REDACTED ADDRESS]									
TARGET AREA:	A	B	C <input checked="" type="radio"/> D	E	F	G	H	HOW LONG AT PRESENT ADDRESS:	<i>15</i> YRS
EMAIL ADDRESS	[REDACTED]								
MAILING ADDRESS: (If different from above)									
TELEPHONE NUMBER:	[REDACTED]			DATE OF BIRTH:	[REDACTED]			AGE:	[REDACTED]
CURRENT WORK POSITION/TITLE/NAME OF ORGANIZATION: (You may submit a resume if you have one.) <i>Mayor Pro Tem - City of Sanger</i> <i>Supervising Air Quality Inspector - San Joaquin Valley Air Pollution Control District</i>									
LIST THE REASONS FOR YOUR INTEREST IN FRESNO EOC BOARD OF COMMISSIONERS: <i>I wish to provide a voice for the interests of the rural and smaller communities of Fresno County.</i>									
CURRENT/PAST MEMBERSHIP IN ORGANIZATIONS/COMMUNITY GROUPS/AFFILIATIONS: <i>current member of Fresno EOC board</i> <i>current member of Clovis Country Lions</i> <i>Exec Board member of League of California Cities - South San Joaquin Division</i>									
PLEASE GIVE A STATEMENT OF QUALIFICATIONS/HOW YOU CAN CONTRIBUTE TO FRESNO EOC (This will be included on the ballot. You may use a separate sheet if necessary.) <i>As the Mayor Pro Tem of Sanger, I have seen the challenges faced by smaller, rural communities in receiving aid and assistance. I have the experience to be a voice for these areas and ensure we are heard and represented.</i>									



IF YOU WISH TO TRANSLATE YOUR STATEMENT TO SPANISH AND/OR HMONG, PLEASE PROVIDE IT HERE (Otherwise staff will translate your statement.)

LIST TWO REFERENCES: Include name, position, organization and contact information.

1. *Tim Chapa, city manager City of Sanger 876-6300*
2. *State Senator Melissa Hurtado 264-3070*

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND HEREBY DECLARE MY CANDIDACY FOR A SEAT AS A COMMISSIONER ON THE BOARD OF THE FRESNO ECONOMIC OPPORTUNITIES COMMISSION REPRESENTING TARGET AREA D (fill in target area letter) AND THAT:

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

Signed:  Date: 9/10/21

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

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, please attach an explanation to the application.

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Tuesday, September 7, 2021 11:51:27 AM

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

Name
Lisa Nichols
Address
[REDACTED]
Target Area
E
Email Address:
[REDACTED]
Mailing Address (if different from above)
[REDACTED]
Cellular Phone
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Current Work Position / Title / Name of Organization
Vice Principal on Special Assignment See attached resume for additional information.
Resume Upload:
<ul style="list-style-type: none">Lisa-Nichols-Resume-2021.pdf
List the reasons for your interest in Fresno EOC Board of Commissioners:
I have served on the EOC Commission for the past 8 years and would love to continue serving as a advocate for the families we serve. I am a strong advocate for individuals and families in need and I have a passion for assisting those in poverty. I believe my values continue to coincide with the mission and values of EOC. I want to continue to help individuals/families become self-sufficient.
Current / Past membership in organizations / community groups / affiliations:

EOC-Current
Marjorie Mason Center-Current
CASA-Current
Black Students of California United-Current
SJVA Delta Sigma Theta Inc.-Current
ABC30 Advisory Council-2015-2018
California League of Schools-2017-2019
First 5 Fresno County-2008-2014
Tree Fresno-2012-2017
Fresno Institute for Urban Leadership-2007-2016
African American Bullard High Parent Advisory Council-200-2014

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

I have worked with individuals and families in poverty for the past 20 years. For 10 years, I worked as a social worker for the Department of Children and Family Services, Fresno County. In addition, I worked 8 years as a medical social worker in the Maternal Child/Neonatal Intensive Care Unit at Fresno Community Regional Medical Center. This role consisted of working with teen mothers, drug exposed infant and mothers with drug addictions. I had the honor of being a part of the team that opened Gaston Middle School, located in West Fresno, where I served as one of the school administrators for 6 years. I am currently employed with Fresno Unified School District GOAL 2/School Leadership Office as a Vice Principal on Special Assignment.

I currently serve as a Commissioner for the Fresno Economic Opportunities Commission (EOC) and have served for the past 6 years. In addition, I am a member of the Board of Directors for the Marjorie Mason Center, member for the Court Appointed Special Advocate (CASA) Board of Directors, member for the Board of Directors for the Black Students of California United (BSCU) and is a chapter member of San Joaquin Valley Alumnae Delta Sigma Theta Sorority Incorporated. I served as Commissioner for First 5 Fresno County for six years, served seven years on the Advisory Council for Fresno Institute for Urban Leadership (FIFUL), Board Member for Tree Fresno, served as a member of the member of the ABC30 Advisory Council and was the Advisor for the Bullard High African-American Parent Advisory Council for four years. My current and previous board appointments have given me an extensive knowledge based in governing boards.

As you can see from my work experience my passion is helping others. By helping others, it allows individuals in our community with access to Jobs, education, and eventually to become self-sufficient! With your help, I will continue to be the voice to make sure our community has a seat at the table when resources are being distributed by our local and state government.

Statement Upload:

- [EOC-Nomination-Form-Qualification-Statement-9-2021.pdf](#)

Reference 1:

[Redacted]

Reference 2:

[Redacted]

Certification

 I agree to the following statement.

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

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am running;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;

- I have read and understand the Fresno EOC Commissioner Job Description and the Target Area Public Notice and have the capacity to serve;
- I understand that there is a mandatory training for new commissioners in January and a board retreat in March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.

Signature



Date of Signature

09/07/2021

You must upload documentation of age and residency:

- [Lisa-Nichols-Driver-License-Photo.jpg](#)

Lisa M. Nichols



OBJECTIVE: To acquire a challenging position that will enable me to utilize my strong interpersonal and leadership skills to assist staff and students in the school setting.

EDUCATION: MA-Education-2014-California State University of Fresno
MSW Social Work-2003-California State University of Fresno
BA Social Work-1998- California State University of Fresno
AA Liberal Studies- 1994- Fresno City College, Fresno
High School Diploma-1991-Hoover High School, Fresno

Credentials: Pupil Personnel Services Credential (PPSC)
Educational Leadership and Administration Credential

Work History:

July 2019-Present
Vice Principal on Special Assignment
Fresno Unified School District
Fresno, CA (559) 708-2628

Responsible for improving student achievement for African American students. Provide for academic guidance, discipline, counseling and referrals to assist students to stay in school on target to graduate. Supports Black Student Unions at the elementary and secondary sites. Monitor programs for school improvement and monitor results to ensure the effectiveness of the programs in support of expanding practices proven to raise student achievement. Collaborate and communicate with outside agencies, District personnel, community members, parents, and others to coordinate services for school improvement

August 2017-2019
Vice Principal
Fresno Unified School District
Fresno, CA (559) 457-3500

Responsible for improving student achievement for all students. Provide for academic guidance, discipline, counseling and referrals to assist students to stay in school on target to graduate; provide data management and analysis of school level data on a routine basis in order to drive instruction for student success. Develop curriculum for professional learnings. Additional duties include; advisor for the Black Student Union Club on campus, director and developer of cultural assemblies for entire student body, co-chair administrator for the Culture & Climate team.

February 2014-August 2017
Guidance Learning Advisor
Fresno Unified School District
Fresno, CA (559) 457-3500

Responsible for improving student achievement for all students. Provide for academic guidance, discipline, counseling and referrals to assist students to stay in school on target to graduate; provide data management and analysis of school level data on a routine basis in order to drive instruction for student success. Develop curriculum for professional learnings. Assisted with the development of the English Learner's Masterplan. Additional duties include; advisor for the Black Student Union Club on campus, director and developer of cultural assemblies for entire student body, co-chair administrator for the Culture & Climate team and responsible for the development and execution of the school safety plan.

February 2012-February 2014
School Counselor
Fresno Unified School District
Fresno, CA (559) 248-7270

Provided professional development, trainings and coaching to school staff regarding effective classroom management and bullying prevention services. Responsible for implementation of system support programs which includes Second Step and Anti-Bullying Prevention. Performed a variety of administrative functions to meet the needs of students, families and school site. Coordinated family, school and community resources that promote student's social development. Collected and utilized data to monitor progress of school wide activities. Provided individual and group counseling services to high-risk students to assist with social and emotional issues.

September of 2003-February 2012
Medical Social Worker
Fresno Community Medical Regional Center
Fresno, CA (559) 459-6000

Provide intensive case management services and conduct psychosocial assessments to high risk infants admitted to the Neonatal Intensive Care Unit. Provide direct services to parents to assist with discharge planning needs. Assist patients with how to cope with social and emotional issues. Provide grief counseling and connect patients to hospital and community resources. Additional responsibilities include working with antepartum and postpartum mothers. Assist patients with how to cope with social and emotional issues. Provide discharge planning services to patients in regards to their treatment plan. Assist patients with out-patient needs such as hospice, home health, higher level of care (skilled nursing facilities), durable medical equipment, rehab, etc. Experience also includes crisis and trauma intervention in the Emergency Department.

April 2005- September 2008
Social Work Supervisor/Youth Transitions Project Coordinator
Fresno County Department of Children and Family Services,
Fresno, Ca (559) 453-6400

Plans, organizes and oversees the implementation of the National Family to Family Youth Transitions Project as well as coordinates the activities required to achieve the project's goals and objectives. Pursue revenue maximization strategies to enhance and support the project. Worked with community leaders to assess capacity for community based foster and probation youth services. Lead task force groups in strategic planning. Participated in community planning and development of new resources within the community. Oversee budget and responsible for grant writing and proposals submitted on a yearly basis. Supervised the Independent Living Program (ILP) unit which consist of six employees; Social Workers, Social Worker Aide and Youth Advocate. Set and enforces objectives for quality and quantity of work performed by unit.

April 2003-April 2005
Social Work Practitioner
Department of Social Services K-Six Program, Easterby Elementary School
Fresno, Ca (559) 453-6400

Provided intervention strategies for students and their families including counseling, case management, and support groups, crisis intervention. Worked collaboratively with teachers, administrators and other school staff regarding the social and emotional needs of students. Coordinated family, school and community resources that promoting student's social development. Attended Student Study Team (SST) and Individual Education Plan (IEP) meetings. Assisted school administrators in developing creative strategies to improve attendance rates.

August 2002-May 2003
MSW Student Intern
Fresno Unified School District, Wishon Elementary School
Fresno, Ca (559) 457-3357

Provided intervention strategies for students and their families including counseling, case management, and crisis intervention. Consulted with teachers, administrators and other school staff regarding the social and emotional needs of students. Coordinated family, school and community resources that promoting student's social development.

November 1997-April 2003
Social Worker I, II, III
Fresno County Department of Children and Family Services
Fresno, Ca (559) 453-6400

Provided intensive case management services to at-risk children and their families in Family Reunification, Voluntary Family Maintenance, Voluntary Family Maintenance CITE program, and the Independent Living Skills Program. Duties also included preparing court reports, making recommendations to the courts and linking children and families to various community agencies and services.

Current Community Affiliations:

Chapter Member, San Joaquin Valley Alumnae, Delta Sigma Theta Inc., Sorority,
April 2011-Present

Commissioner, Economic Opportunities Commission
January 2016-Present

Board Member, Black Students of California United
August 2016-Present

Court Appointed Special Advocate (CASA) Board of Directors
November 2019-Present

Marjaree Mason Center, Board
October 2018-Present

President's Advisory Board on African American Student Success
October 2017-Present

Awards:

2020-Marjaree Mason Top Ten Professional Women & Leading Business Award

2016- Association of California School Administrators (ACSA) Administer of the Year

2015-African American Historical & Cultural Museum Passing the Torch Trailblazer Award

2014- Fresno Black Chamber of Commerce African American Business Women Award

2008-San Joaquin Valley Alumnae Delta Sigma Theta Sorority Inc. Trailblazer Award

Presentations and Trainings:

Presented at the California Association of School Counselors Fall Virtual Conference on
Changing the Narrative: The African American Student Leadership Academy Cohort
Fresno, CA 2020

Presented training for the Specialized Foster Parent Training Project on Permanency is Priceless
Fresno, CA 2009

Presented training for the Specialized Foster Parent Training Project on Permanency is Priceless
Fresno, CA, 2007

Presented at the 34th North American council on Adoptable Children (NACAC) on Family
Finding Efforts for Youth in Congregate Care, Nashville, Tennessee 2007

Presented at the Title IV-E Student Day Conference on Supportive Services for Transitional Age Youth, Fresno, CA, 2006

Presented at the Family to Family State Conference on Improving Educational Outcomes for Foster youth, Long Beach, CA, 2006

Presented at the Family to Family National Conference on Improving the California Connected by 25 Initiative, Nashville, TN, 2006

Presented at the Let's Talk Conference on Supportive Services for Foster Youth, Fresno, CA, 2006

Presented at the 33rd North American council on Adoptable Children (NACAC) on Family Finding for Foster and Probation Youth, Long Beach, CA, 2006

Presented training for the Specialized Foster Parent Training Project on ILP Transition Services/CC25I for Foster and Probation Youth, Fresno, CA, 2006

Presented for the Title IV-E Integrative Seminar for BSW Students at California State University of Fresno on Supportive Services for Foster and Probation Youth, Fresno, CA, 2006

The following persons have written letters of recommendations on my behalf:

Bryan Wells
Superintendent of Schools
Fresno Unified School District, Fresno CA
[REDACTED]

Julie Severns
Administrator
Fresno Unified School District, Fresno CA
[REDACTED]

Felicia Quarles-Treadwell
Director
Fresno Unified School District, Fresno CA
[REDACTED]

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Friday, October 1, 2021 8:03:38 PM

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

Name
Elizabeth Jonasson
Address
[REDACTED]
Target Area
G
Email Address:
[REDACTED]
Cellular Phone
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Current Work Position / Title / Name of Organization
Public Affairs Representative/ Westlands Water District
Resume Upload:
<ul style="list-style-type: none">• Elizabeth-Jonasson-Resume-2021.docx
List the reasons for your interest in Fresno EOC Board of Commissioners:
Fresno EOC transforms the lives of many of the neediest people in our community. I want to be involved in making a positive difference for them.
Current / Past membership in organizations / community groups / affiliations:
Jul 2019-Sep 2021 Fresno Developing the Region's Inclusive and Vibrant Economy (DRIVE), Steering Committee member Dec 2016-Present Fresno Unified School District, Trustee, Area 2 Roosevelt High Apr 2016-Aug2016 Voter Education and Engagement Project (VEEP), Committee member Aug 2014-May 2018 Central Valley Community Foundation, Grants Committee member Sep 2013-Mar 2019 Academia Hispana Foundation, Board secretary Mar 2011-Sep 2015 City of Fresno, District 1 Implementation Committee member Jan 2013-Nov 2013 Fresno County Council of Governments Transportation Technical Committee member

Apr 2011-Nov 2013 Fresno County Measure C Transit Oriented Development Committee member
Jan 2012-Oct 2013 San Joaquin Valley Air Pollution Control District, Central Region Hearing Board member
Dec 2011-Oct 2013 San Joaquin Valley Greenprint, Steering Committee member
Oct 2011-Oct 2013 Fresno County Council of Governments SB375 Task Force/ Regional Transportation Plan Roundtable member
Aug 2011-Oct 2013 Children's Health and Air Pollution Study, Community Advisory Board member
Jun 2011- Nov 2013 Fresno County Measure C Citizen's Oversight Committee member
Sep 2009-Dec 2012 Central California Latina Network, Board member

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

As a dedicated public servant I have spent years working for and advocating on behalf of the residents of our community. I have served in various capacities in local and state government as well as in the non profit sector. This experience gives me an understanding of the work Fresno EOC does, the needs of our community as well as the ability to help bring additional resources to the organization. Fresno EOC has the power to positively transform people's lives through programs addressing, health, education, job training, homelessness and many other issues needed to move Fresno forward. If elected I promise to always have the needs of our residents drive the work that Fresno EOC does, living upon to our Community Action promise of "helping people & changing lives".

Reference 1:

[REDACTED]

Reference 2:

[REDACTED]

Certification



I agree to the following statement.

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

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

Signature



Date of Signature

10/01/2021

You must upload documentation of age and residency:

- [IMG_5200.jpg](#)

Elizabeth Marie Jonasson



Professional Profile

- Effective communicator, decision-maker and problem-solver
- Experienced establishing relationships, collaborating with and presenting to institutions, elected officials, government agencies, community groups, businesses, media and the public
- Strategic thinker with clear, achievable goals

PROFESSIONAL EXPERIENCE

Westlands Water District – Fresno, CA

Public Affairs Representative

Oct 2021– Present

- Lead local outreach and communication efforts
- Establish and develop strategic working relationships with members and the community
- Manage and oversee the work of public affairs consultants
- Prepare board and committee reports and recommendations

Fresno Economic Opportunities Commission – Fresno, CA

Strategy and Resource Development Officer

May 2021– Sep 2021

Strategy and Communications Officer

Jul 2018 – May 2021

Board Liaison and Community Engagement Director

Aug 2016 – Jul 2018

- Established and developed relationships with collaborative partners with the goal of leveraging resources
- Lead legislative policy and strategy for the agency
- Directed strategic plan development
- Managed and responded to grant solicitations, RFPs, RFQs and other contracts: scope of work, progress reporting, budget and evaluation
- Submitted annual organizational standards for state compliance
- Lead special projects, presenting updates, meeting deliverables on time and within budget
- Experienced running the agency executive office, outreach and communications, planning and evaluation staff and contractors
- Managed board and committee affairs including reports, policies and self-evaluation

California High Speed Rail Authority – Fresno, CA

Information Officer II

Mar 2015 – Aug 2016

Information Officer I

Nov 2013 – Mar 2015

- Developed statewide and regional communications and political strategy
- Engaged stakeholders and resolved issues
- Coordinated consultants and contractor’s public involvement efforts and contract adherence
- Managed elected official and stakeholder outreach
- Synthesized complex program issues for community outreach
- Media and community spokesperson and representative

California State University, Fresno– Fresno, CA

Professor – Department of Finance and Business Law

Aug 2013 – Dec 2016

- Taught BA 105W Business Communication, an upper-division required course focused on research and written communication in the workplace.

Coalition for Clean Air – Fresno, CA

Campaign and Outreach Associate

Aug 2010 – Nov 2013

- Managed the Central Valley regional office representing the agency throughout Central California

Elizabeth Marie Jonasson

4135 E Huntington Blvd., Fresno, CA 93702

559.448.6134

jonassonconsulting@gmail.com

www.linkedin.com/in/elizabeth-jonasson-rosas

- Promoted the organization's mission through policy research, education and advocacy
- Collaborated with organizations, elected officials, agency representatives and stakeholders

City of Fresno – Fresno, CA

Community Outreach Coordinator, Office of the City Manager

Jul 2009 – Jun 2010

Revitalization Funding Coordinator,

Jan 2009 – Jul 2009

Downtown and Community Revitalization Department

- Represented the City and Mayor at community events and in the media
- Managed the 2010 census efforts: Complete Count Committee, community presentations
- Served as Spanish-language spokesperson for the City
- Organized successful downtown events
- Submitted successful grants
- Built relationships with downtown businesses, residents and property owners

Jonasson Consulting – Fresno, CA

Owner

Mar 2007 – Jan 2009

- Dedicated to transmitting ideas from English to Spanish and vice versa for marketing and promotional campaigns
- Assisted in doing business with the Latino community and Mexico
- Provided English/Spanish translation and interpreting services

OTHER EXPERIENCE

Jul 2019-Sep 2021	Fresno Developing the Region's Inclusive and Vibrant Economy (DRIVE), Steering Committee member
Dec 2016-Present	Fresno Unified School District, Trustee, Area 2 Roosevelt High
Apr 2016-Aug 2016	Voter Education and Engagement Project (VEEP), Committee member
Aug 2014-May 2018	Central Valley Community Foundation, Grants Committee member
Sep 2013-Mar 2019	Academia Hispana Foundation, Board secretary
Mar 2011-Sep 2015	City of Fresno, District 1 Implementation Committee member
Jan 2013-Nov 2013	Fresno County Council of Governments Transportation Technical Committee member
Apr 2011-Nov 2013	Fresno County Measure C Transit Oriented Development Committee member
Jan 2012-Oct 2013	San Joaquin Valley Air Pollution Control District, Central Region Hearing Board member
Dec 2011-Oct 2013	San Joaquin Valley Greenprint, Steering Committee member
Oct 2011-Oct 2013	Fresno County Council of Governments SB375 Task Force/ Regional Transportation Plan Roundtable member
Aug 2011-Oct 2013	Children's Health and Air Pollution Study, Community Advisory Board member
Jun 2011- Nov 2013	Fresno County Measure C Citizen's Oversight Committee member
Sep 2009-Dec 2012	Central California Latina Network, Board member

EDUCATION

California State University, Fresno (CSUF) – Fresno, CA

Masters in Business Administration

- Craig School of Business Graduate Dean's Medalist
- Graduate project: Continuing and Global Education Strategic Plan

Instituto Tecnológico Autónomo de México (ITAM) – Mexico City, Mexico

Bachelor in International Relations

Elizabeth Marie Jonasson

4135 E Huntington Blvd., Fresno, CA 93702

559.448.6134

jonassonconsulting@gmail.com

www.linkedin.com/in/elizabeth-jonasson-rosas

- Undergraduate project: Port Development in Punta Colonet: Challenges and Opportunities

SKILLS/ QUALIFICATIONS

- Bilingual English/Spanish
- Ability to communicate effectively and work collaboratively with diverse stakeholders and across organizational structures
- Established working relationships with local organizations, leaders, decision-makers and elected officials
- Working knowledge of Microsoft Office Software on Windows and Apple

ACCOMPLISHMENTS AND AWARDS

2010– Earned “Rising Star” Award from the Central California Hispanic Chamber of Commerce. The award was accompanied by a Letter of Congressional Recognition from Congressman Costa.

2012– Phi Kappa Phi Honor Society “Love of Learning” award recipient. In order to be eligible to join the society, graduate students must be in the top 10 percent of their class. The award was given to 140 student-members nation-wide.

2013– Fresno State’s Craig School of Business Graduate Dean’s Medalist. One graduate student is selected per graduating class based on their academic, personal and professional accomplishments.

2015– Received the State Information Officer’s Council “Public Information Officer of the Year” award for the outreach and communications work done in the Central Valley on behalf of the California High-Speed Rail Authority.

2017– Recognized as one of Fresno’s “40 under 40” by the Business Street Online which focuses on highlighting the achievements of members of the community under the age of 40 that have contributed to the betterment of Fresno.

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Executive Office
Agenda Item #: 11C3	Director: N/A
Subject: Community Sector Applications	Officer: Emilia Reyes

Recommended Action

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

- A. Itzi Robles – Southeast Fresno Community Economic Development Association, Inc.
- B. James Martinez – Fresno Reel Pride
- C. Joe Lee – The Fresno Center
- D. Jimmie Rodgers – Fresno Association of Black Social Workers
- E. Pastor Bruce McAlister – West Fresno Faith Based Organization, Inc.

Background

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

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

Per the Policies and Procedures for Election and Selection of Commissioners:
“Community Sector Nomination forms must have attached an original Board or Governing Body resolution (or if public entity, a letter from an authorized official) from an organization, agency, or group s/he is representing to be considered complete.”

Due to it’s missing attached resolution, the Community Sector application from Daniel Parra representing Malaga County Water District was considered incomplete by the Bylaws Committee and therefore not recommended to move forward in the process.

An Ad-Hoc Committee composed of Board Chair Linda Hayes, Commissioner Oliver Baines, Charles Garabedian and Catherine Robles will conduct the Community Sector Interviews.

Fiscal Impact

None.



Conclusion

If approved by the full board, the applicants will be scheduled to participate in a Community Sector Interview. Based on the Review Committee recommendations, the recommended applicants will move forward for full Board consideration at the December 15, 2021 Commission Meeting.

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Friday, October 1, 2021 11:01:40 PM

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

Name
Daniel Thomas Parra
Address
[REDACTED]
Email Address:
[REDACTED]
Number of years as a Fresno County resident:
[REDACTED]
Organization representing:
Malaga County Water District
Organization address:
[REDACTED] Map It
Your Cellular Phone:
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Resume Upload:
<ul style="list-style-type: none">• Daniel-Parras-Resume-EOC.doc
Relevant experience including current / past board service:
Aside from serving on various boards I was also an EOC board member for approximately six years.
How will the organization and you be an asset to Fresno EOC?
* I have been a councilman for the rural City of Fowler. I know what the needs of the rural parts of Fresno County. I believe Fresno EOC can help bridge the gap that is missing in the rural part of the county.
List the reasons for your interest in Fresno EOC Board of Commissioners:
To help the less fortunate in Fresno County. To help give them tools to better their lives. To educate the

youth so we can break the chain of poverty.

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

Underserved disadvantaged community looking for equitable distribution of resources and funding.

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC.

No

Certification



I agree to the following statement.

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

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

Signature



Date of Signature

10/01/2021

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

- [EOC-Reso.docx](#)

DANIEL T. PARRA

PROFESSIONAL STRENGTHS

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

EXPERIENCE

COUNCIL MEMBER

2008 - Present

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

- Fresno County LAFCO - Chairman
- CALAFCO – Board Member
- League of California Cities – 2nd Vice President
- Transportation, Communications & Public Works Policy Committee of the League of California Cities – Member
- Latino Caucus of the League of California Cities – Board Member

GOVERNMENT RELATIONS CONSULTANT

2016 – Present

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

SITE LEAD/COMPUTER SYSTEMS ANALYST

April 1992 - 2016

NORTHROP GRUMMAN/LOCKHEED MARTIN, NAS LEMOORE, CA

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

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

EDUCATION/TRAINING

National University

Public Administration – MPA Degree

Fresno, CA

April 2007

National University

Business Administration – BA Degree

Information Technology – Minor

Fresno, CA

January 2005

Harvard Kennedy School of Business

Senior Executive in State and Local Government Program – Certificate

Cambridge, MA

July 2011

University of Southern California Executive Education Forum

Building Capacity for Leaders Program – Certificate

Los Angeles, CA

October 2016

United States Air Force

1985 -1987

COMPUTER PROFICIENCY

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

References available upon request.

To whom it may concern,

Malaga Water District has given a verbal yes, but the resolution will not happen till October 12th. Your board member Charles Garabedian can attest to this. You will have the resolution prior to the interview.

I hope you will give me the opportunity to interview.

Respectfully yours.

Daniel Parra

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Wednesday, September 22, 2021 4:02:16 PM

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

Name
Itzi Janeyli Robles
Address
[REDACTED]
Email Address:
[REDACTED]
Number of years as a Fresno County resident:
[REDACTED]
Organization representing:
SEFCEDA
Organization address:
[REDACTED]
Your Cellular Phone:
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Current Work Position / Title / Name of Organization:
Resume uploaded.
Resume Upload:
<ul style="list-style-type: none">• ITZI-ROBLES-RESUME-2021.pdf
Relevant experience including current / past board service:
Please see attached resume.
How will the organization and you be an asset to Fresno EOC?
I have been a resident of Fresno for 23 years. I feel I am an asset to the organization because my life

experiences are similar to a lot of the residents we service. Growing up my family was a beneficiary of WIC and Headstart. I am proud to not only represent residents who have experienced being low-income but also women, young people, and immigrants. Fresno EOC offers so many programs to our community but there are always gaps that we work hard to fill. In order to identify those, I believe our board should be comprised of people from various backgrounds and lived experiences. I have only served one term on the board and it has been just enough time to learn about the organization. In order to be fully involved I believe it takes more than two years to accomplish. I would greatly appreciate the opportunity to continue serving.

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

I would like to provide my input on the decisions of the organization. I am interested in continuing to provide support for the growth of Fresno EOC and the services it provides to our families. I am now serving on the Access Plus Capital Board and would like to continue to do so. I have also been an active participant of the finance committee. My degree in Business Administration has provided me with the tools to be an asset to these types of committees as well.

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

SEFCEDA is continuing to work on providing not only workforce development services to Southeast Fresno residents, but has also embarked in providing recreational services to residents. Fresno EOC has provided support in many of the projects we have worked on. We have a very close relationship with business in Southeast Fresno. Our organization is interested in continuing to partner with Fresno EOC whenever possible. The mission of SEFCEDA is very similar to that of Fresno EOC which is to promote economic prosperity by expanding opportunities in education, recreation, employment, housing and entrepreneurship for healthy neighborhoods.

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC.

No

Certification

 I agree to the following statement.
I certify under penalty of perjury that the above is true and that:

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

Signature



Date of Signature

09/22/2021

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

- [RES9-16-2021.Itzi-Robles.pdf](#)

ITZI ROBLES MBA

SKILLS & ABILITIES

- Office Logistics
- Event Coordinating
- Public Speaking
- Community Leadership
- Press Releases
- Organizing
- Networking Skills
- Write Speeches
- Social Media Outreach Skills
- Public Relations

EXPERIENCE

COUNCILMEMBER ESMERALDA SORIA, Council Assistant-FRESNO, CA

August 2016- September 2021

- Public Relations-Coordinate community events and community programs, community meetings (in-person and virtual) , write press releases, oversee social media sites, and write newsletters.
- Constituent Casework-Supervise constituent work, assist residents with local issues and follow-up with reports to appropriate departments, train incoming staff on how to handle constituent work.
- Write proclamations and talking points/speeches for the Councilmember
- Manage Homeless Adhoc meetings, Young Councilmember Program, and Youth Jobs Taskforce

ESMERALDA SORIA FOR CONGRESS, Deputy Campaign Manager - FRESNO, CA

December 2019 - March 2020

- Send out daily press releases locally and nationally, send out newsletter updates, post on social media (facebook, instagram, and twitter)
- Organize fundraising events and attend with candidate
- Write talking points/speeches for candidate
- Train volunteers canvassing for the campaign
- Organize fundraising, volunteers, and press contacts
- Reach out to local, state, and national organizations for endorsements.

EDUCATION & LEADERSHIP FOUNDATION-Immigration Center -FRESNO, CA

April 2016- July 2016

- Seeing clients for initial interviews and fulfilling client intakes- qualification of client for services
- Filling out applications for clients seeking Deferred Action, Naturalization, and Citizenship
- Assisting the Immigration Center Manager with community events to promote services

DR. JOAQUIN ARAMBULA FOR ASSEMBLY- Deputy Field Director/ Logistics & Outreach Coordinator-FRESNO, CA

January 2016-June 2016

- Manage Field Staff (e.g. make sure staff is performing job duties)Point person for staff/volunteers/interns
- Meet with community organizations/leaders to understand issues concerning District 31
- Monitor and Write Weekly Newsletter with information about our outreach work and volunteer opportunities for the Campaign
- Train Interns in running community phone banks, data input, and office tasks.
- Answer questions from voters about community issues and events
- Create logistical plans for our daily and weekly field events

MIGRANT OFFICE OF EDUCATION REGION IV- FRESNO, CA

September 2015- February 2016

- Coordinated Educational Events and Student Field Trips
- Assisted with filing permission slips and emergency forms
- Made phone calls with several organizations attending the events

- Entered logistical data on excel while organizing the times & locations for bus pick - ups for each region we served.
- Sent out emails regarding fees and scheduling for events, answered phone calls, and greeted at the Front Desk.

CALIFORNIA TEACHING FELLOWS-ASP Teacher -FRESNO, CA

January 2015- February 2016

- Taught 4th, 5th, and 6th grade students in Math & Language Arts
- Made academic lesson plans and also taught enrichment based classes such as Theatre, Dance, and Leadership including coordinating school play and Dance Showcases.
- Taught students to serve their community and their school by recycling, taking initiative in organizing and gardening to keep a healthy campus
- Also attended monthly trainings about student involvement, psychological behavior, and community organization.

ENCOURAGE TOMORROW-Tutor-Fresno, CA

September 2011- August 2015

- Math & Language Arts Tutor for students in Fresno, Kerman, Selma, Caruthers, Biola, Coalinga, Huron, and Riverdale
- Received training to help families in need and to identify the problems in the community so that we could better assist those students.

COALITION FOR HUMANE IMMIGRANT RIGHTS- Campaign Lead- LOS ANGELES, CA

August 2012- November 2012

- Coordinated the events in the Central Valley
- In charge of recruiting and managing volunteers to assist with voter registration, promoting propositions, and community events
- Attended meetings in various cities in California and took Trainees to do canvassing and voter registration state wide.
- Kept data analysis reports

EDUCATION

B.A. POLITICAL SCIENCE, CERTIFICATE IN LEGAL STUDIES, CERTIFICATE IN FAMILY- BASED IMMIGRATION, CSU FRESNO
M.B.A IN PUBLIC ADMINISTRATION, SNHU

LEADERSHIP

FRESNO EOC COMMISSIONER - January 2020 - Present

- **FINANCE COMMITTEE**
- **SANCTUARY ADVISORY BOARD**
- **LOCAL CONSERVATION CORPS BOARD**

ACCESS PLUS CAPITAL BOARDMEMBER

- **FINANCE COMMITTEE**

CENTRAL VALLEY LATINO LEADERSHIP ACADEMY GRADUATE - 1st Cohort, 2018

SEFCEDA (Southeast Fresno Community Economic Development Association) – Chair 2011-Present

Assist with the planning of community events recognizing community leaders in Southeast Fresno. Worked towards improving the streets and businesses in the area. Promoted services for people looking for jobs and those wanting to learn new skills for the changing job market.

FRESNO COUNTY YOUNG DEMOCRATS- Executive Director 2018-2019

Assist Chair in overseeing committees, community events, and board meetings to help fellow young democrats become civically engaged and other clubs in attending important local events.

DARE TO DREAM CLUB- FRESNO STATE- TREASURER-2011-2012

In charge of the expenses and contributions we received. Our goal as a club was to raise money through community events for immigrant students who wanted to continue their college education. Coordinated events through the help of community ties. Awarded high school students with several scholarships and promoted the importance of Education.

GRACE UNITED METHODIST CHURCH- BOARD MEMBER-2012-2013

My involvement with this church was teaching a Youth Group and Sunday School for children in my neighborhood. I began attending community events and assisted the church with their community programs.

REFERENCES

REFERENCES FURNISHED UPON REQUEST



RESOLUTION OF THE SOUTHEAST FRESNO COMMUNITY ECONOMIC DEVELOPMENT ASSOCIATION, INC. IN SUPPORT OF NOMINATING ITZI ROBLES TO BE CONSIDERED FOR APPOINTMENT TO THE BOARD OF THE FRESNO ECONOMIC OPPORTUNITIES COMMISSION

WHEREAS, the Fresno Economic Opportunities Commission (Fresno EOC) currently has a vacancy to consider the appointment of a representative of a community organization on its Board of Directors;

WHEREAS; the current term of Ms. Itzi Robles as a member of the Board of the Fresno EOC will expire this month and her ability to be re-appointed requires a new nominating resolution;

WHEREAS; Ms Robles continued participation on the Board of the Fresno EOC provides mutual benefits to the Fresno EOC and SEFCEDA and the residents of SE Fresno;

It is hereby being resolved that the Board of SEFCEDA nominates Ms. Itzie Robles to continue to serve on the Board of the Fresno EOC.

This matter was considered and approved by the Board of Directors of SEFCEDA on its regular Board meeting of September 14, 2021.

ATTESTED and certified by the Chief Executive Officer of SEFCEDA

Jose Leon-Barraza, CEO

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Monday, September 27, 2021 1:17:10 PM

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

Name
James Daniel Martinez
Address
[REDACTED]
Email Address:
[REDACTED]
Number of years as a Fresno County resident:
[REDACTED]
Organization representing:
Associated Students Inc. Fresno State
Organization address:
[REDACTED]
Your Cellular Phone:
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Current Work Position / Title / Name of Organization:
Director of Operations, Associated Students Inc., California State University, Fresno
Resume Upload:
<ul style="list-style-type: none">• James-Resume-2021-1.docx
Relevant experience including current / past board service:
Currently I am in my first year as a commissioner on the Fresno County Board of Commissioners. Prior to joining the board, I have served as a legislative aid to several elected officials at the local, state, and federal levels of government over the course of 15 years; most recently as a regional field representative in former U.S. Senator Kamala Harris' Central Valley office, which oversaw the geographic area encompassing the Central San Joaquin Valley and the Central Coast. I have also been as an active

volunteer in multiple community organizations, facilitating an environment to foster and empower the development of a new generation of young leadership in Fresno County.

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

As an out and proud member of the LGBTQIA2+ community, I am privileged and honored to have been appointed by the Fresno Reel Pride Film Festival's official representative on the Fresno County Economic Opportunities Commission. Reel Pride shares many of the same values and principles as EOC, and have been partners in addressing many of the issues that face the LGBTQIA2+ community, particularly with the establishment and founding of the Fresno EOC LGBTQ+ Resource Center, which is an invaluable asset that provides supportive services to enhance the health and well-being of individuals of all ages in the LGBTQ+ community.

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

Over the course of my professional career, I have worked to advance the same goals and objectives through my legislative work at the local, state, and federal levels of government. With 15 years of government experience, I know first-hand the obstacles and barriers that many Fresno County residents face, including, but not limited to: food, housing and transportation insecurities, as well as equitable access to health care services, and educational opportunities. As a former field representative in, then Senator Harris' Central Valley Office, and in State Senator, Melissa Hurtado's Fresno District Office, I am intimately aware of the many challenges Fresno County residents face and are impacted by, which is why I believe my professional experience, and my role as a local elected official in the educational field, will continue to provide relevant, meaningful, but most importantly, impactful solutions to address poverty, increase student access to educational resources, such as Head Start, and workforce development programs among many others. I believe my life experience provides me a unique perspective to assist in continuing and participating in EOC's mission, particularly as someone who grew up in a single parent low-income household with his mother, who often was impacted by many of the same barriers our constituents face today.

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

Since its inception in a classroom at Fresno State in 1990, Fresno Reel Pride is the sixth oldest – and has grown to become one of the largest – gay and lesbian film festivals in the US. Reel Pride is a celebration of gay and lesbian cinema and is a premiere cultural event in central California attracting thousands of attendees to its five-day festival of international features, documentaries and short films. The film festival provides a vehicle and mechanism, as well as an in-person venue that promotes a safe and inclusionary environment with likeminded individuals who share a common life truth, journey, and passion to highlight the accomplishments of the LGBTQIA2+ community, while also addressing the struggles through cinema and film. It's this shared experience that Reel Pride continues to be a community partner with local elected officials, community members and organizations, as we work collectively to find solutions and provide resources to the many issues that impact our community, particularly those of the LGBTQIA2+ community.

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC.

No

Certification

 I agree to the following statement.
I certify under penalty of perjury that the above is true and that:
• I am or will be 18 years of age or older by the date of my appointment;
• I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
• I have read and understand the Fresno EOC Commissioner Job Description and have the capacity to

serve;

- I understand that there is a mandatory training for new commissioners in January and a board retreat in March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.

Signature



Date of Signature

09/23/2021

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

- [FRESNO-REEL-PRIDE-BOARD-OF-DIRECTORS-APPOINT-2-JDM.docx.pdf](#)

JAMES D. MARTINEZ

PROFESSIONAL EXPERIENCE

Associated Students Inc. (ASI) California State University, Fresno

Fresno, California

Director of Operations

September 2020 – Present

- In this position, the *Director of Operations* primary duties and responsibilities include but are not limited to: collaborate and consult with the Executive Team, assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress;
- Responsible for the daily administrative function of ASI; oversees and manages all organizational matters including, but not limited to: fiscal management, student training and development, personnel and program management, and strategic planning;
- Direct, train and evaluate full-time and part-time staff members. Promote leadership and encourage staff development. Recruits, trains and provides performance counseling and disciplinary actions when necessary;
- Work with the Vice President of Finance in preparing a budget for consideration; see that the organization operates within budget guidelines. Makes revenue projections and monitors expenditures. Monitors current year budget to ensure expenditures are allowable and within the approved budget.
- Ensures organizational compliance with University, California State University, State of California, and ASI regulations, policies and procedures relevant to ASI;
- Reviews and advises the Executive Team on appropriate contracts for operations, maintenance, rental, purchasing, etc. with the Executive Team having the final decision making authority;
- Oversees programs and services (such as club accounts), makes recommendations by researching and analyzing changing needs; identify and anticipate service trends. Develop, modify and evaluate program goals and objectives;
- Maintains continuity and cohesion by overseeing student development and trainings. Ensures timely and efficient transitions for student administrations including the orientation of incoming officers;
- Establishes and maintains transparent communication and working relationships with campus administration, community organizations, the student body, and members of the public in alignment to ASI mission;
- Provides final approval of all communications and media relations including public relations utilizing social networking, newspapers, magazines, promotional materials, radio programs and Bulldog Blog operations prepared by ASI staff members;
- Prepares correspondence, memoranda, and reports such as SWOT analysis, strategic plans, goals and accomplishments; reviews finished materials for completeness, accuracy and format, compliance with policies and procedures and appropriate English usage;
- Manages the entire election process, working with an external organization on Election Day to obtain the results to ensure confidentiality and neutrality of the process.

Office of California State Senator Melissa Hurtado, District 14

Fresno, California

District Representative

March 2020 – September 2020

- In this position, the *District Representative's* primary duties and responsibilities include but are not limited to: act as a liaison between the Senator and constituents, district organizations, local governments, and state agencies;
- Monitor local issues, especially those involving state agencies and keep the Senator and Chief of Staff apprised through the District Director;
- Articulate the Senator's position on legislative issues that affect the district through verbal and written communication;
- Brief the Senator in preparation for district meetings with constituents, community leaders and other stakeholder groups, as well as acting as the representative for the Senator by attending district-related events and meetings;
- Review and remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, attend community meetings and events;

- Responsible for drafting and sending letters to constituents, district organizations, and community leaders.

Office of United States Senator Kamala Harris

Fresno, California

Associate Field Representative

January 2019 – March 2020

- In this position, the *Field Representative's* primary duties and responsibilities include but are not limited to: supporting the regional district director in developing and maintaining relationships with key regional stakeholders, including elected officials, business leaders, community advocates, and faith leaders among others;
- Identify and flag hot-button issues throughout the Central Valley and Central Coast region before they arise and provide recommendations for potential engagement and outreach if appropriate;
- Support the execution of events, speaking engagements, briefings for the Senator, State Director, Deputy State Director, and/or District Director in the Central Valley and Central Coast as directed;
- Attend and schedule meetings with local government agencies and community-based organizations, as directed by the District Director;
- Deliver speeches at relevant events in the Central Valley and Central Coast when the Senator, State Director, Deputy State Director, and/or District Director cannot be present, pending approval;
- Prepare letters of support for grant applications for federal funding and other correspondence on behalf of key regional stakeholders in the Central Valley and Central Coast;
- Perform special projects assigned by the State Director, Deputy State Director and/or District Director.

Staff Assistant

July 2017 – December 2018

- The *Staff Assistant's* essential role is serving as the office's main liaison with constituents by greeting visitors, answering the telephone, handling mail and other incoming communications, and responding to constituent requests for general information, tours, and other inquiries. This position also oversees the administrative functions of the office and coordinates the office's internship programs. Additionally, this position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative, casework, and legislative duties;
- Draft correspondence, periodic reports and memos pertaining to a variety of issues concerning the Central Valley region including, but not limited to: infrastructure, High-Speed Rail, water and agriculture, immigration reform and forest management among others;
- Act as the one of two representatives for the Senator for the Central Valley and Central Coast to local, state and federal officials and other persons or groups to form effective relationships for the Senator. Duties included answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.

Saint Agnes Medical Center

January 2015 – July 2017

Fresno, California

Administrative Assistant: Patient Care Informatics Department

- The *Administrative Assistant's* essential role is supporting departmental projects and activities using effective communication with the Clinical Informatics team and Senior Leadership, Directors, Managers, Physicians, and colleagues within the enterprise.
- Coordinate meeting arrangements and schedule room preparation; coordinate and notify meeting participants, prepare and provide meeting agendas, and prepare packets/handouts or other materials as needed in a professional, timely and concise manner;
- Record, transcribe and distribute meeting minutes, and other follow-up material as appropriate;
- Assist in maintenance of databases for project milestones and process flows, as well as perform scanning duties and other data entry projects as requested. Maintain high level of accuracy with respect to data entry and reporting;
- Complete other duties as assigned to fulfill department needs.

Cary Catalano for Fresno City Council – District 1

April 2014 – November 2014

Fresno, California

Field Director

- The *Field Director's* essential role includes, but is not limited to: assisting in the coordination of voter and volunteer outreach efforts;
- Supervise, train and scheduled campaign volunteers;

- Assist in the execution of campaign strategy and assembled campaign material while giving direction to volunteers, staff and the candidate when out in the field;
- Draft correspondence, email blasts and social media posts to campaign supporters, key constituencies, stakeholder groups and voters;
- Administrative duties: answering phones, filing, data entry, event planning, scheduled meetings and conference calls

Office of United States Senator Barbara Boxer

September 2012 - April 2014

Fresno, California

Staff Assistant

- The *Staff Assistant's* primary responsibilities and duties include, but are not limited to: assisting constituents with questions regarding a variety of issues including, but not limited to: foreclosures, international adoptions, passport applications, state and city/county matters;
- Draft correspondence and reports pertaining to a variety of issues concerning the Central Valley region;
- Schedule meetings, conference calls, and greeting individuals, community groups and key stakeholders who visit the office;
- Supervise, train and schedule interns;
- Perform any and all administrative duties: including answering phones, filing, data base entry among others.

Starbucks Coffee Company

August 2007 – September 2012

Fresno, California

Barista

**City of Fresno, City Council
District 1 Hon. Tom Boyajian**

June 2004 - August 2007

Fresno, California

Council Assistant

- Drafted certificates of recognition, draft reports pertaining to the issues concerning District One.
- Supervised, trained, and scheduled interns
- Administrative duties: answering phones, filing, data base entry

COMMUNITY SERVICE

- Member of the Fresno County Democratic Central Committee, Fresno County Supervisorial District 3 2016 - 2020
- Vice Chair, Fresno County Democratic Central Committee June 2017 – January 2020
- Immediate Past President, Fresno County Young Democrats January 2017-2019
- Commissioner, Fresno County Economic Opportunities Commission November 2020- Present
- Board Member, Fresno Reel Pride Film Festival March 2021 – Present
- Elected Trustee, Area 3, Fresno County Board of Education December 2020 - Present

AWARDS AND COMMUNITY RECOGNITION

- Business Street's 40 Under 40, Class of 2019 December 2019

EDUCATION

- **Fresno City College** August 2004-2007
- **Fresno City College Study Abroad Program: London, U.K.** January 2005 – May 2005
- **California State University, Fresno** August 2007 - June 2010
Bachelor of Arts in Political Science
- **University of Southern California** June 2016- May 2018
Master of Arts in Communication Management

**CERTIFICATE OF CORPORATE RESOLUTION OF
F.I.G.L.E.A.F. EDUCATIONAL FESTIVAL d.b.a. FRESNO REEL PRIDE, a
California 501 (C)(3) Corporation**

A Meeting of the Board of Directors was duly held the 22nd day of September 2021; at which were present a voting majority of all of the members of the Board of Directors of said Corporation. Upon motion, second and unanimous vote of said Board of Directors, the following resolution was duly and regularly passed:

WHEREAS: The mission of Fresno Reel Pride is to increase the awareness of the LGBTQ community through the exhibition of film, exploring LGBTQ themes at an annual festival in Fresno. Fresno Reel Pride works to produce a major cultural and educational event for the entire Central Valley community designed to enhance community acceptance and understanding of LGBTQ issues, while adding to the diversity of a culturally rich city.

WHEREAS: Through a broad continuum of advocacy, education, outreach and collaboration, Fresno Reel Pride has continued working to address such issues as:
LGBTQ youth suicide prevention; violence toward LGBTQ and non-cis (gendered) individuals;
homelessness among LGBTQ youth; Immigration issues impacting the LGBTQ population in the Central Valley and the State of California.

WHEREAS: Fresno Reel Pride, as a LGBTQ community organization strives to create, engage and promote a systemic atmosphere of awareness and change through partnership and outreach.

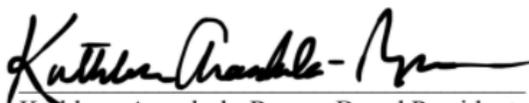
WHEREAS: James D. Martinez has been an active member and participant within said organization and an active community partner for over a decade. Mr. Martinez has served in his capacities and responsibilities to identify, fund and promote relationships that enable the mission of Fresno Reel Pride.

RESOLVED: That said Corporation by and through its Board of Directors ratifies, approves and adopts that Mr. James D. Martinez has been authorized by unanimous vote to submit an application for consideration to the position of community liaison to Fresno Economics Opportunities Commission, for and on behalf of said Corporation.

DATED: This 22nd day of September, 2021.

F.I.G.L.E.A.F. EDUCATIONAL FESTIVAL dba FRESNO REEL PRIDE, a California Corporation

By:
Name:


Kathleen Arambula-Reyna, Board President

The undersigned Secretary hereby represents and certifies that the above and forgoing is accurate and true.

By:
Name:


Nikolas Lorenzo Lucio, Board Secretary

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New voter registration from website
Date: Wednesday, September 29, 2021 12:03:30 PM

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

Name
Joe Lee
Address
[REDACTED]
Email Address:
[REDACTED]
Number of years as a Fresno County resident:
[REDACTED]
Organization representing:
The Fresno Center
Organization address:
[REDACTED]
Your Cellular Phone:
[REDACTED]
Date of Birth
[REDACTED]
Age:
[REDACTED]
Current Work Position / Title / Name of Organization:
Engineer, AT&T
Resume Upload:
<ul style="list-style-type: none">• Joe_Lee-Resume.pdf
Relevant experience including current / past board service:
Board Chair for The Fresno Center (2016-2020).
How will the organization and you be an asset to Fresno EOC?
The Fresno Center is a community based organization with expertise in the Southeast Asian population

and will be a beneficial partner for EOC to serve all communities within the Fresno County area.

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

I have always strive to give back to my community that I grew up with and to volunteer as an EOC Board of Commissioners is a way for me to fulfill my commitment.

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

1. Partnership
2. Shared Values
3. Leadership opportunities

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC.

No

Certification

 I agree to the following statement.
I certify under penalty of perjury that the above is true and that:

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

Signature



Date of Signature

09/29/2021

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

- [TFC-resolution-for-Joe-Lee-to-EOC.pdf](#)



PROFILE

Served as a board member for The Fresno Center for 15 years. Co-founder and coordinator for the Parents Empowerment Base organization. A professional in the telecommunication industry for over 24 years.

PROFESSIONAL EXPERIENCES

- Lead OSP Design Engineer** September 2007 - Present
AT&T Construction & Engineering Fresno, CA
- Manager - Network Transport & Performance** November 2004 – August 2007
AT&T Network Planning & Engineering Fresno, CA
- Implementation Engineer** August 2000 – October 2004
AT&T Network Planning & Engineering Fresno, CA
- Senior Communication Manager** December 1998 – August 2000
Pacific Bell Information Technology Sacramento, CA
- Administrative Supervisor** December 1996 – December 1998
Pacific Telesis External Affairs Fresno, CA

AT&T is a fortune 500 company with more than 200,000 employees worldwide. AT&T is the # 1 telecommunications company in the world, providing a wide range of products and services, including wireless, high speed internet and digital TV with VoIP.

COMMUNITY BASED EXPERIENCES

- Chairman of the Board of Directors** 2016 - 2020
- Member of the Board of Directors** 2005 - 2020
The Fresno Center Fresno, CA
A non-profit 501(c)3 organization serving the Fresno and surrounding community. The mission of the organization is "To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross cultural understanding."
- Co-founder / Program Coordinator** 2014 - Present
Parents Empowerment Base (PEB) Fresno, CA
A non-profit community-based organization serving the Fresno and surrounding community. The PEB has been formed to educate, practice and preserve the Hmong language and culture. This organization also serves as a source of information, referral, and guidance to the community at large.

EDUCATION

- Bachelor of Science – Business Administration** June 1996
California State University, Fresno Fresno, CA



THE FRESNO CENTER

PRESIDENT & CEO

Pao Yang

BOARD OF DIRECTORS

Claudia Soria-Delgado, Chair
Dr. Larry Wilder, Vice Chair
Rita Byrum, Treasurer
Lana Fahoum, Secretary
Kongmeng Thao, Board Member
Lay Prum, Board Member
Sua Vang, Board Member
Seng Yang, Board Member

ADMINISTRATION EAST

1725 N. Fine Ave.
Fresno, CA. 93727

MAIN LOCATION

4879 E. Kings Canyon Rd.
Fresno, CA. 93727

Office 559.255.8395

Fax 559.255.1656

www.fresnocenter.org



OF FRESNO COUNTY, CALIFORNIA

RESOLUTION

WHEREAS, the Fresno County Economic Opportunities Commission has openings for the Community Sector Commissioner in its organization, and

WHEREAS, The Fresno County is home to over 90,000 API (Asian Pacific Islander), and

WHEREAS, Many of the API are new Americans and from Southeast Asia who fought for and with the United States Armed Forces during the Vietnam War, and

WHEREAS, Many fled their own countries as refugees after the war to avoid persecution, imprisonment, or death for their loyalty to American and the Armed Forces of this nation; and

WHEREAS, MANY OF THE soldiers and their families live in the Fresno Community and are served by Fresno County Economic Opportunities Commission

WHEREAS, Mr. Joe Lee has expressed a desire and commitment to continue serving as a Commissioner, and

WHEREAS, The Fresno Center's board and management staff are aware of the extensive and valuable community work that has been done in Fresno County, and

Now, THEREFORE, BE IT RESOLVED that the Board of Directors fully supports and approves Mr. Joe Lee's application with Fresno County Economic Opportunities Commission as a Community Sector Commissioner to promote, publicize, and increase awareness of the importance of the contribution and needs of the Southeast Asian Community.

ADOPTED this 28 day of September in the Year 2021 by the Board of Directors:

Claudia S. Delgado, Board Chair

Inspire. Empower. Cultivate.

SEP 27 2021

COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

FRESNO EOC/EXECUTIVE OFFICE

This signed form and documentation must be submitted/postmarked by **FRIDAY, OCTOBER 1, 2021**. You must also submit a resolution of support for this 2 year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

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

Bymail: Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	By E-mail: Elections@Fresnoeoc.org By 11:59 PM on the due date	Hand delivered: Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 5:00p.m. on the due date
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NAME	FIRST <i>Jimmie (Jimi)</i>	MIDDLE <i>L.</i>	LAST <i>Rodgers</i>
ADDRESS	NUMBER	STREET	CITY ZIP CODE
[REDACTED]			
EMAIL ADDRESS	[REDACTED]		
ORGANIZATION REPRESENTING:	RESIDENT: <i>Fresno Association of Black Social Workers</i>		# YEARS AS A FRESNO COUNTY <i>30 yrs</i>
ORGANIZATION	NUMBER	STREET	CITY ZIP CODE
ADDRESS:	[REDACTED]		
TELEPHONE NUMBER	[REDACTED]	DATE OF BIRTH:	[REDACTED] AGE: [REDACTED]
CURRENT WORK POSITION/TITLE/NAME OF ORGANIZATION: (You may submit a resume if you have one.) <i>Retired Head Counselor - Fresno Unified School District</i>			
RELEVANT EXPERIENCE INCLUDING CURRENT/PAST BOARD SERVICE: <i>See Attachment</i>			
HOW WILL THE ORGANIZATION AND YOU BE AN ASSET TO FRESNO EOC? <i>See Attachment</i>			



LIST THE REASONS FOR YOUR INTEREST IN FRESNO EOC BOARD OF COMMISSIONERS:

See Attachment

LIST THE REASONS YOUR ORGANIZATION INTERESTED IN FRESNO EOC BOARD OF COMMISSIONERS:

See Attachment

CONFLICT OF INTEREST DECLARATION:

Any close relative employed by Fresno EOC? YES NO If yes, name/relationship:

Economic interest in Fresno EOC? YES NO If yes, please explain:

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND THAT:

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

Signed:

[Handwritten Signature]

Date:

9-27-2021

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

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, please attach an explanation to the application.

Community Sector Representative Nomination Form

Relevant Experience:

- **Current member of the FEOC board of Commissioners**
 - **Served for 20+ years**
 - **Served 2nd term as HR Chairperson**
 - **School of Unlimited Advisory Board for 20+ years**
 - **Serving the Fresno community through membership in four local organizations and church.**
1. **Fresno Chapter of the Association of Black Social Workers**
 - a. **Currently serving as Treasurer. Previously held the offices of President, Vice President, and Secretary.**
 - b. **United Negro College Funds. Assisting in raising scholarship funds for students in Fresno County to attend Historically Black Colleges and Universities.**
 - c. **Heritage Quilters.**
 - (i) **Assisting in the coordination of quilts donated to parents who just delivered babies (2 times per year – approximately 80 quilts) at Fresno Regional Center**
 - (ii) **Coordinate the scholarship fund with plans of giving scholarships to 2022 graduates in Fresno County.**
 - d. **Saints Community Church of God in Christ. Since 2010, I have served on the Red and White Scholarship Committee. We awarded over 130 scholarships to high school students in Fresno County ranging from \$500- \$1500 for approximately \$110,000.**

Asset to FEOC

- **Hold a Masters in Social Work from CSU, Fresno and membership in the National Association of Black Social Workers at local, state, and national level with a vision and mission to increase:**
 - 1. Provide awareness in Mental Health and Suicide Prevention through community workshops. Currently hosting a symposium focusing on Suicide Awareness.**
 - 2. Provided educational and supervisory support to past and future social work students.**
 - 3. Focus on social justice and restorative practices in the public and private schools.**
 - 4. Voter Registration**
- **Retired as a Counselor/ Head Counselor involved in several WASC accreditation at Fresno High. Participated in two SOUL WASC accreditation and WASC virtual visitation.**
- **Working for the fourth largest school districts in California has given me strong working knowledge of Pre-K to 12th grade and a strong awareness of Head Start and School of Unlimited Learning.**

My Interest in FEOC

- **I am very concerned about the youths and families of Fresno County. Since FEOC is the largest non-profit agency in California, I should be involved in meeting the needs of our community and want to be a part of this accomplishment.**
- **I believe that FEOC can:**
 - 1. Assist in decreasing the poverty rate in Fresno County through job training, education, housing, and financial awareness and more.**
 - 2. Through HS and SOUL, FEOC will assist in decreasing the drop-out rate and increase the number of students entering post-secondary options.**
 - 3. Assist the families in Fresno County in having their basic necessities met (food, clothing & shelter). And not stopping at the basics.**
- **I want to offer my love, passion, commitment, and expertise to service to all individuals in Fresno County.**

My Organization interested in FEOC

- **FABSW is committed to being part of the Fresno community. FEOC is a vital part of this community**
- **FEOC mission is aligned with the core beliefs of our organization.**

- **Belief that decreasing/removal of barriers (poverty, housing, mental health, education, etc.) which allow children and families to be successful.**
- **Assist in eliminating the disparities in health care, education, and social justice.**

Fresno Chapter Association of Black Social Workers

RESOLUTION

Whereas, Jimi Rodgers has served the Community of Fresno through active participation as a Fresno Economic Opportunities Commissioner and has served on various committees (School of Unlimited Learning, Head Start, Human Resource, By-Laws) for the past 20 years.

Whereas, Jimi has dedicated many volunteer hours of service to the Fresno Community through membership in the local, state, and national chapters of the Association of Black Social Workers and participating in the donations of baby quilts for the infants at Fresno Regional Community Hospital.

Whereas, Jimi maintains active membership in Saints Community Church of God in Christ and serves on education and scholarship committee to assist students in the church and throughout Fresno County with the necessary resources to attend any post-secondary program.

Whereas, Jimi is a member of Heritage Quilter and coordinates their scholarship program and community project geared for teaching young students basic sewing skills needed to enter an artistic design program.

Whereas, Jimi retired after 23 years of employment with Fresno Unified School District as Head Counselor at Fresno High and was and still is committed to improving the educational needs of all children throughout Fresno County.

Whereas, There exist a vacancy on the Fresno Economic Opportunities Commission and Mrs. Rodgers has served as a board member and expressed a desire to continue serving her community by working towards reducing the poverty level in Fresno County through services on the FEOC Board.

There for, Be it resolved that the Fresno Chapter of the Association of Black Social Workers place in nomination the name of Jimi Rodgers to fill the Community Sector Representative vacancy on the Fresno Economic Opportunities Commission.

Member Resolution No. 26

Dated the 11th of September, 2021



Alton Taylor

Vice President

Fresno Chapter Association of Black Social Workers



COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

FRESNO EOC/EXECUTIVE OFFICE

This signed form and documentation must be submitted/postmarked by FRIDAY, OCTOBER 1, 2021. You must also submit a resolution of support for this 2 year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

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

Bymail: .Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	By E-mail: Elections@Fresnoeoc.org By 11:59 PM on the due date	Hand delivered: Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 5:00p.m. on the due date
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NAME	Bruce E. McAlister	FIRST MIDDLE LAST
NUMBER STREET CITY ZIP CODE ADDRESS [REDACTED]		
EMAIL ADDRESS [REDACTED]		
ORGANIZATION REPRESENTING: # YEARS AS A FRESNO COUNTY RESIDENT: West Fresno Faith Based Organization 48 years resident of Fresno County		
NUMBER STREET CITY ZIP CODE ORGANIZATION ADDRESS: [REDACTED]		
TELEPHONE NUMBER: DATE OF BIRTH: AGE: [REDACTED]		
CURRENT WORK POSITION/TITLE/NAME OF ORGANIZATION: (You may submit a resume if you have one.) Pastor/ Saints Community Church of God in Christ.		
RELEVANT EXPERIENCE INCLUDING CURRENT/PAST BOARD SERVICE: I have served on the board as a Commissioner in the past several years; representing the West Fresno Faith Based Organization		

HOW WILL THE ORGANIZATION AND YOU BE AN ASSET TO FRESNO EOC? The West Fresno Faith Based Organization, works closely with a number of churches in the West Fresno Community. It provides referral information, regarding services that are available through EOC and other agencies. The WFFBO works at promoting social justice and addressing the needs of the poor in our community.

Community Sector Representative Form| 1



Fresno **Economic Opportunities Commission**

LIST THE REASONS FOR YOUR INTEREST IN FRESNO EOC BOARD OF COMMISSIONERS: I am interested in the Board of Commissioners, because it allows me to serve the faith based community and promote the programs and services of EOC to the community of Fresno., It is important to have the Faith Community of the African American Church represented.

LIST THE REASONS YOUR ORGANIZATION INTERESTED IN FRESNO EOC BOARD OF COMMISSIONERS: It was EOC that gave birth to the West Fresno Faith Based Community Organization over a decade ago. The WFFBO is committed to serving the poor, youth, and elderly in Fresno and promoting Social Justice. These individuals are in our churches.,

CONFLICT OF INTEREST DECLARATION:

Any close relative employed by Fresno EOC? YES NO If yes, name/relationship:

No relative employed. Economic interest in Fresno EOC? YES NO If yes, please explain: I have no economic interest in Fresno.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND THAT:

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

(federal, state or local) with commission of any of the offenses above; and

- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.

Signed Bruce E. McAlister

Bruce E. McAlister Date: 9-27-21

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

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, please attach an explanation to the application.

Community Sector Representative Form| 2

Rev. Booker T. Lewis II
President/ SecretaryDr. Kelvin Morgan
Vice PresidentRev. Bruce E. McAlister
Chief Financial Officer

Dr. Sudarshan Kapoor

Pastor Jeff Wheeler

To: Fresno Economic Opportunities Commission
 Attn: Community Sector Representative Nominations
 P.O. Box 992
 Fresno Ca. 93714

From: Booker T. Lewis II, President WFFBO
 Subject: Board Resolution regarding Appointment to the Fresno EOC Board
 of Commissioners

Dear Community Sector Representative Nominations Committee,

West Fresno Faith Based Organization is unanimously submitting this resolution to reappoint Pastor Bruce McAlister, Pastor of the Saints Community Church of God in Christ as our community sector representative to the Board of Commissioners for the Fresno Economic Opportunities Commission for the 2022-2023 term.

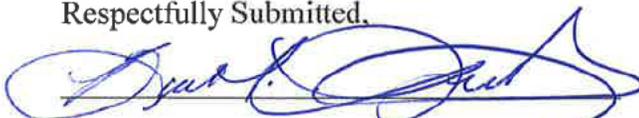
We still believe that it is imperative that we continue our relationship with EOC as we continue to work together to improve the quality of life for West Fresno residents.

After over twenty years of service, Pastor McAlister continues to be an integral part of the West Fresno Faith Based Organization. He is a major contributor to building projects through our organization directly related to the economic development of people in our most vulnerable neighborhoods.

We have every confidence that Pastor McAlister will continue his legacy of impeccable representation with integrity and compassion for our community. He will continue to be a great supporter of programs and activity in our community that brings helpful assistance to improving the quality of life and dignity of those who reside in this great valley.

We therefore submit this resolution, effective this 28th day of September 2021, recommending Pastor Bruce McAlister be reappointed to the Fresno EOC Board of Commissioners.

Respectfully Submitted,



Rev. Booker T. Lewis II, President WFFBO

BOARD OF COMMISSIONERS MEETING

Date: November 17, 2021	Program: Executive Office
Agenda Item #: 11C4	Director: N/A
Subject: Target Area A Special Election	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends approval to hold a Special Election for Target Area A.

Background

Per our Policies and Procedures for Target Area Commissioners;

“A Target Area special election may be called when a vacancy occurs during the term of office or if no nominations are received during the candidate nomination timeframe.”

Timeline for Target Area A Special Board Election:

Friday, 11/12	Press Release is released
Friday, 12/17	Last day of acceptance of nomination forms for Target Area A Candidates.
Tuesday, 12/28	Ballots Opened at 4pm in the Fresno EOC Board Room and Virtual Link provided for Public View.
Wednesday, 01/23	Present election results at the Board of Commissioners meeting for approval to seat as of January 1, 2022.
February 2022	New board member virtual training

Fiscal Impact

None.

Conclusion

If approved by the full Board, staff will carry out the special election for Target Area A.

COUNTY-WIDE POLICY COUNCIL
MINUTES

October 5, 2021

- CALL TO ORDER** The meeting was called to order at 6:12 p.m. by Ashleigh Rocker Greene, Vice-Chairperson via ZOOM call. Araceli Zavalza, CWPC Chairperson was unable to attend tonight's meeting.
- ROLL CALL** Roll Call was called by Ashleigh Rocker Greene, Vice-Chairperson. The following Representatives were present: Brenda Velasquez, Xiomara Cuyun, Anna Fernandez, Alma Martinez Guillen, Miroslava Woodward, Erica Cortez, Natalie Montano, Laura Barnes, Youa Xiong, Stephanie Salazar, Haydee Garcia, Stephanny Vasquez, Melissa Rivas, Maria Barajas, Aurora Rios, Anna Chavez, Blanca Lopez, Senovia Murillo, Cynthia Rivera, Jasmin Soto, Ashleigh Rocker Greene, Lilly Lao, Christina Marquez, Blanca Perez, Ana Angeliano, Brenda Marmolejo, Juanita Marquez, Anyssa De La Cruz, Angela Diaz, Fawnda Cole, Ashley Sierra, Anna Thomas, Pedro Uresti, Maria Castellanos, Yessenia Magallon, Emilia Juarez, Maria Moreno, Cesia Muniz, Zina Brown-Jenkins and Jimi Rodgers. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the August 3, 2021 and September 7, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.
- Motion to approve the August 3, 2021 and September 7, 2021 CWPC Minutes as written and read was made by Anna Chavez and seconded by Anna Fernandez. Motion carried
- COMMUNITY REPRESENTATIVE REPORTS** No Community Representatives Reports were given at tonight's meeting.
- FRESNO EOC COMMISSIONERS' REPORT** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative of the Fresno EOC Board of Commissioners minutes from the June 23, 2021 meeting. This information was sent to Representatives prior to tonight's meeting.
- Ms. Brown-Jenkins shared information from the September 22, 2021 Fresno EOC Board of Commissioners meeting.
- Transforming and Inspiring: A. Ochoa of Fresno EOC Food Services helped to get food to the Wellness Center in Mendota with the Community Food truck. This food distribution event was well managed.
- Strategic Planning: The challenge is to define Fresno EOC's role in bringing people from poverty to prosperity through strategic vision. Strategic Planning consists of three (3) sessions which will cover Core Values, Mission and Vision.
- SOUL Charter School: SOUL Charter School is for teenagers that do not do well in a regular school setting and it offers an Independent Study Program. If you have any questions, please feel free to contact Zina Brown-Jenkins.
- Motion to approve the June 23, 2021 Fresno EOC Board Minutes as written and read was made by Fawnda Cole and seconded by Juanita Marquez. Motion carried.
- FINANCIAL STATUS REPORT FOR THE MONTH OF JULY 2021** Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of July 2021. These reports were sent to Representatives prior to tonight's meeting.

FINANCIAL STATUS REPORT FOR THE MONTH OF JULY 2021 (Cont.)

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

Motion to approve the Monthly Financial Status Reports for July 31, 2021 for Early Head Start and Head Start was made by Maria Castellanos and seconded by Fawnda Cole. Motion carried.

AVERAGE DAILY ATTENDANCE (ADA) REPORTS FOR THE MONTH OF JULY 2021 AND AUGUST 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of July 2021 and August 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 July 2021 is 60.79% for Center Base and 35.99% for Home Base.

The Head Start monthly ADA for July 2021 is 80.56% for Center Base. Total Head Start enrollment for July 2021 is 36. Home Base was not in session as the program year ended May 20, 2021.

The Early Head Start monthly ADA for August 2021 is 72.71% for Center Base and 90.32% for Home Base.

The Head Start monthly ADA for August 2021 is 83.45% for Center Base. Total Head Start enrollment for August 2021 is 1,073.

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 July 2021 and August 2021 was made by Anna Fernandez and seconded by Linda Murillo. Motion carried.

HEAD START 0 TO 5 ANNUAL SUMMARY OF SELF-ASSESSMENT

Veronica Galvan, Quality Assurance Manager, informed Representatives of the Head Start 0 to 5 Annual Summary of Self-Assessment.

As per the Head Start Program Performance Standards, with regards to ongoing assessment of program goals, "a program must effectively oversee progress towards program goals on an ongoing basis and annually must: (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress toward meeting goals establish under paragraph (a) of this section, compliance with program performance standards through the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness' and (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment' and, (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS officials (§1302.102 Achieving program goals(b)(2).

Fresno EOC Head Start 0 to 5 performed three annual Self-Assessments in November, February and April during each program year. Staff invites parents and Board of Commissioners to participate, compile and analyze data that is aggregated during the program year to date.

HEAD START 0 TO 5 ANNUAL
SUMMARY OF SELF-
ASSESSMENT (Cont.)

Together, they identify strengths and areas for improvements and prescribe actions to be taken for corrections, when necessary.

In May, the data collected during each self-assessment (quantitative and qualitative) is merged into one final document that is referred to the Annual Summary of Self-Assessment Review Decisions. Strengths that are outlined were defined as beyond the mandates, no area of non-compliance were discovered, and areas for continuous improvements to better support the program were identified.

Motion to approve the Head Start 0 to 5 Annual Summary of Self-Assessment Review Decisions for program year 2020-2021 was made by Emilia Juarez and seconded by Alma Martinez. Motion carried.

CWPC ELECTIONS FOR
2021-2022 PROGRAM
YEAR/INSTALLATION OF
NEW OFFICERS

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Elections for 2021-2022 Program Year and Installation of New Officers.

To be in accordance with Head Start Program Performance Standards, Section 1301.3, an agency must (a) establish policy council and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

During the month of October, elections are held to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, standing committee chairpersons, and one (1) appointed Early Head Start Representative. In an effort to include equal representation for all Early Head Start/Head Start centers and all Home Base areas, the CWPC body will be assigned to a six (6) Cluster System. Once an Executive Board officer position has been filled from a specific cluster, no other Representative from that particular cluster may run or be nominated.

The term of office for Head Start 0 to 5 CWPC Representatives consists of one (1) year commitment from October 2021 to October 2022. Representative cannot serve more than a three (3) year term (any 3 years combined) in accordance with Head Start 0 to 5 CWPC Bylaws, Article III, Section 5, Term of Office.

Ms. Jalomo-Ramirez explained duties and responsibilities of the CWPC officers as each position was opened up to the floor. Ms. Jalomo-Ramirez informed Representatives the terms are from October 2021 through October 2022. This information was mailed to Representatives prior to tonight's meeting.

Ms. Jalomo-Ramirez explained that voting will be conducted by counting the "Show of Hands".

Nominations were opened for Chairperson. The following persons were nominated: Fawnda Cole, Ashleigh Rocker Greene and Senovia Murillo.

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Ashleigh Rocker Greene (Kings Canyon Center Base Representative) was elected Chairperson.

Nominations were opened for Vice-Chairperson. The following person was nominated: Fawnda Cole.

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Fawnda Cole (Roosevelt Center Base Representative) was elected Vice-Chairperson.

Nominations were opened for Secretary. The following person was nominated: Lilly Lao

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Lilly Lao (Madison Center Base Representative) was elected Secretary.

Nominations were opened for Treasurer. The following person was nominated: Angela Diaz.

CWPC ELECTIONS FOR
2021-2022 PROGRAM
YEAR/INSTALLATION OF
NEW OFFICERS (Cont.)

As there were no further nominations, voting was conducted by counting the "Show of Hands". Angela Diaz (Romain Center Base Representative) was elected Treasurer.

Nominations were opened for Sergeant-At-Arms. As there were no nominations, elections for the position of CWPC Sergeant-At-Arms will be tabled for the next CWPC Meeting on November 2, 2021.

Nominations were opened for Historian. As there were no nominations, elections for the position of CWPC Historian will be tabled for the next CWPC Meeting on November 2, 2021.

Ms. Jalomo-Ramirez, explained that a Representative from the Early Head Start program will also sit on the CWPC Executive Board.

At this time, Olga Jalomo-Ramirez, administered the Oath of Office to the newly elected CWPC Executive Board officers:

Ashleigh Rocker Greene	CWPC Chairperson
Fawnda Cole	CWPC Vice-Chairperson
Lilly Lao	CWPC Secretary
Angela Diaz	CWPC Treasurer

A round of applause was given to the newly elected CWPC Executive Board officers.

Motion to approve tonight's elections for CWPC Chairperson, CWPC Vice-Chairperson, CWPC Secretary and CWPC Treasurer was made by Maria Castellanos and seconded by Anna Thomas. Motion carried.

Ashleigh Rocker Greene will continue tonight's meeting as the newly elected CWPC Chairperson.

PERSONNEL COMMITTEE
REPORT

Ashleigh Rocker Greene, CWPC 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. Rocker Greene reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for October 5, 2021.

COUNTY-WIDE POLICY
COUNCIL PROGRAM
GOVERNANCE TRAINING,
TUESDAY, OCTOBER 26,
2021

Nidia Davis, Program Support Director, informed Representatives of the County-Wide Policy Council Program Governance Training, for Tuesday, October 26, 2021. This information was previously sent to Representatives prior to tonight's meeting.

Per the Head Start Program Performance Standards 1301.5 – Training, an agency must provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

This year, staff will host a CWPC Program Governance Training on Tuesday, October 26, 2021 at 6:00 p.m. via ZOOM.

Ms. Davis encouraged all Representative to attend this important training. A ZOOM invite will be sent to all Representatives.

2020-2021 PIR: EARLY
HEAD START/HEAD START

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the 2020-2021 Program Information Report (PIR): Early Head Start/Head Start. This information was previously sent to Representatives prior to tonight's meeting.

Per Section 642(d)(2) of the Head Start Act, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about

program planning, policies, and Head Start agency operations, including the Program Information Report (PIR).

2020-2021 PIR: EARLY HEAD START/HEAD START (Cont.)

The Office of Head Start (OHS) PIR provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start program nationwide. All grantees and delegates are required to submit PIR for Head Start and Early Head Start programs. PIR data is compiled for use of the federal, regional, state and local levels. The PIR collects data on children, staff and family demographics and program characteristics including data on physical health, mental health, disabilities and family services. All of this data is aggregated at the end of each program year and reported to the Office of Head Start.

SELF-ASSESSMENT DATA REVIEW WEEK NOVEMBER 16 TO NOVEMBER 19, 2021/INVITATION TO PARTICIPANTS IN SELF-ASSESSMENT

Veronica Galvan, Quality Assurance Manager, informed Representatives of the Self-Assessment Data Review Week of November 16 to November 19, 2021 and the Invitation to Participants in Self-Assessment. This information was previously sent to Representatives prior to tonight's meeting.

Head Start 0 to 5 must conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness; communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and, submit findings of the self-assessment to the Office of Head Start.

This year, we are scheduled to have three (3) Triannual self-assessment data reviews that have been scheduled to take place in November, February and May. The date for the first triannual self-assessment will take place November 16 to November 19, 2021. We would like to invite all CWPC Representatives to participate in the process of using data to monitor progress toward program goals, compliance with Head Start Program Performance Standards, and effectiveness in promoting school readiness.

Ms. Galvan informed Representatives that the Self-Assessment Orientation Training is scheduled for November 10, 2021 from 9:00 a.m. to 10:00 a.m. via ZOOM for Head Start 0 to 5 staff, families and Fresno EOC Board members.

EARLY HEAD START/ HEAD START MONTHLY PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF JULY 2021 AND AUGUST 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 July 2021 and August 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.

ANNOUNCEMENTS

Ashleigh Rocker Greene, CWPC Chairperson, made the following Announcements:

- A. October 11, 2021 – Indigenous People's Day Holiday – No School
- B. October 19, 2021 – Next CWPC Executive Board Meeting 6:00 p.m.
- C. October 26, 2021 (Tuesday) – County-Wide Policy Council Program Governance Training – via ZOOM at 6:00 p.m.
- D. November 2, 2021 – CWPC Meeting at 6:00 p.m.

ADJOURNMENT

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

The meeting adjourned at 7:59 p.m.

Submitted By:

Esther Lepe
Recording Secretary

Nov. 17, 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

Zoom Q&A on new COVID-19 Vaccine Policy

Fresno EOC staff was invited to a Q&A Session November 3 on Zoom regarding the new COVID-19 Vaccine Policy. Health Equity Advocate Dr. Venise Curry, our Chief Administrative Officer Heather Brown, and I answered as many questions as possible about the new policy during the session.

Service Team Retreats

We held service team retreats for all supervisors and managers across Administration, Finance, Programs, Operations, and Access Plus Capital. During those retreats, we:

1. Looked at research on the root causes of poverty in Fresno and how it relates to Fresno EOC's role in the community
2. Addressed the culture at Fresno EOC after going over results of a recent Employee Engagement Survey. Supervisors and managers collaborated on how to improve morale, engagement, trust, and wellness for all staff.

Strategic Planning

We wanted to update you on where we are at in the strategic planning process. We have organized a committee across different programs and departments. They have been meeting weekly to plan the details of the Strategic Planning process for the agency. The two goals are:

1. Ensuring the strategic plan reflects the community voice
2. Engaging staff throughout the strategic planning process

Strategic Planning – Mission, Vision, and Values

As you know, we have been working to update our Mission, Vision, and Values. We want to take a moment to thank you for your input. As a reminder, the next meeting to discuss our Mission Statement is tonight following our Board meeting. The next meeting in this process is on December 9 to discuss our Vision Statement.

FRESNO EOC COMMUNITY EFFORTS

CalCAPA Events

The Association of Community Action Agencies (CalCAPA) hosted an Executive Director meeting for all Community Action Agencies in California today. This is an exciting opportunity to be more involved with the other Community Action Agencies in the state. We will also be attending the CalCAPA's association meeting in December.

Fiesta and Scholarships

The League of Mexican American Women invited me to take part in the [46th Annual Fiesta Navideña](#) event on Saturday, November 27. The event will include a fashion show and a silent auction to raise money for college scholarships for Fresno County students.

MEDIA MENTIONS

Fresno EOC LGBTQ+ Resource Center

Our LGBTQ+ Resource Center was featured in The Collegian publication for an exhibit displayed at ArtHop in the Tower District. Artists reflected on two October motifs, Halloween and LGBTQ+ History Month in their exhibit, "The Costumes We Wear." Media Mention – October 12 [The Collegian](#)

Smoke-free multi-unit housing

Our Tobacco Education Program is celebrating a victory. Volunteers spearheaded efforts to educate the community and Fresno city council members about the importance of smoke-free multi-unit housing. And in mid-October, Council members passed an ordinance to ban smoking in multi-unit housing. The ban is scheduled to go into effect in January. Media Mention – October 14 [KMJNOW](#)

Advance Peace Fresno making change in the community

Advance Peace Fresno was featured in the Wall Street Journal, which has a circulation of more than 2.8 million. The article highlights the efforts of our program, the program goals, and our efforts to make a positive change in the community. Media Mention - October 27 [Wall Street Journal](#)

A safe and fun-filled Halloween

We participated in a safe Trunk or Treat at the Alliance for Medical Outreach & Relief (AMOR) in Mendota. There were free treats, prizes, and vaccines at the AMOR Wellness Center. Media Mention – October 28 [GVWIRE](#)

Fresno EOC Local Conservation Corps trained crews in forestry and wildfire prevention

30 students graduated from the Central Valley Forestry Corps. Graduates had free training from organizations including Fresno EOC Local Conservation Corps. They will assist in fighting wildfires across the state. Media Mentions - November 3 [ABC30](#) and [Your Central Valley](#)

CEO Contract Renewed by Fresno EOC Board of Commissioners

We were mentioned in GV Wire as a result of my contract renewal, thanks to your unanimous vote of approval. I would like to take this opportunity to say, once again, how grateful I am for this rewarding opportunity for which I am humbled and inspired. I appreciate being able to continue to serve and hold a position in this great agency which helps so many people in our community. Media Mention – November 5 [GVWIRE](#)

OCTOBER-NOVEMBER SPONSORSHIPS

Fresno Community Health Improvement Partnership's (FCHIP) Annual State of Our Health - Virtual Event

This sponsorship allows FCHIP to help with engagement of community youth and residents, supports county data integration efforts, provides ongoing support for collective equity work, helps develop a sustainable evidence-based Community Health Worker HUB model, and helps sustain the multi-sector collaboration through the Fresno County Trauma Informed Network of Care.

Central Valley Scholars – Virtual Event

This sponsorship allows Central Valley Scholars continue to create accessible pathways towards higher education for historically marginalized communities in the Central Valley. In only two years, Central Valley Scholars has reached more than 3,000 students, providing free college workshops, scholarships, mentorship, and specialized programming.

NCAF Virtual Conference

The National Community Action Foundation out of Washington, DC held a virtual conference over several dates in November. As you probably know NCAF is a private, non-profit organization which serves as an advocate for our programs and all Community Action Agencies across the country.

Thank You to Our Partners

We continue to identify service gaps through listening to and lifting up unheard voices in our community. When we work together, we elevate the fight against injustice and poverty.