

BOARD OF COMMISSIONERS MEETING

DATE: April 21, 2025

TIME: 5:30 PM

MAIN LOCATION: 3110 W Nielsen Ave, Fresno, CA 93706

AGENDA

ITEM	SUBJECT	PRESENTER	ACTION
1.	CALL TO ORDER AND COMMUNITY ACTION PROMISE: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.		
2. Page 5	ROLL CALL A. Board and Committee Meetings Monthly Attendance Record		
3.	ADDITIONS TO THE AGENDA (The Board may add an item to the agenda if. 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.)		
4.	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.)		
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. Limit three minutes per speaker)		
6.	TRANSFORMING AND INSPIRING A. Health Services	Thomas, Staff	Information
7. Pages 11-381	CONSENT AGENDA - ITEMS 7_1- 7_24 See attached consent agenda. Any Commissioner or member of the public may pull any Consent Item for discussion.	Baines, Chair	Approve
8. Page 382	AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT FEBRUARY 2025 A. Supporting Document - CSBG Organizational Standard 8.7	Riofrio, Staff	Accept
9. Page 388	PERSONNEL POLICIES & PROCEDURES MANUAL A. Supporting Document - Policy 1030	Angus, Interim CEO	Approve
10. Page 392	2026-2027 COMMUNITY ACTION PLAN A. Supporting Document	Arredondo, Staff	Approve
11. Page 594	HEAD START 0 TO 5: CONSOLIDATING THE HEAD START REGIONAL OFFICES	Balderas, Staff	Information
12. Page 596	TRAINING AND EMPLOYMENT: INTERNSHIP DEMOGRAPHICS REPORT	Turner, Staff	Information
13. Page 600	FEDERAL FUNDING IMPACTS UPDATE	Angus, Interim CEO	Information
14. Page 603	INTERIM CHIEF EXECUTIVE OFFICER'S REPORT	Angus, Interim CEO	Information



15.	COMMISSIONERS' COMMENT	Baines, Chair	
16.	EXECUTIVE SESSION		
17.	ADJOURNMENT		
NOTE:	NEXT BOARD MEETING: Monday, May 19, 2025, at 5:30 p.m. at the Fresno EOC Board Room		



BOARD OF COMMISSIONERS MEETING

CONSENT AGENDA

(Any Commissioner or member of the public may pull any Consent Item for discussion)

ITEM	SUBJECT	PRESENTER	ACTION
7_1. Page 11	MARCH 17, 2025 BOARD MEETING MINUTES	Baines, Chair	Approve
7_2. Page 17	SEPTEMBER 27, 2024, FOSTER GRANDPARENT PROGRAM COMMUNITY ADVISORY GROUP MEETING MINUTES	Struck, Staff	Accept
7_3. Page 20	MARCH 12, 2025, FINANCE COMMITTEE MEETING MINUTES	Garabedian, Committee Chair	Approve
7_4. Page 23	VARIANCE REPORTS A. Training & Employment Services B. Valley Apprenticeship Connections	Turner, Staff	Information
7_5. Page 43	MARCH 13, 2025 HUMAN RESOURCES/PENSION COMMITTEE MEETING MINUTES	McCoy, Committee Chair	Approve
7_6. Page 46	PERSONNEL POLICIES & PROCEDURES MANUAL A. Supporting Document	Angus, Interim CEO	Approve
7_7. Page 280	JOB DESCRIPTIONS UPDATE A. Supporting Document	Angus, Interim CEO	Approve
7_8. Page 315	HR REPORTS A. Supporting Document	Dibie, Staff	Information
7_9. Page 321	MARCH 12, 2025, PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING MINUTES	Pacheco, Committee Chair	Approve
7_10. Page 326	LOCAL CONSERVATION CORPS: LOCAL CONSERVATION CORPS CALRECYCLE RCL 40 GRANT	Riggins, Staff	Approve
7_11. Page 329	WOMEN, INFANTS & CHILDREN: WIC FUNDING AWARD	Thornton, Staff	Accept
7_12. Page 331	PROGRAM PLANNING & DEVELOPMENT: FUNDING PROPOSALS FOR AMOUNTS UNDER \$150,000	Medina, Staff	Approve
7_13. Page 332	PROGRAM PLANNING & DEVELOPMENT: FUNDING PROPOSALS FOR AMOUNTS UNDER \$150,000	Medina, Staff	Ratify
7_14. Page 333	SANCTUARY AND SUPPORT SERVICES: FRESNO COUNTY HUMAN TRAFFICKING SUPPORT SERVICES GRANT	Gattie-Blanco	Ratify
7_15. Page 335	SANCTUARY AND SUPPORT SERVICES: HOUSING AND HOMELESSNESS INCENTIVE PROGRAM	Gattie-Blanco	Ratify
7_16. Page 337	FOOD SERVICES: CHICK-FIL-A TRUE INSPIRATIONS AWARDS	Escobar, Staff	Information

7_17. Page 338	TRAINING & EMPLOYMENT SERVICES: URBAN EAST YOUTH SERVICES MONITORING A. Supporting Document	Turner, Staff	Information
7_18. Page 345	GRANT TRACKER A. Supporting Document	Medina, Staff	Information
7_19. Page 351	MARCH 4, 2025 HEAD START 0 TO 5: COUNTY-WIDE POLICY COUNCIL MINUTES	Balderas, Staff	Accept
7_20. Page 354	HEAD START 0 TO 5: PROGRAM UPDATE REPORT (PUR) – FEBRUARY 2025 A. Supporting Document	Balderas, Staff	Accept
7_21. Page 357	HEAD START 0 TO 5: RECRUITMENT AND ENROLLMENT POLICY A. Supporting Document	Balderas, Staff	Approval
7_22. Page 363	HEAD START 0 to 5: 1303 APPLICATIONS – REVISED BUDGET COSTS A. Supporting Document	Balderas, Staff	Approval
7_23. Page 365	HEAD START 0 TO 5: FRANKLIN HEAD START 1303 APPLICATION FOR MAJOR RENOVATIONS A. Supporting Document	Balderas, Staff	Approval
7_24. Page 368	HEAD START 0 TO 5: FOCUS AREA 2 MONITORING RESULTS A. Supporting Document	Balderas, Staff	Information

BOARD OF COMMISSIONERS ROLL CALL 2025

#	Commissioner	Term Expiration	Target Area / Appointing / Nominating Org.	1/13 Special Board meeting	1/27	2/24	3/17	4/21	5/19	8/18	9/15	10/20	11/17	12/15
1	ARAMBULA, JOAQUIN	Dec 2027	31st Assembly District	X	T	X	X							
2	ARAMBULA-REYNA, KATHLEEN	Dec 2025	Fresno Reel Pride	X	O	O	O							
3	BAINES, OLIVER	Dec 2027	16 th Congressional District	O	O	O	O							
4	BONNER, ALYSIA	Dec.2027	Target Area F	O	O	O	T							
5	BROWN, EARL	Dec 2027	Target Area G	O	O	O	O							
6	GARABEDIAN, CHARLES	Dec 2025	Board of Supervisors	O	O	O	O							
7	JENKINS-MCGILL, JALYSSA	Dec 2027	Head Start CWPC	O	T	X	T							
8	KING BRIAN	Dec 2025	Mayor's Appointment	O	O	O	O							
9	LEON, REY	Dec 2027	Target Area B	X	X	T	O							
10	LIRA, DIANE	Dec 2027	FCSS	N/A	O	O	O							
11	MARTINEZ, DANIEL	Dec 2025	Target Area D	O	O	T	T							
12	MARTINEZ, LUIS	Dec 2025	14 th Senatorial District	O	O	O	O							
13	MCALISTER, BRUCE	Dec 2025	West Fresno Faith Based Organization	O	O	O	O							
14	MCCOY, BARIGYE	Dec 2027	Board of Supervisors	O	O	T	O							
15	MCKENZIE, DEBRA	Dec 2027	Target Area H	X	O	O	O							
16	MITCHELL, LISA	Dec 2025	Target Area E	X	O	T	X							
17	NIKKEL, LAUREN	Dec 2027	Economic Development Corp.	O	O	T	O							
18	PACHECO, ALENA	Dec 2025	Target Area A	O	O	O	O							
19	PIMENTEL, ROBERT	Dec 2025	SCCCD	O	O	O	O							
20	RODGERS, JIMI	Dec 2025	Association of Black Social Workers	O	O	O	O							
21	ROGERS, MATT	Dec 2027	Target Area C	N/A	N/A	N/A	O							
22	ROMERO, MANUEL	Dec 2025	Central La Familia Advocacy Services	O	O	X	O							
23	RUIZ, DAVID	Dec 2027	Juvenile Court	O	O	O	O							
24	TAYLOR, STEVEN	Dec 2027	NAACP	O	O	O	O							
Present = O														
Absent = X														
Teleconference = T														

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



**Audit Committee Meeting
Monthly Attendance Record
2025**

Daniel Martinez
Joaquin Arambula
Kathleen Arambula-Reyna
Manuel Romero
Alysia Bonner

Jan.	4-Feb	27-Feb	Mar	April	May	June	July	Aug.	4-Sep	Oct	Nov	4-Dec	Attended
	T	T											2/4
	T	T											2/4
	O	O											2/4
	T	T											2/4
	T	T											2/4

O-Present X-Absent T-Teleconference

Bylaws Committee Meeting Monthly Attendance Record 2025

Lisa Mitchell
David Ruiz
Bruce McAlister
Luis Martinez
Earl Brown

Jan.	Feb	13-Mar	April	19-May	June	July	18-Aug	Sep.	Oct.	17-Nov	Dec	Attended
		T										1/4
		T										1/4
		O										1/4
		X										0/4
		T										1/4

O-Present X-Absent T-Teleconference



**Program Planning and Evaluation Committee Meeting
Monthly Attendance Record
2025**

Alena Pacheco
Brian King
Diane Lira
Robert Pimentel
Jalyssa Jenkins-McGill

January	Feb	12-Mar	16-Apr	14-May	11-Jun	9-Jul	Aug	10-Sep	8-Oct	12-Nov	10-Dec	Attended
		O	O									2/9
		O	X									1/9
		O	O									2/9
		X	X									0/9
		T	O									2/9

O-Present X-Absent T-Teleconference



Finance Committee Meeting Monthly Attendance Record 2025

Charles Garabedian
Debra Mckenzie
Manuel Romero
Alysia Bonner
Rey Leon

January	19-Feb	12-Mar	2-Apr	14-May	11-Jun	9-Jul	13-Aug	10-Sep	8-Oct	12-Nov	10-Dec	Attended
	O	O	O									3/11
	O	O	O									3/11
	O	T	T									3/11
	O	O	X									2/11
	T	X	X									1/11

O-Present X-Absent T-Teleconference



Human Resources Committee Meeting Monthly Attendance Record 2025

Barigye McCoy
Jalyssa Jenkins-McGill
Jimi Rodgers
Alysia Bonner
Debra Mckenzie

January	February	13-Mar	7-Apr	May	2-Jun	July	4-Aug	September	6-Oct	November	1-Dec	Attended
		O	T									2/6
		T	O									2/6
		T	T									2/6
		T	X									1/6
		O	O									2/6

O-Present X-Absent T-Teleconference



BOARD OF COMMISSIONERS MEETING MINUTES

DATE: March 17, 2025

TIME: 5:30 PM

MAIN LOCATION: 1920 Mariposa Street, Suite 310 Fresno, CA 93721

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

Oliver Baines, Board Chair, called the meeting to order at 5:33 p.m.

2. **ROLL CALL**

Present: Kathleen Arambula-Reyna, Oliver Baines, Earl Brown, Charles Garabedian, Brian King, Rey Leon, Diane Lira, Luis Martinez, Bruce McAlister, Barigye McCoy, Debra McKenzie, Lauren Nikkel, Alena Pacheco, Robert Pimentel, Jimi Rodgers, Matt Rogers, Manuel Romero, David Ruiz, and Steven Taylor.

Teleconference: Alysia Bonner, Jalyssa Jenkins-McGill, and Daniel Martinez.

Absent: Joaquin Arambula, and Lisa Mitchell.

3. **ADDITIONS TO THE AGENDA**

Public Comment: None heard.

No action required.

4. **POTENTIAL CONFLICT OF INTEREST**

None heard.

5. **PUBLIC COMMENTS**

Juan Homer Leija, a former Fresno EOC Board of Commissioner, expressed concerns about the agency's changes running like a government entity and questioned the contracting bidding process with Wipfli for Forensic Audit services. Homer Leija urges the Board to ask questions and get involved.

No action required.

6. **SEATING OF COMMISSIONERS**

Board Chair, announced the new and re-appointed commissioners to the Fresno EOC Board: Matt Rogers, serving Target Area C, and Barigye McCoy, appointed by the Board of Supervisors

to serve a three-year term. Commissioners Rogers and McCoy provided a brief introduction about their background.

Public Comment: None heard.

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

Ayes: All in favor.

Nays: None heard

7. **INTRODUCTION OF NEW COMMISSIONERS**

Public Comment: None heard.

No action required.

8. **TRANSFORMING AND INSPIRING**

Patrick Turner, Training & Employment Services Director, provided an overview of the Internship Program and showcased a video of staff sharing their stories on how the internship program provides hands-on experience and job readiness skills to young adults.

Commissioner Arambula-Reyna asked about the demographics we serve in the internship program. Turner stated the program serves all of Fresno County and the rural communities.

Commissioner Jenkins-McGill also requested to see the demographics and asked if the program is advertising the internship program at schools. Turner, stated they posted it on the internet and in the past have gone to schools and colleges to speak about the program.

Public Comment: None heard.

No action required.

9. **CONSENT AGENDA – ITEMS 9_1– 9_30**

Public Comment: None heard.

Motion by: Pacheco **Second by:** Garabedian

Ayes: All in favor.

Nays: None heard

APPROVAL OF PULLED CONSENT AGENDA ITEMS

9_6: FORENSIC AUDIT SERVICES PROVIDER SELECTION

Commissioner Garabedian asked for an overview and timeline of Forensic Audit Services. Darlene Trujillo, Internal Audit Director, stated a request for proposal (RFP) for the forensic auditing services was released on February 6, 2025, and received three RFP proposals. Trujillo stated that Wipfli was selected, and that the timeline is a ten (10) week process.

Commissioner Garabedian asked who the other two RFPs were. Trujillo stated that the other two RFPs received were from CBIZ and Hemming Morse.

Public Comment: Homer Leija stated concerns on the Forensic Audit Services selections and asked the following questions.

1. How many people were notified about the RFP?
2. How many people did this RFP go out to?
3. What was the process for how this RFP was announced?

Motion by: Garabedian **Second by:** Jenkins-McGill

Ayes: All in favor.

Nayes: None heard

9_9: CALIFORNIA ADVANCING AND INNOVATING MEDI-CAL (CaIAIM) INITIATIVES

Commissioner Pacheco, requested during the Program Planning and Evaluation (PP&E) Committee Meeting to add an asterisk with a description on “Other Cost” to the budget and asked for this item to be updated and presented to the full Board. Brian Angus, Interim Chief Executive Officer, apologized for the misunderstanding and stated that moving forward, an asterisk or footnote will be added with a description for “Other Cost” on the budget.

Commissioner Nikkel asked if the indirect cost is the maximum amount the agency is allowed to ask for this grant and all other grants. Angus stated that the indirect cost is approved by the federal government and continued his discussion by stating that the indirect cost needs to change within the agency and will address it once the agency's financials are cleared.

Public Comment: None heard.

Motion by: Pacheco **Second by:** Nikkel

Ayes: All in favor.

Nayes: None heard

9_10: CONTINUATION APPLICATIONS

Commissioner Pacheco, stated no additional questions and made the motion to approve.

Public Comment: None heard.

Motion by: Pacheco **Second by:** Jenkins-McGill

Ayes: All in favor.

Nayes: None heard

10. AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT SEPTEMBER 2024

Angela Riofrio, Finance Director, provided an overview report of the Agency Financial Statements and the Head Start Financial Status Report as of Year-to-Date for January 31, 2025, with a

revenue of \$10,400,012 and a total of \$11,074,150 in expenditures, which is 8% of the budget. The total net difference between operating revenue and expenditure is a (\$674,138) deficit year-to-date. Transit grant asset depreciation is \$6,719, increasing the agency's net deficit to (\$680,858).

This item meets Community Services Block Grant (CSBG) Organization Standards 8.7.

Public Comment: None heard.

Motion by: Pimentel **Second by:** Jenkins-McGill

Ayes: All in favor.

Nayes: None heard

11. 2025 AGENCY BUDGET

Riofrio, provided an overview of the 2025 consolidated agency budget. The budget presents revenue at \$137,906,619 and expenses at \$137,071,886, resulting in a \$834,733 surplus. In-kind revenue and expenses are budgeted at \$44,778,191.

Commissioner Leon asked if there were any changes to the Head Start budget and asked for a breakdown of the budget. Michael Balderas, Interim Head Start 0 to 5 Director, stated that nothing significant has changed on the Head Start budget, but currently submitted the change of scope to the Office of Head Start for approval for the proposed budget.

Commissioner Leon, recommends having further discussion to find ways to prevent under-enrollment for Head Start. Balderas stated that Head Start is currently working on increasing the Eligibility, recruitment, selection, enrollment, and attendance (ERSEA) team to help with the recruitment.

Commissioner Pacheco asked for the status of collaborating with the superintendent of schools. Angus stated he met with Superintendent Dr. Michele Cantwell-Copher and staff to discuss the next steps.

Commissioner Lira, shared that by 2025-26, any child whose 4th birthday is by September 1st will be admitted to transitional kindergarten and will start with three-year-olds.

Public Comment: Homer Leija asked the following questions.

1. Does this stop the budget hemorrhaging?
2. How many more layoffs do we foresee in the next three to six months?

Motion by: Jenkins-McGill **Second by:** Rogers

Ayes: All in favor.

Nayes: None heard

12. JOB DESCRIPTIONS UPDATE

Angus, stated this item was presented during the March 13, 2025, Human Resources/Pension Committee meeting.

Angus, stated that removing all Diversity, Equity, and Inclusion (DEI) related verbiage from all agency job descriptions is to be in compliance with the recent Executive Order signed by the President. Angus continues by stating it doesn't change who we are as an agency or change our hiring process, no matter what the language states.

The Board and staff engaged in a discussion about their concerns and questions. Commissioner McKenzie made a motion to use alternative language in place of DEI that better reflects the agency's values and mission to be in compliance with the Executive Orders.

Board Chair, shared a heartfelt message on how disappointed he is by the idea of removing the DEI verbiage and recommends a future discussion on how, as a community action agency, we can appropriately push back to be a better community action agency.

Public Comment: None heard.

Motion by: Mckenzie **Second by:** Pimentel

Ayes: All in favor.

Nayes: None heard

13. REAL ESTATE REPORT

Angus provided an overview of the real estate summary of the properties owned by the agency.

Public Comment: None heard.

No action required.

14. INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

Angus recommends moving the Board meetings to the fourth Monday of the month or moving the Committee Meetings to allow staff to provide Board/Committee packets and minutes in a timely manner.

Board Chair asked the Committee Chairs to stay after the Board meeting for further discussion.

Public Comment: None heard.

No action required.

15. COMMISSIONERS' COMMENT

Commissioner Bonner, asked if Head Start has sent a revised policy and procedures removing DEI language to the Office of Head Start. Angus stated the Office of Head Start has only asked not to provide DEI training for staff.

Public Comment: None heard.

No action required.

16. **EXECUTIVE SESSION**

The Commission discussed and voted to approve Michael Balderas as the Head Start 0 to 5 Director.

Motion by: Brown **Second by:** Rodgers

Ayes: All in favor.

Nayes: None heard

17. **ADJOURNMENT**

The meeting adjourned at 9:00 p.m.

**FRESNO EOC FOSTER GRANDPARENT PROGRAM
COMMUNITY ADVISORY GROUP (CAG)
September 27, 2024 10:00 AM**

MINUTES

1. CALL TO ORDER

Betty Brown called the meeting to order at 10:10 AM

2. ROLL CALL

Roll was called by Elaine Jalomo.

**Committee Members
(Present):**

Betty Brown
Richard Saldivar
Yvonne Hernandez
Zina Brown-Jenkins
Luis Martinez
Alena Pacheco
Floro Trujillo

Staff (Present):

Leah Struck
Raquel Padia
Blanca Alvarado
Elaine Jalomo

Absent:

Margarita Cortez
Julia Fowler

3. APPROVAL OF MINUTES

Quorum approved minutes from April 26, 2024.

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

Ayes: All in favor.

Nayes: None heard

4. CURRENT CAG ROSTER

Update of current Foster Grandparent CAG members. Introduce Fresno EOC board members within Community Advisory Group.

5. FGP GRANDPARENT CAG MEMBER

Quorum approves member nomination of Linda Jaurique, current FGP volunteer.

Motion by: Pacheco **Second by:** Hernandez

Ayes: All in favor.

Nayes: None heard

6. PROGRAM UPDATES

- A. Foster Grandparent Program (FGP) was awarded its three-year base grant and will fund \$401, 468 for the first year, approximately \$390,000 for the remaining two years, two staff and 40-48 volunteers depending on hours

served. Previously FGP had a second grant, Senior Demonstration Project (SDP), which proposed to expand the program into new areas but unfortunately the expansion was only successful in finding new sites and a few new volunteers before ending June 30, 2024.

- B. FGP was awarded an expansion grant (Foster Grandparent Replacement and Expansion Opportunity) that will expand for another 3 years covering \$396,000 per year, two staff and additional 40-48 volunteers. Currently six potential volunteers are completing the enrollment process and 10 on the interest and application list.
- C. New staff positions/promotions: Leah Struck- Program Manager; Raquel Padia and Blanca Alvarado- Program Coordinators; and Elaine Jalomo- Volunteer Specialist.
- D. Generations Serving Together (GST) has been widely recognized for its value and innovation by the Eisner Foundation and AmeriCorps through a newsletter and presentation at the AmeriCorps Seniors Annual Convening in Baltimore, MD. Another accomplishment prior to the program ending June 30, 2024, GST partnered and funded a “Calming Room” at Pinedale Boys & Girls Club for club members to have a safe and relaxing space. In recognition for their efforts and dedication, volunteers were thanked and appreciated at a luncheon hosted by Raquel Padia, Program Coordinator.
- E. FGP hosted their annual picnic potluck at Holland Park West May 8, 2024. The program received several donations from the community for the event’s decorations and park transportation for volunteers. The venue will be booked for the following year (2025).
- F. Through funding from both grants, all FGP staff were able to attend AmeriCorps Seniors Annual Convening in Baltimore, MD. Due to a family emergency for Leah, Blanca, Raquel and Elaine attended the three-day convening that covered workshops and speeches from AmeriCorps Seniors and other program leaders.
- G. Access to Technology (ATP) funded through Fresno County Department of Social Services from California Department of Aging covered digital literacy training to over 300 clients, iPad devices, and internet costs for 2 years per client until September 30, 2024. The initial program was required to reach seniors with In Home Supportive Services and/or Adult Protective Services but the requirement was later removed. The program received additional funding from Senior Planet for 1 staff to continue a few training courses. Continued funding for the program has been applied for with California Department of Public Utilities- awardees will be announced in November.

7. OTHER BUSINESS

Upcoming program events:

- Fresno Fair Outreach (October 7 and 14, 2024)
- November In-service/ Thank You Luncheon (November 13, 2024)
- May Recognition Event (TBD)
- Monthly “Dine & Support” monthly fast food fundraising (TBD)
- Next Community Advisory Group meeting (April 25, 2025)

8. PUBLIC COMMENTS

No public comments were made.

9. ADJOURNMENT

Meeting adjourned at 11:00 AM



FINANCE COMMITTEE MEETING

Date: March 12, 2025

Time: 5:00 PM

Location: 1920 Mariposa Street, Suite 310 Fresno, CA 93721

MINUTES

1. CALL TO ORDER

Charles Garabedian, Chair, called the meeting to order at 5:02 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:

Charles Garabedian
Alysia Bonner
Debra McKenzie

Teleconference:

Manuel Romero

Absent:

Rey Leon

Other Committee Members:

Kathleen Arambula-Reyna

Staff:

Brian Angus
Salam Nalia
Greg Streets
Jack Lazzarini
Sherry Neil
Nelson Dibie
Angela Riofrio
Steve Warnes
Jane Thomas
Misty Gattie-Blanco
Chrystal Streets
Ana Medina

Augie Quiroz
Leah Struck
Jon Escobar
Thomas Dulin
Gilda Arreguin
Latisha Conway
Chris Erwin
Jennifer Tierce Andrade
Amalia Martinez
Tai Bloom
Mayra Casillas Ruezga
(T) Elisa Sgambellone
Elionora Vivanco

3. FEBRUARY 19, 2025, FINANCE COMMITTEE MEETING MINUTES

Public Comment: None heard.

Motion by: Bonner **Second by:** McKenzie

Ayes: All in favor.

Nays: None heard

4. AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT JANUARY 2025

Angela Riofrio, Finance Director, provided an overview report of the Agency Financial Statements and the Head Start Financial Status Report as of January 31, 2025, with a revenue of \$10,400,012 and a total of \$11,074,150 in expenditures which is 8% of the budget. The total net difference between revenues and expenditures is approximately (\$674,138) deficit. Transit grant asset depreciation is \$6,719, increasing the agency net deficit to (\$680,858).

Riofrio stated a one-time payment issued to Transit Systems and Food Services in the amount of \$500,000 contributed to the agency deficit due to wage increments.

Public Comment: None heard.

Motion by: McKenzie **Second by:** Romero

Ayes: All in favor.

Nayes: None heard

5. HEALTH SERVICES: PROPOSAL FOR ACQUISITION OF HEALTH CENTER FACILITY

Jane Thomas, Health Services Director, provided an overview of the proposal to purchase the Health Center facility located at 1047-1057 R Street in the amount of \$1,811,320, to ensure uninterrupted operations and adherence to licensing requirements.

The Committee and staff engaged in a further discussion on the potential savings and great opportunity to purchase the Health Center facility and recommended this item to move forward as presented.

Public Comment: None heard.

Motion by: Bonner **Second by:** Romero

Ayes: All in favor.

Nayes: None heard

6. AGENCY BUDGET 2025

Riofrio, provided an overview of the 2025 Agency Budget, with a revenue of \$137,906,619 and a total of \$137,071,886 in expenditures, resulting in a \$834,733 surplus. In-kind revenue and expenses are budgeted at \$44,778,191.

Chair Garabedian stated there was a discrepancy in the total revenue on the Agency Financial Statements and the agency budget and recommended this to be updated and presented at the next full board meeting.

Riofrio, provided a brief breakdown overview of the “Other Costs” categories.

Public Comment: None heard.

Motion by: Bonner **Second by:** McKenzie

Ayes: All in favor.

Nayes: None heard

7. VARIANCE REPORTS

Gilda Arreguin, LIHEAP Director, presented a detailed variance report for the Energy Services Utility Assistance program. No questions were asked by the committee.

Latisha Conway, Weatherization Director, presented a detailed variance report for the Energy Services Weatherization program. No questions were asked by the committee.

Misty Gattie-Blanco, Sanctuary Director, provided a brief overview of the variance report for the Sanctuary & Support Services programs. No questions were asked by the committee.

Brian Angus, Interim Chief Executive Officer, stated he was pleased and thanked the program directors for doing a great job in presenting their program variance reports.

Public Comment: None heard.

No action required.

8. PUBLIC COMMENTS

Public Comment: None heard.

No action required.

9. COMMISSIONERS' COMMENT

Chair Garabedian, requested a list of personnel laid off from the various departments and the cost associated with it. Angus stated that it's already in the plan and not to miss the April Board meeting as more information will be provided.

Commissioner Bonner, asked to be excused from the April 2, 2025, Finance Committee meeting. she will be out of the state.

Public Comment: None heard.

No action required.

10. ADJOURNMENT

The meeting adjourned at 5:57 p.m.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Finance
Consent Agenda Item #: 7_4_A	Director: Patrick Turner
Subject: Training & Employment Variance Reports	Officer: Sherry Neil

Recommended Action

The information is presented 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.

Background

This item was presented during the April 2, 2025, Finance Committee meeting.

The prepared financial analysis reports and/or requested updates for Training & Employment are included for informational purposes.

Fiscal Impact

Urban Youth In School (57101, 57105)

Percentage Of Time Lapsed:	67%
Funding Period:	July 1, 2024 - June 30, 2025
Total Budget:	\$222,950
Total Revenue YTD	\$155,359/70%
Total Expenditures YTD	\$155,909/70%

Finance Comments: Project is slightly over target, but on track for full grant utilization.

Program Comments: Programmatically, we enroll our full complement of In School Youth in August and September of each program year as we only have one school year to work with them prior to their either leaving for college or into the workforce. Our 75/25% ratio is traditionally skewed until it levels out by the end of the school/program year in May. We will be on target when the program year ends on June 30th. A budget modification was submitted to the Fresno Regional Workforce Development Board on March 21st to ensure any potentially under expended funds will be obligated.

Urban Youth Out of School (57103, 57107)

Percentage Of Time Lapsed:	67%
Funding Period:	July 1, 2024 - June 30, 2025
Total Budget:	\$668,851
Total Revenue YTD	\$419,870/63%
Total Expenditures YTD	\$421,400/63%

Finance Comments: Project is slightly under target, but on track for full grant utilization.

Program Comments: Conversely, program recruits out of school youth throughout the program year as we have more time to work with this older group and are able to carry youth who are still preparing to enter the workforce through vocational training or hands on work experience. We will be at the 75/25 split by May and we anticipate spending 99% of the total award in both workforce funds by June 30th. A budget modification was submitted to the Fresno Regional Workforce Development Board on March 21st to ensure any potentially under expended funds will be obligated.

T&E CERF (57108)

Percentage Of Time Lapsed:	67%
Funding Period:	March 1, 2024 - August 31, 2025
Total Budget:	\$150,000
Total Revenue YTD	\$87,899/59%
Total Expenditures YTD	\$87,899/59%

Finance Comments: Project is 8% under target with the end of the funding period approaching.

Program Comments: We recently submitted a budget modification to the Economic Development Corporation of Fresno County to boost management staff salary allocations to this project. When the fringe benefit costs were calculated at the onset of this fund, we anticipated the highest amount which was not realized, creating a salary savings. We are speaking to EDC and the United Way of Fresno/Madera Counties about an extension to the project beyond the current service period.

T&E Jumpstart (57109)

Percentage Of Time Lapsed:	56%
Funding Period:	June 1, 2024 - September 30, 2025
Total Budget:	\$42,900
Total Revenue YTD	\$22,841/53%
Total Expenditures YTD	\$22,841/53%

Finance Comments: Project is slightly under target, but on track for full grant utilization.

Program Comments: We have one more cohort in the Summer of 2025. We will increase the number of youths participating to utilize the full fund. We provide this experience in cooperation with Reedley College, Valley ROP, EDC of Fresno County, and the United Way of Fresno/Madera Counties.

T&E One Fresno (57102)

Percentage Of Time Lapsed:	50%
Funding Period:	November 1, 2024 - June 30, 2025
Total Budget:	\$140,738
Total Revenue YTD	\$41,774/30%
Total Expenditures YTD	\$41,774/30%

Finance Comments: Project is 20% under target with the end of the funding period approaching. It is recommended to increase spending as much as possible for full grant utilization.

Program Comments: The City of Fresno One Fresno Youth Job Corps is sending additional participants to complete this contract. They were unable to find enough interns in Cohort 2 and will be making up for that into Cohort 4. We anticipate using 95% of the budget by program end.

Uncovered Expenses (CSBG) (50001)

Percentage Of Time Lapsed:	17%
Funding Period:	January 1, 2025 - December 31, 2025
Total Budget:	\$40,057
Total Revenue YTD	\$2,411/6%
Total Expenditures YTD	\$6,105/15%

Finance Comments: CSBG funds were approved to assist this program with personnel and facility expenses.

Program Comments: Training and Employment (T&E) is trying to defer costs to this line to other funded programs under the T&E, Valley Apprenticeship Connections (VAC), and Advance Peace (AP) umbrella to save as much CSBG funds as possible for other Board priorities.

Conclusion

This item is for informational purposes only.

TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD : July 1, 2024 - June 30, 2025
PROJECT ID#: 57101, 57105
PERCENTAGE OF TIME LAPSED: 67%
PROJECT NAME: Urban Youth In School

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Department of Labor	\$ 222,950	\$ 155,359	\$ 67,591	69.68%
TOTAL REVENUE	\$ 222,950	\$ 155,359	\$ 67,591	69.68%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 154,552	\$ 107,685	\$ 46,867	69.68%
Fringe	\$ 43,911	\$ 30,453	\$ 13,458	69.35%
TOTAL PERSONNEL	\$ 198,463	\$ 138,138	\$ 60,325	69.60%
NON-PERSONNEL				
OPERATING EXPENSES				
Mileage	\$ 200	\$ 88	\$ 112	44.00%
Telephone	\$ 675	\$ 392	\$ 283	58.09%
Insurance	\$ 1,000	\$ 621	\$ 379	62.13%
Office Supplies	\$ 255	\$ 306	\$ (51)	120.00%
Travel	\$ 2,089	\$ 1,689	\$ 400	80.85%
TOTAL OPERATING EXPENSES	\$ 4,219	\$ 3,096	\$ 1,123	73.39%
OTHER COSTS				
Supportive Costs	\$ -	\$ 551	\$ (551)	0.00%
TOTAL OTHER COSTS	\$ -	\$ 551	\$ (551)	0.00%
ADMINISTRATIVE EXPENSES				
Indirect 10%	\$ 20,268	\$ 14,124	\$ 6,144	69.68%
TOTAL ADMINISTRATIVE EXPENSES	\$ 20,268	\$ 14,124	\$ 6,144	69.68%
TOTAL NON-PERSONNEL	\$ 24,487	\$ 17,771	\$ 6,716	72.57%
TOTAL EXPENDITURES	\$ 222,950	\$ 155,909	\$ 67,041	69.93%
NET INCOME(LOSS)	\$ -	\$ (551)	\$ 551	

NOTES:
Supportive costs are not a budgeted item but covered through reimbursement.

**TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025**

FUNDING PERIOD :	July 1, 2024	-	June 30, 2025
PROJECT ID#:	57103, 57107		
PERCENTAGE OF TIME LAPSED:	67%		
PROJECT NAME:	Urban Youth Out of School		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Department of Labor	\$ 668,851	\$ 419,870	\$ 248,981	62.77%
TOTAL REVENUE	\$ 668,851	\$ 419,870	\$ 248,981	62.77%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 463,657	\$ 292,659	\$ 170,998	63.12%
Fringe	\$ 131,734	\$ 80,890	\$ 50,844	61.40%
TOTAL PERSONNEL	\$ 595,391	\$ 373,550	\$ 221,841	62.74%
NON-PERSONNEL				
OPERATING EXPENSES				
Mileage	\$ 600	\$ 209	\$ 391	34.83%
Telephone	\$ 2,025	\$ 1,121	\$ 904	55.38%
Insurance	\$ 3,000	\$ 1,864	\$ 1,136	62.13%
Office Supplies	\$ 765	\$ 918	\$ (153)	120.00%
Travel	\$ 6,266	\$ 4,021	\$ 2,245	64.17%
TOTAL OPERATING EXPENSES	\$ 12,656	\$ 8,133	\$ 4,523	64.26%
OTHER COSTS				
Supportive Costs	\$ -	\$ 1,529	\$ (1,529)	0.00%
TOTAL OTHER COSTS	\$ -	\$ 1,529	\$ (1,529)	0.00%
ADMINISTRATIVE EXPENSES				
Indirect 10%	\$ 60,804	\$ 38,188	\$ 22,616	62.80%
TOTAL ADMINISTRATIVE EXPENSES	\$ 60,804	\$ 38,188	\$ 22,616	62.80%
TOTAL NON-PERSONNEL	\$ 73,460	\$ 47,850	\$ 25,610	65.14%
TOTAL EXPENDITURES	\$ 668,851	\$ 421,400	\$ 247,451	63.00%
NET INCOME(LOSS)	\$ -	\$ (1,529)	\$ 1,529	

NOTES:
Supportive costs are not a budgeted item but covered through reimbursement.

**TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025**

FUNDING PERIOD :	March 1, 2024 - August 31, 2025
PROJECT ID#:	57108
PERCENTAGE OF TIME LAPSED:	67%
PROJECT NAME:	T&E CERF

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Economic Development Collaborative	\$ 150,000	\$ 87,899	\$ 62,101	58.60%
TOTAL REVENUE	\$ 150,000	\$ 87,899	\$ 62,101	58.60%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 95,580	\$ 57,704	\$ 37,876	60.37%
Fringe	\$ 30,812	\$ 17,513	\$ 13,299	56.84%
TOTAL PERSONNEL	\$ 126,392	\$ 75,217	\$ 51,175	59.51%
NON-PERSONNEL				
OPERATING EXPENSES				
Facilities	\$ 7,714	\$ 3,909	\$ 3,805	50.67%
Office Supplies	\$ 2,257	\$ 782	\$ 1,475	34.64%
TOTAL OPERATING EXPENSES	\$ 9,971	\$ 4,691	\$ 5,280	47.04%
OTHER COSTS				
	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER COSTS	\$ -	\$ -	\$ -	0.00%
ADMINISTRATIVE EXPENSES				
Indirect 10.3%	\$ 13,637	\$ 7,991	\$ 5,646	58.60%
TOTAL ADMINISTRATIVE EXPENSES	\$ 13,637	\$ 7,991	\$ 5,646	58.60%
TOTAL NON-PERSONNEL	\$ 23,608	\$ 12,682	\$ 10,926	53.72%
TOTAL EXPENDITURES	\$ 150,000	\$ 87,899	\$ 62,101	58.60%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	June 1, 2024	-	September 30, 2025
PROJECT ID#:	57109		
PERCENTAGE OF TIME LAPSED:	56%		
PROJECT NAME:	T&E Jumpstart		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Economic Development Collaborative	\$ 42,900	\$ 22,841	\$ 20,059	53.24%
TOTAL REVENUE	\$ 42,900	\$ 22,841	\$ 20,059	53.24%
EXPENDITURES				
PERSONNEL				
Salaries	\$ -	\$ -	\$ -	0.00%
Fringe	\$ -	\$ -	\$ -	0.00%
TOTAL PERSONNEL	\$ -	\$ -	\$ -	0.00%
NON-PERSONNEL				
OPERATING EXPENSES				
N/A	\$ -	\$ -	\$ -	0.00%
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	0.00%
OTHER COSTS				
Participant Stipends	\$ 30,000	\$ 19,000	\$ 11,000	63.33%
Participant PPE	\$ 8,100	\$ 1,072	\$ 7,028	13.24%
Office Supplies	\$ 900	\$ 790	\$ 110	87.81%
TOTAL OTHER COSTS	\$ 39,000	\$ 20,862	\$ 18,138	53.49%
ADMINISTRATIVE EXPENSES				
Indirect 10.3%	\$ 3,900	\$ 1,979	\$ 1,921	50.74%
TOTAL ADMINISTRATIVE EXPENSES	\$ 3,900	\$ 1,979	\$ 1,921	50.74%
TOTAL NON-PERSONNEL	\$ 42,900	\$ 22,841	\$ 20,059	53.24%
TOTAL EXPENDITURES	\$ 42,900	\$ 22,841	\$ 20,059	53.24%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

**TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025**

FUNDING PERIOD :	November 1, 2024	-	June 30, 2025
PROJECT ID#:	57102		
PERCENTAGE OF TIME LAPSED:	50%		
PROJECT NAME:	T&E One Fresno		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
City of Fresno	\$ 140,738	\$ 41,774	\$ 98,964	29.68%
TOTAL REVENUE	\$ 140,738	\$ 41,774	\$ 98,964	29.68%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 113,560	\$ 34,832	\$ 78,728	30.67%
Fringe	\$ 14,036	\$ 3,711	\$ 10,325	26.44%
TOTAL PERSONNEL	\$ 127,596	\$ 38,543	\$ 89,053	30.21%
NON-PERSONNEL				
OPERATING EXPENSES				
N/A	\$ -	\$ -	\$ -	0.00%
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	0.00%
OTHER COSTS				
N/A	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER COSTS	\$ -	\$ -	\$ -	0.00%
ADMINISTRATIVE EXPENSES				
Indirect 10.3%	\$ 13,143	\$ 3,231	\$ 9,912	24.58%
TOTAL ADMINISTRATIVE EXPENSES	\$ 13,143	\$ 3,231	\$ 9,912	24.58%
TOTAL NON-PERSONNEL	\$ 13,143	\$ 3,231	\$ 9,912	24.58%
TOTAL EXPENDITURES	\$ 140,739	\$ 41,774	\$ 98,965	29.68%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

**TRAINING & EMPLOYMENT
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025**

FUNDING PERIOD :	January 1, 2025	-	December 31, 2025
PROJECT ID#:	50001		
PERCENTAGE OF TIME LAPSED:	17%		
PROJECT NAME:	Uncovered Expenses (CSBG)		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE			\$ -	
CSBG	\$ 40,000	\$ 2,354	\$ 37,646	5.89%
Interest Income	\$ 57	\$ 57	\$ 0	99.98%
			\$ -	0.00%
TOTAL REVENUE	\$ 40,057	\$ 2,411	\$ 37,646	6.02%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 21,216	\$ 2,991	\$ 18,225	14.10%
Fringe	\$ 8,163	\$ 1,208	\$ 6,955	14.80%
TOTAL PERSONNEL	\$ 29,379	\$ 4,198	\$ 25,181	14.29%
NON-PERSONNEL				
OPERATING EXPENSES				
Facilities	\$ 10,621	\$ 953	\$ 9,668	8.98%
TOTAL OPERATING EXPENSES	\$ 10,621	\$ 953	\$ 9,668	8.98%
OTHER COSTS				
N/A	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER COSTS	\$ -	\$ 953	\$ 9,668	0.00%
ADMINISTRATIVE EXPENSES	\$ -	\$ -	\$ -	0.00%
TOTAL ADMINISTRATIVE EXPENSES	\$ -	\$ -	\$ -	0.00%
TOTAL NON-PERSONNEL	\$ 10,621	\$ 1,907	\$ 19,335	17.95%
TOTAL EXPENDITURES	\$ 40,000	\$ 6,105	\$ 44,516	15.26%
NET INCOME(LOSS)	\$ 57	\$ (3,694)	\$ (6,870)	

NOTES:



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Finance
Consent Agenda Item #: 7_4_B	Director: Patrick Turner
Subject: Valley Apprenticeship Connections Variance Reports	Officer: Sherry Neil

Recommended Action

The information is presented 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.

Background

This item was presented during the April 2, 2025, Finance Committee meeting.

The prepared financial analysis reports and/or requested updates for Valley Apprenticeship Connections (VAC) are included for informational purposes.

Fiscal Impact

Fresno County EDC DSS (51002)

Percentage Of Time Lapsed:	17%
Funding Period:	January 1, 2025 - December 31, 2025
Total Budget:	\$105,000
Total Revenue YTD	\$82,500/79%
Total Expenditures YTD	\$14,693/14%

Finance Comments: Project was advanced funds from funder and will utilize over course of grant period.

Program Comments: Fresno County Department of Social Services has prepaid to serve 14 participants in program year 2025. We have successfully enrolled 11 in Cohort 1 and plan to serve 3 in Cohort 2. We anticipate further funding as Fresno County Economic Development Corporation has extended a contract to Fresno EOC VAC to serve more DSS clients in Cohorts 2&3 using Good Jobs Challenge funding. We will fully expend this funding as planned.

Fresno County Probation (51005)

Percentage Of Time Lapsed:	50%
Funding Period:	September 1, 2024 - August 31, 2025
Total Budget:	\$258,720
Total Revenue YTD	\$147,114/57%
Total Expenditures YTD	\$147,114/57%

Finance Comments: Project is on track for full grant utilization.

Program Comments: Fresno County Probation referred more participants in Cohort 1 as their staff analyst has asked for a greater number of probationers to be served. We will see fewer referrals from Probation as the program year winds down.

State Center Community College District (51006)

Percentage Of Time Lapsed:	17%
Funding Period:	January 1, 2025 - December 31, 2025
Total Budget:	\$200,000
Total Revenue YTD	\$0/0%
Total Expenditures YTD	\$19,366/11%

Finance Comments: Contract is going to State Center Community College District Board of Trustee's on April 1, 2025. After approval of funds, we can request reimbursement. Project is 6% under target with no funds reimbursed YTD.

Program Comments: State Center Community College District has pledged \$600,000 over three years in State of California Strong Workforce funding. There were contracting delays on SCCCD's admin side. This item went to SCCCD Board of Trustee's on April 1, 2025, for approval with a retroactive start date of January 1, 2025. We will be allowed to carryover any unexpended funds from previous program years until the final third year so 100% expenditure may not be the plan so we can ensure some continuity funding into 2028.

Fresno County EDC - CVTC Selma (51022)

Percentage Of Time Lapsed:	45%
Funding Period:	May 1, 2024 - February 28, 2026
Total Budget:	\$462,763
Total Revenue YTD	\$174,918/38%
Total Expenditures YTD	\$193,376/42%

Finance Comments: Project is 7% under revenue target and there is a 4% difference between revenue and expenses. This project is reimbursed at a fixed rate rather than actual expenses

resulting in a deficit YTD. The project is anticipated to close the gap between revenue and expenses and fully utilize the grant at the end of the funding period.

Program Comments: Fresno County Economic Development Corporation Good Jobs Challenge funds are being leveraged along with High Speed Rail training funds. We will be able to collect 100% of funds and will not run out of funding before prior to the end of the funding period.

Fresno County EDC - Goods Jobs Challenge (51023)

Percentage Of Time Lapsed:	55%
Funding Period:	May 1, 2023 - June 30, 2026
Total Budget:	\$2,055,049
Total Revenue YTD	\$508,548/25%
Total Expenditures YTD	\$508,548/25%

Finance Comments: Project is 30% under target revenue and expenses. The program should consider increasing qualified expenditures for full grant utilization.

Program Comments: We are fully operational in rural Kerman and will be moving the project to Huron before years end which will utilize some one time transportation of materials cost and site set up and rental. We have assigned a full-time case manager to this project in February. This additional position will assist us in expending the funds.

FRWDB Goods Jobs Challenge (51031)

Percentage Of Time Lapsed:	47%
Funding Period:	December 31, 2023 - July 31, 2026
Total Budget:	\$322,460
Total Revenue YTD	\$138,333/42%
Total Expenditures YTD	\$138,333/42%

Finance Comments: Project is slightly under target but is on track for full grant utilization.

Program Comments: This project will be expanded and extended as per the request of the Fresno Regional Workforce Development Board and the Career Technical Education Dean of Instruction at Fresno City College. We will have no issues spending the funds as we are planning to add temporary positions from the previous Cohorts best students to assist the new students learn the trade. We will expend the entire budget plus the additional funds that should come to the Fresno EOC Board of Commissioners prior to July of 2025.

Uncovered Expenses (CSBG) (50001)

Percentage Of Time Lapsed:	17%
Funding Period:	January 1, 2025 - December 31, 2025
Total Budget:	\$75,000
Total Revenue YTD	\$13,940/19%
Total Expenditures YTD	\$13,940/19%

Finance Comments: CSBG funds were approved to assist this program with personnel and operating expenses.

Program Comments: This fund assists with costs such as electricity which has nearly doubled in cost. The draw down was high to cover the winter weather bills but our usage drops in Spring, back up in Summer and down in Fall. We will use the fund but will not go over. We are planning to offset CSBG funding with any unrestricted funds we are able to realize.

Conclusion

This item is for informational purposes only.

VALLEY APPRENTICESHIP CONNECTIONS
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	May 1, 2024	-	February 28, 2026
PROJECT ID#:	51022		
PERCENTAGE OF TIME LAPSED:	45%		
PROJECT:	Fresno County EDC - CVTC Selma		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Fresno County EDC - Selma	\$ 462,763	\$ 174,918	\$ 287,845	37.80%
TOTAL REVENUE	\$ 462,763	\$ 174,918	\$ 287,845	37.80%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 284,028	\$ 103,141.52	\$ 180,886	36.31%
Fringe	\$ 80,552	\$ 30,609.19	\$ 49,943	38.00%
TOTAL PERSONNEL	\$ 364,580	\$ 133,750.71	\$ 230,829	36.69%
NON-PERSONNEL				
Contract Services				
Contract Services - Janitorial	\$ -	\$ 356	\$ (356)	0.00%
OPERATING EXPENSES				
Facility Cost	\$ 6,612	\$ 15,123	\$ (8,511)	228.72%
Travel				
Mileage	\$ -	\$ 3,135	\$ (3,135)	0.00%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ -	\$ 746	\$ (746)	0.00%
Repairs & Mainenance - Office Equipment	\$ -	\$ 182	\$ (182)	0.00%
OFFICE EXPENSES				
Classroom Supplies	\$ 10,500	\$ -	\$ 10,500	0.00%
Bottle Water	\$ -	\$ 540	\$ (540)	0.00%
Computer Supplies	\$ -	\$ 5,475	\$ (5,475)	0.00%
Software Licenses	\$ -	\$ 464	\$ (464)	0.00%
Office Supplies	\$ -	\$ 1,160	\$ (1,160)	0.00%
Printing	\$ -	\$ 124	\$ (124)	0.00%
Supplies - Other	\$ -	\$ 1,945	\$ (1,945)	0.00%
Telephone	\$ -	\$ 3,866	\$ (3,866)	0.00%
Telephone - Cellular	\$ -	\$ 722	\$ (722)	0.00%
Internet	\$ -	\$ 708	\$ (708)	0.00%
INSURANCE EXPENSES				
Insurance	\$ -	\$ 2,021	\$ (2,021)	0.00%
TOTAL OPERATING EXPENSES	\$ 17,112	\$ 36,566	\$ (19,454)	213.69%
PROGRAM SUPPLIES & Client Costs				
In-Demand Certificates	\$ 22,000	\$ -	\$ 22,000	0.00%
Program Supplies - (Laptops, Printers, Paper, Toner, Case Manager Phone Allowance)	\$ 17,000	\$ -	\$ 17,000	0.00%
Fingerprinting/Background Check	\$ -	\$ 750	\$ (750)	0.00%
Promotional Items	\$ -	\$ 39	\$ (39)	0.00%
Program Supplies - Janitorial	\$ -	\$ 1,976	\$ (1,976)	0.00%
Program Supplies - Classroom	\$ -	\$ 171	\$ (171)	0.00%
Training Other	\$ -	\$ 2,393	\$ (2,393)	0.00%
TOTAL OTHER COSTS	\$ 39,000	\$ 5,330	\$ 33,670	13.67%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 42,072	\$ 17,730	\$ 24,342	42.14%
TOTAL ADMINISTRATIVE EXPENSES	\$ 42,072	\$ 17,730	\$ 24,342	42.14%
TOTAL NON-PERSONNEL	\$ 98,184	\$ 59,626	\$ 38,558	60.73%
TOTAL EXPENDITURES	\$ 462,764	\$ 193,376	\$ 269,388	41.79%
NET INCOME(LOSS)	\$ -	\$ (18,458)	\$ 18,458	

NOTES:
Project is reimbursed by rate.

VALLEY APPRENTICESHIP CONNECTIONS
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	January 1, 2025	-	December 31, 2025
PROJECT ID#:	51002		
PERCENTAGE OF TIME LAPSED:	17%		
PROJECT:	Fresno County EDC DSS		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Fresno County EDC (\$7,500 x 14)	\$ 105,000	\$ 82,500	\$ 22,500	78.57%
TOTAL REVENUE	\$ 105,000	\$ 82,500	\$ 22,500	78.57%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 34,796	\$ 6,774.27	\$ 28,022	19.47%
Fringe	\$ 9,459	\$ 1,916.07	\$ 7,543	20.26%
TOTAL PERSONNEL	\$ 44,255	\$ 8,690.34	\$ 35,565	19.64%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 17,500	\$ 80	\$ 17,420	0.45%
CONTRACT SERVICES				
Professional Services - Consulting	\$ -	\$ 1,850	\$ (1,850)	0.00%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ 800	\$ -	\$ 800	0.00%
OFFICE EXPENSES				
Subscription Expense	\$ 1,000	\$ -	\$ 1,000	0.00%
Bottle Water	\$ 1,000	\$ 36	\$ 964	3.64%
Office Supplies	\$ 2,500	\$ 16	\$ 2,484	0.64%
Supplies - Other	\$ -	\$ 17	\$ (17)	0.00%
Telephone	\$ 3,450	\$ 118	\$ 3,332	3.43%
Telephone - Cellular	\$ 200	\$ 27	\$ 173	13.55%
Internet	\$ 800	\$ 235	\$ 565	29.36%
INSURANCE EXPENSES				
Insurance	\$ 2,122	\$ 44	\$ 2,078	2.08%
TOTAL OPERATING EXPENSES	\$ 29,372	\$ 2,424	\$ 26,948	8.25%
OTHER COSTS				
Advertisement - Other	\$ 412	\$ -	\$ 412	0.00%
Supportive Costs - Other	\$ 1,000	\$ 34	\$ 966	3.44%
Training Other	\$ 18,165	\$ 1,614	\$ 16,551	8.89%
Dues - Organizations	\$ 500	\$ -	\$ 500	0.00%
Fingerprinting/Background Check	\$ 1,000	\$ 570	\$ 430	57.00%
Program Supplies - Janitorial	\$ 500	\$ 143	\$ 357	28.69%
Program Supplies - Classroom	\$ 250	\$ -	\$ 250	0.00%
TOTAL OTHER COSTS	\$ 21,827	\$ 2,362	\$ 19,465	10.82%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 9,546	\$ 1,216	\$ 8,330	12.74%
TOTAL ADMINISTRATIVE EXPENSES	\$ 9,546	\$ 1,216	\$ 8,330	12.74%
TOTAL NON-PERSONNEL	\$ 60,745	\$ 6,002	\$ 54,743	9.88%
TOTAL EXPENDITURES	\$ 105,000	\$ 14,693	\$ 90,307	13.99%
NET INCOME(LOSS)	\$ -	\$ 67,807	\$ (67,807)	

NOTES:

VALLEY APPRENTICESHIP CONNECTIONS

VARIANCE REPORT

REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	September 1, 2024	-	August 31, 2025
PROJECT ID#:	51005		
PERCENTAGE OF TIME LAPSED:	50%		
PROJECT:	Fresno County Probation		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Fresno County Probation	\$ 258,720	\$ 147,114	\$ 111,606	56.86%
TOTAL REVENUE	\$ 258,720	\$ 147,114	\$ 111,606	56.86%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 160,543	\$ 80,941.27	\$ 79,602	50.42%
Fringe	\$ 40,511	\$ 23,058.62	\$ 17,452	56.92%
TOTAL PERSONNEL	\$ 201,054	\$ 103,999.89	\$ 97,054	51.73%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 11,280	\$ 8,282	\$ 2,998	73.43%
Contract Services				
Professional Services - Consulting	\$ -	\$ 6,475	\$ (6,475)	0.00%
Contract Services - Janitorial	\$ -	\$ 281	\$ (281)	0.00%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ -	\$ 392	\$ (392)	0.00%
Repairs & Maintenance - Equipment	\$ -	\$ 120	\$ (120)	0.00%
Repairs & Maintenance - Office Equipment	\$ -	\$ (31)	\$ 31	0.00%
OFFICE EXPENSES				
Office Supplies	\$ 2,000	\$ 620	\$ 1,380	31.02%
Bottled Water	\$ -	\$ 228	\$ (228)	0.00%
Software Licenses	\$ -	\$ 32	\$ (32)	0.00%
Printing	\$ -	\$ 123	\$ (123)	0.00%
Supplies - Other	\$ -	\$ 800	\$ (800)	0.00%
Telephone	\$ 600	\$ 2,441	\$ (1,841)	406.81%
Telephone - Cellular	\$ 600	\$ 249	\$ 351	41.44%
Internet	\$ 600	\$ 305	\$ 295	50.76%
INSURANCE EXPENSES				
Insurance	\$ 400	\$ 1,242	\$ (842)	310.57%
TOTAL OPERATING EXPENSES	\$ 15,480	\$ 21,559	\$ (6,079)	139.27%
PROGRAM SUPPLIES & Client Costs				
Workshop/Classroom Supplies	\$ 15,881	\$ -	\$ 15,881	0.00%
Advertisement - Other	\$ -	\$ 10	\$ (10)	0.00%
Fingerprint/Background Check	\$ -	\$ 407	\$ (407)	0.00%
Program Incentives		\$ 41		
Promotional Items	\$ -	\$ 33	\$ (33)	0.00%
Program Supplies - Classroom	\$ -	\$ 96	\$ (96)	0.00%
Program Supplies - Janitorial	\$ -	\$ 1,307	\$ (1,307)	0.00%
Program Supplies - Tools	\$ -	\$ 46	\$ (46)	0.00%
Supportive Costs - Other	\$ 6,200	\$ 1,904	\$ 4,296	30.71%
Training Other	\$ -	\$ 4,337	\$ (4,337)	0.00%
Dues - Organizations	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER COSTS	\$ 22,081	\$ 8,181	\$ 13,941	37.05%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 20,105	\$ 13,374	\$ 6,731	66.52%
TOTAL ADMINISTRATIVE EXPENSES	\$ 20,105	\$ 13,374	\$ 6,731	66.52%
TOTAL NON-PERSONNEL	\$ 57,666	\$ 43,114	\$ 14,593	74.77%
TOTAL EXPENDITURES	\$ 258,720	\$ 147,114	\$ 111,647	56.86%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

VALLEY APPRENTICESHIP CONNECTIONS
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	January 1, 2025	-	December 31, 2025
PROJECT ID#:	51006		
PERCENTAGE OF TIME LAPSED:	17%		
PROJECT:	State Center Community College District		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
SCCCD	\$ 200,000	\$ -	\$ 200,000	0.00%
TOTAL REVENUE	\$ 200,000	\$ -	\$ 200,000	0.00%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 84,736	\$ 12,855.12	\$ 71,881	15.17%
Fringe	\$ 21,184	\$ 3,787.70	\$ 17,396	17.88%
TOTAL PERSONNEL	\$ 105,920	\$ 16,642.82	\$ 89,277	15.71%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 20,000	\$ 222	\$ 19,778	1.11%
Travel				
Mileage/Travel	\$ 655	\$ 159.46	\$ 496	24.35%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ -	\$ -	\$ -	0.00%
OFFICE EXPENSES				
Bottle Water	\$ -	\$ 65.03	\$ (65)	0.00%
Office Supplies	\$ 5,000	\$ -	\$ 5,000	0.00%
Telephone	\$ 5,736	\$ 268.27	\$ 5,468	4.68%
Telephone - Cellular	\$ -	\$ 32.62	\$ (33)	0.00%
Internet	\$ -	\$ 67.71	\$ (68)	0.00%
INSURANCE EXPENSES				
Insurance	\$ -	\$ 100.29	\$ (100)	0.00%
TOTAL OPERATING EXPENSES	\$ 31,391	\$ 915	\$ 30,476	2.91%
PROGRAM SUPPLIES & Client Costs				
Workshop - Supplies	\$ 11,000	\$ -	\$ 11,000	0.00%
Supportive Costs - Other	\$ 10,000	\$ -	\$ 10,000	0.00%
Training Other	\$ 23,014	\$ -	\$ 23,014	0.00%
Dues - Organizations	\$ -	\$ -	\$ -	0.00%
Fingerprinting/Background Check	\$ -	\$ -	\$ -	0.00%
Program Supplies - Janitorial	\$ -	\$ -	\$ -	0.00%
Program Supplies - Classroom	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER COSTS	\$ 44,014	\$ -	\$ 44,014	0.00%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 18,676	\$ 1,808	\$ 16,868	9.68%
TOTAL ADMINISTRATIVE EXPENSES	\$ 18,676	\$ 1,808	\$ 16,868	9.68%
TOTAL NON-PERSONNEL	\$ 94,081	\$ 2,723	\$ 91,358	2.89%
TOTAL EXPENDITURES	\$ 200,000	\$ 19,366	\$ 180,635	9.68%
NET INCOME(LOSS)	\$ -	\$ (19,366.23)	\$ 19,366	

NOTES:
SCCCD to have their meeting, regarding EOC Contract, in April

VALLEY APPRENTICESHIP CONNECTIONS

VARIANCE REPORT

REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	May 1, 2023	-	June 30, 2026
PROJECT ID#:	51023		
PERCENTAGE OF TIME LAPSED:	55%		
PROJECT:	Fresno County EDC - Goods Jobs Challenge		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Fresno Regional Workforce	\$ 2,055,049	\$ 508,548	\$ 1,546,501	24.75%
TOTAL REVENUE	\$ 2,055,049	\$ 508,548	\$ 1,546,501	24.75%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 992,082	\$ 272,240.71	\$ 719,841	27.44%
Fringe	\$ 489,565	\$ 72,343.17	\$ 417,222	14.78%
TOTAL PERSONNEL	\$ 1,481,647	\$ 344,583.88	\$ 1,137,063	23.26%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 118,800	\$ 32,056	\$ 86,744	26.98%
Contract Services				
Cotract Services - Janitorial	\$ -	\$ 369	\$ (369)	0.00%
Travel				
Mileage	\$ 67,200	\$ 3,010	\$ 64,190	4.48%
EQUIPMENT				
Equipment under \$5,000	\$ -	\$ 17	\$ (17)	0.00%
Leased - Copiers	\$ -	\$ 1,301	\$ (1,301)	0.00%
Repairs & Mainenance - Office Equipment	\$ -	\$ 226	\$ (226)	0.00%
OFFICE EXPENSES				
Subscription Expense	\$ -	\$ 90	\$ (90)	0.00%
Bottle Water	\$ -	\$ 1,103	\$ (1,103)	0.00%
Office Supplies	\$ 7,200	\$ 3,552	\$ 3,648	49.33%
Laptops - Computer Supplies	\$ 13,500	\$ 9,914	\$ 3,586	73.43%
Supplies - Other	\$ -	\$ 2,021	\$ (2,021)	0.00%
Telephone	\$ -	\$ 8,089	\$ (8,089)	0.00%
Telephone - Cellular	\$ -	\$ 859	\$ (859)	0.00%
Internet	\$ 16,380	\$ 1,335	\$ 15,045	8.15%
INSURANCE EXPENSES				
Insurance	\$ 18,000	\$ 4,924	\$ 13,076	27.36%
TOTAL OPERATING EXPENSES	\$ 241,080	\$ 68,864	\$ 172,216	28.56%
PROGRAM SUPPLIES & Client Costs				
Folding Tables	\$ 5,000	\$ -	\$ 5,000	0.00%
Lumber/Gravel	\$ 5,001	\$ -	\$ 5,001	0.00%
Data Management System	\$ 9,000	\$ -	\$ 9,000	0.00%
Outreach Materials	\$ 3,000	\$ 15	\$ 2,985	0.50%
Storage	\$ 7,500	\$ -	\$ 7,500	0.00%
Transportation	\$ 3,000	\$ 46	\$ 2,954	1.53%
Promotion	\$ 3,000	\$ 37	\$ 2,963	1.24%
Certification	\$ 110,000	\$ -	\$ 110,000	0.00%
Advertisement - Other	\$ -	\$ 47	\$ (47)	0.00%
Dues - Organizations	\$ -	\$ 1,482	\$ (1,482)	0.00%
Fingerprinting/Background Check	\$ -	\$ 1,223	\$ (1,223)	0.00%
Recruitment	\$ -	\$ 35	\$ (35)	0.00%
Licenses - Premise	\$ -	\$ 17,550	\$ (17,550)	0.00%
Program Supplies - Classroom	\$ -	\$ 345	\$ (345)	0.00%
Program Supplies - Janitorial	\$ -	\$ 900	\$ (900)	0.00%
Program Incentives	\$ -	\$ 126	\$ (126)	0.00%
Supportive Costs - Other	\$ -	\$ 8,339	\$ (8,339)	0.00%
Training - Other	\$ -	\$ 17,589	\$ (17,589)	0.00%
TOTAL OTHER COSTS	\$ 145,501	\$ 47,735	\$ 97,766	32.81%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 186,823	\$ 47,365	\$ 139,458	25.35%
TOTAL ADMINISTRATIVE EXPENSES	\$ 186,823	\$ 47,365	\$ 139,458	25.35%
TOTAL NON-PERSONNEL	\$ 573,404	\$ 163,964	\$ 409,440	28.59%
TOTAL EXPENDITURES	\$ 2,055,050	\$ 508,548	\$ 1,546,503	24.75%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

VALLEY APPRENTICESHIP CONNECTIONS
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	December 31, 2023	-	July 31, 2026
PROJECT ID#:	51031		
PERCENTAGE OF TIME LAPSED:	47%		
PROJECT:	FRWDB Goods Jobs Challenge		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
Fresno Regional Workforce	\$ 332,460	\$ 138,333	\$ 194,127	41.61%
TOTAL REVENUE	\$ 332,460	\$ 138,333	\$ 194,127	41.61%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 177,953	\$ 87,011.39	\$ 90,942	48.90%
Fringe	\$ 47,025	\$ 23,672.37	\$ 23,353	50.34%
TOTAL PERSONNEL	\$ 224,978	\$ 110,683.76	\$ 114,294	49.20%
Contract Services				
Contract Services - Janitorial	\$ -	\$ 175	\$ (175)	0.00%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 24,147	\$ 8,605	\$ 15,542	35.64%
Travel				
Mileage	\$ 1,046	\$ 29	\$ 1,017	2.80%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ -	\$ 454	\$ (454)	0.00%
Repairs & Mainenance - Office Equipment	\$ -	\$ 78	\$ (78)	0.00%
OFFICE EXPENSES				
Subscription Expense	\$ -	\$ -	\$ -	0.00%
Bottle Water	\$ -	\$ 286	\$ (286)	0.00%
Software Licenses	\$ -	\$ 163	\$ (163)	0.00%
Office Supplies	\$ 894	\$ 88	\$ 806	9.89%
Printing	\$ -	\$ 63	\$ (63)	0.00%
Supplies - Other	\$ -	\$ 264	\$ (264)	0.00%
Telephone	\$ 3,600	\$ 2,490	\$ 1,110	69.15%
Telephone - Cellular	\$ -	\$ 243	\$ (243)	0.00%
Internet	\$ -	\$ 432	\$ (432)	0.00%
INSURANCE EXPENSES				
Insurance	\$ 1,890	\$ 1,283	\$ 607	67.86%
TOTAL OPERATING EXPENSES	\$ 31,577	\$ 14,652	\$ 16,925	46.40%
PROGRAM SUPPLIES & Client Costs				
Training	\$ 45,600	\$ -	\$ 45,600	0.00%
Instructional Material/Testing/	\$ -	\$ (57)	\$ 57	0.00%
Promotional Items	\$ -	\$ 19	\$ (19)	0.00%
Program Supplies - Janitorial	\$ -	\$ 375	\$ (375)	0.00%
Program Supplies - Classroom	\$ -	\$ 85	\$ (85)	0.00%
TOTAL OTHER COSTS	\$ 45,600	\$ 422	\$ 45,178	0.92%
ADMINISTRATIVE EXPENSES				
Indirect	\$ 30,305	\$ 12,576	\$ 17,729	41.50%
TOTAL ADMINISTRATIVE EXPENSES	\$ 30,305	\$ 12,576	\$ 17,729	41.50%
TOTAL NON-PERSONNEL	\$ 107,482	\$ 27,650	\$ 79,832	25.72%
TOTAL EXPENDITURES	\$ 332,460	\$ 138,333	\$ 194,127	41.61%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

VALLEY APPRENTICESHIP CONNECTIONS
VARIANCE REPORT
REPORTING PERIOD: 02/28/2025

FUNDING PERIOD :	January 1, 2025	-	December 31, 2025
PROJECT ID#:	51021		
PERCENTAGE OF TIME LAPSED:	17%		
PROJECT:	Uncovered Expenses (CSBG)		

	BUDGET	YTD ACTUAL	BALANCE	VARIANCE
REVENUE				
CSBG	\$ 75,000	\$ 13,940	\$ 61,060	18.59%
TOTAL REVENUE	\$ 75,000	\$ 13,940	\$ 61,060	18.59%
EXPENDITURES				
PERSONNEL				
Salaries	\$ 32,207	\$ 4,964.88	\$ 27,242	15.42%
Fringe	\$ 17,749	\$ 1,965.16	\$ 15,784	11.07%
TOTAL PERSONNEL	\$ 49,956	\$ 6,930.04	\$ 43,026	13.87%
NON-PERSONNEL				
OPERATING EXPENSES				
Facility Cost	\$ 25,044	\$ 2,833	\$ 22,211	11.31%
Travel				
Mileage	\$ -	\$ 15	\$ (15)	0.00%
EQUIPMENT UNDER \$5000				
Leased - Copiers	\$ -	\$ 33	\$ (33)	0.00%
Depreciation Expense	\$ -	\$ 3,655	\$ (3,655)	0.00%
OFFICE EXPENSES				
Telephone	\$ -	\$ 220	\$ (220)	0.00%
Telephone - Cellular	\$ -	\$ 69	\$ (69)	0.00%
INSURANCE EXPENSES				
Insurance	\$ -	\$ 171	\$ (171)	0.00%
TOTAL OPERATING EXPENSES	\$ 25,044	\$ 6,995	\$ 18,049	27.93%
PROGRAM SUPPLIES & Client Costs				
Program Supplies - Janitorial	\$ -	\$ 15	\$ (15)	0.00%
TOTAL OTHER COSTS	\$ -	\$ 15	\$ (15)	0.00%
ADMINISTRATIVE EXPENSES				
Indirect	\$ -	\$ -	\$ -	0.00%
TOTAL ADMINISTRATIVE EXPENSES	\$ -	\$ -	\$ -	0.00%
TOTAL NON-PERSONNEL	\$ 25,044	\$ 7,010	\$ 18,034	27.99%
TOTAL EXPENDITURES	\$ 75,000	\$ 13,940	\$ 61,060	18.59%
NET INCOME(LOSS)	\$ -	\$ -	\$ -	

NOTES:

HUMAN RESOURCES/PENSION COMMITTEE MEETING**Date:** March 13, 2025**Time:** 12:00 PM**Location:** 1920 Mariposa Street, Suite 310 Fresno, CA 93721**MINUTES****1. CALL TO ORDER**

Committee Chair, Barigye McCoy, called the meeting to order at 12:10 PM.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:Barigye McCoy (Chair)
Debra McKenzie**Staff:**Brian Angus
Salam Nalia
Nelson Dibie
Alison Tatem
Angela Riofrio
Steve Warnes

Greg Streets

Mayra Casillas Ruezga
Jennifer Tierce Andrade,
Elionora Vivanco
(T) Misty Gattie-Blanco**Teleconference:**Jalyssa Jenkins-McGill
Jimi Rodgers
Alysia Bonner**Absent:**

N/A

3. 2025 HUMAN RESOURCES/PENSION COMMITTEE MEETING SCHEDULEBrian Angus, Interim Chief Executive Officer, provided an overview of the proposed 2025 Human Resources/Pension Committee meeting schedule.Public Comments: None heard.**Motion by:** McKenzie **Second by:** Bonner**Ayes:** All in favor**Nays:** NoneChair Garabedian amended the agenda to move item #4 Personnel Policies & Procedures Manual Update after item #6 HR Reports.

5. JOB DESCRIPTIONS UPDATE

Angus presented the job description changes reflecting that diversity, equity and inclusion (DEI) language in the job descriptions be removed in compliance with executive order.

Commissioner Rodgers made a motion to approve the AB 1207 language in job descriptions. This motion was seconded by Bonner.

Upon further discussion, the Committee recommended taking DEI language to the full board for discussion.

Public Comments: None heard.

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

Ayes: All in favor

Nays: None

6. HR REPORTS

Nelson Dible, People and Culture Officer, presented the HR quarterly reports. Dible provided a comparison of Q4 2023 to Q4 2024. The staff count is down approximately 2% from 2023 to 2024. The turnover rate decreased approximately 2.5% from 2023 to 2024. Injuries and near misses increased from 2023 to 2024, however, total YTD injuries were significantly reduced from 2023 to 2024.

Commissioner Bonner asked if there were corrective actions to prevent future similar injuries. Dible stated that not all injuries required corrective actions, but those that did included notification to facilities and management to make changes.

Commissioner McKenzie asked when the packets should be available, as the HR/Pension Committee packet was received the day before, which makes it difficult to review for due diligence. Dible stated that items will be provided to the committee members further in advance of scheduled meetings.

Public Comment: None heard.

No action required.

4. PERSONNEL POLICES & PROCEDURES MANUAL UPDATE

Angus recommended that this item be tabled for further discussion and be brought to the next Human Resources/Pension Committee Meeting for approval, due to minor changes

Public Comments: None heard.

Motion by: Rodgers **Second by:** Bonner
Ayes: All in favor
Nays: None

7. PUBLIC COMMENTS

Commissioner Bonner informed the Committee and staff that she will be absent from the April 2nd meeting.

Public Comment: None heard.

No action required.

8. ADJOURNMENT

The meeting was adjourned at 12:30 PM

Motion by: McKenzie **Second by:** Rodgers

Respectfully submitted,

Barigye McCoy
Chair



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Human Resources
Consent Agenda Item #: 7_6	Director: N/A
Subject: Personnel Policies and Procedures Manual	Officer: Brian Angus

Recommended Action

The Human Resources/Pension Committee recommends approval of the proposed revisions to the agency's Personnel Policies and Procedures Manual, with the exception of Section 1030 Diversity Policy for two key reasons, first to provide staff with the opportunity to revise this section and second to allow the Board to fully focus on its discussions and consideration of the Diversity Policy.

Background

This item was presented during the April 7, 2025, Human Resources/Pension Committee meeting.

The proposed revisions include implemented recommendations from Commissioner feedback from the December 16, 2024, Board meeting.

The Personnel Policies and Procedures manual is periodically updated and/or new policies are created to comply with all new state or federal laws, rules and regulations and other recommended changes. The proposed manual has some policies with significant revisions since the last approved policy manual in December 2023.

Standard changes include revising policies to meet legislative requirements. Other changes address performance, conduct, workplace atmosphere and create additional structure in which management and the Human Resources Department can effect changes to the workplace.

The proposed policy manual has been revised by the Human Resources Department, employment law and labor law attorney. Additionally, agency Directors and Officers were provided the opportunity to provide feedback.

A summary of proposed changes is included at the end of this staff report.

Fiscal Impact

The removal of the five-day holidays and severance pay is anticipated to generate cost savings, enabling the agency to enhance its financial stability.

Summary of Changes:

<u>Policy Number</u>	<u>Title</u>	<u>Changes</u>
1010	Employment At-Will	No significant changes
1020	Equal Employment Opportunity Policy	Updated list of protected categories per employment law attorney. This commitment applies to all persons involved with Fresno EOC operations and prohibits unlawful discrimination by any employee of Fresno EOC, including supervisors, managers, coworkers, and third parties
1030	~~Diversity~~ Representation Policy	Complete overhaul of policy changing the policy name to Representation Policy and adjusting diversity, equity, and inclusion verbiage in this policy and throughout the manual.
1040	Discrimination/Harassment /Retaliation Complaint and Prevention Policy	Updated list of protected categories per employment law attorney. Added Guidelines for Hugging
1050	Management Flow, and Open Communication	No significant changes
1060	Personnel Records	Updated language to more strict oversight of management, access to personnel files and legal compliance.
1070	Employment Classifications	Clarified language regarding the agency's discretion to rehire and reinstate employees.
1080	Determination of Exempt and Non-Exempt Status	Clarified language for ease of understanding.
1090	Recruitment, Selection and Employment	Updated list of protected categories per employment law attorney. Clarified policy to align with recruitment process changes from 2023 Policy Manual approval.
1100	Internship and Volunteer Programs	Updated list of protected categories per employment law attorney.
1110	Outside Employment	Policy significantly rewritten to ensure that employees disclose employment outside of Fresno EOC and that the employment is not in conflict of interest with Fresno EOC.
1120	Transfers and Promotions	No significant changes
1130	New Employee Orientation	No significant changes
1140	Introductory Period	No significant changes
1150	Hours of Work, Rest and Meal Breaks	Added tables to provide clarity on when meal periods and rest breaks are required to be provided or taken.

1160	Punctuality and Attendance	Excused absence timeframe - 24-hour notice. Extended Return to Work release requirements from 3 days to 5 days. Added expectations for exempt employees
1170	Lactation Policy	Updated language to follow employment law changes and recommended changes from December 16, 2024 Board meeting.
1180	Personal Telephone Calls and Visitors	No significant changes
1190	Dress and Grooming Standards	Simplified language regarding hair; added language for food safety regarding beard masks. Added language requiring employees to return their ID Badge upon Separation of Employment. Added language regarding sending staff home without pay for non-compliant apparel.
1200	Automobile Insurance and Driver's License	Added deadline for employees to submit mileage for reimbursement. Removed transit oversight of agency vehicle usage
1210	Agency Vehicle Policy	Added policy for agency vehicle usage.
2010	Pay Procedures	Added language for split shift premiums in compliance with state law.
2020	Wage and Salary Administration	Removed language regarding agency minimum wage as state minimum wage will be competing with it in the next year or two.
2030	Garnishments	No significant changes
2040	Discretionary Bonus	No significant changes
2050	Hazard Pay Policy	Policy eliminated
2050	Pay Scale Information	No significant changes
3010	Holidays	Changed eligibility for Holiday pay to exclude those that call out the day before or after a holiday (without notice)
3020	Vacations	No significant changes
3030	Sick Time	Change minimum use of Sick Time from one hour to 30 minutes. Kin Care definition clarified to represent a calendar year starting January 1. Updated Sick Time Accrual amount to match 2023 PSL Policy Change
3040	Paid Sick Leave	No significant changes.

3050	Insurance Benefits	Updated policy to require employee's payment of premiums while on leave.
3060	Retirement Plans	Updated vestment of 401a plan to two years.
3070	Vacation Donation Policy	Clarified eligibility requirement for donors and recipients.
3080	Employee Assistance Program	Moved Policy from 7040 to 3080 as part of employee benefits section of policy manual.
3070	Vaccination Policy	Policy Deleted
3080	Health and Wellness Platform	Policy Deleted
4010	Family And Medical Leave and California Family Rights Act	Moved Interactive Process section to new policy 4020
4020	Interactive Process	New Policy, pulled from policy 4010.
4030	Leaves of Absences	Added reproductive loss leave in compliance with employment law.
4040	Military Leaves	No significant changes
4050	Domestic Violence and Sexual Assault Victim Leave	Added definition of victim
5010	Workplace Atmosphere	Significant revision to the Workplace Atmosphere policy to include additional definitions and guidance.
5020	Standards of Performance and Conduct	Revised Performance and conduct standards
5030	Progressive Discipline	Clarified performance and conduct discipline, and progressive discipline Updated verbiage throughout policy from using the word discipline to corrective action.
5040	Alcohol/Drug Free Workplace	No significant changes
5050	Mandatory Child Abuse Reporting	Policy Re-written
5060	Employment of Relatives (Nepotism) and Personal Relationships	Policy Re-written
5070	Code of Ethics and Business Conduct	No significant changes
5080	Solicitation, Distribution, and Posting	Policy rewritten

5090	Privacy and the Use of Fresno EOC Resources	No significant changes
5100	Social Networking	No significant changes
5110	Remote Work Access Guidelines	No significant changes
5120	Remote Work Policy	Employees must successfully complete their introductory period before requesting remote
5130	Retention Policy	No significant changes
5140	Employee Referral Incentive Program	Policy eliminated
5140	Child Support Referral	New Policy - to comply with CSBG Requirements
6010	Commitment to Safety	No significant changes
6020	Workplace Violence	Includes recommended changes from December 16, 2024 Board meeting
6030	Infectious Disease Control	Policy eliminated
7010	Learning and Development	No significant changes
7020	Professional Certification Reimbursement	New Policy
7030	Succession Planning	No significant changes
7040	Performance Evaluations	Changed timeframe for evaluation due dates to follow introductory period changes from policy 1140. Revised and clarified the Performance Improvement Plan (PIP) process.
7050	Separation of Employment	No significant changes.
7060	Layoffs and Furloughs	No significant changes
7070	Severance Pay	Removed Section B – Severance Rates



Fresno
**Economic
Opportunities
Commission**

PERSONNEL POLICIES & PROCEDURES MANUAL

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APPROVED OCTOBER 5, 2023

INTRODUCTION TO PERSONNEL POLICIES & PROCEDURES MANUAL

The purpose of these policies, procedures, rules and guidelines is to establish systematic and uniform procedures for handling personnel matters. It is the duty and responsibility of all employees of Fresno EOC to read, understand, know and comply with and assist in carrying into effect the provisions of these rules as amended ~~and required by law, from time to time.~~

I. GENERAL STATEMENTS

-These rules and procedures cannot address all possible workplace issues and the absence of a policy to address an issue shall not be construed as prohibiting the Agency from appropriately addressing the matter. In instances where the Agency has negotiated collective bargaining agreements, the Personnel Manual shall prevail where the bargaining agreements are silent. Under no circumstances shall these policies be constructed to act as or create any type of express or implied employment contract with any employee of Fresno EOC. This manual supersedes and replaces all previous Personnel Policies and Procedures Manuals.

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

Only the Chief Executive Officer (hereafter CEO) has the authority to enter into any employment or other agreement that modifies Fresno EOC policy. Any such modifications must be in writing and signed by the CEO. These policies are not intended to alter or affect the basis of employment with Fresno EOC. No oral statements or representations can change the provisions of this manual.

II. AGENCY PROPERTY

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

III. POLICY INTERPRETATION

Directors, management and supervisors should refer to the manual whenever questions of policy interpretation or implementation arise.

Policies needing clarification or interpretation should be referred to the Human Resources Office.

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POLICY 1010 EMPLOYMENT AT WILL

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

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

REFERENCE: CA Labor Code § 2922

PROCEDURE: _____

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Employment with Fresno EOC is voluntary and is subject to termination by employees or Fresno EOC at-will, with or without cause, and with or without notice, at any time. These policies shall not be in conflict with, eliminate or modify the employment at-will status of Fresno EOC employees.

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

POLICY 1020 EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

POLICY: It is the policy of Fresno EOC to recruit, employ, evaluate, transfer, and promote qualified personnel without distinction to race (including traits historically associated with race including but not limited to hair texture and protective hairstyles), color, sex, religious creed (including all aspects of religious beliefs, observances or practices, including but not limited to religious dress or grooming practices), gender (including but not limited to gender identity and gender expression), marital status, registered domestic partner status, age, national origin or ancestry (including but not limited to language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship status, physical or mental disability (except when physical fitness is a valid occupational qualification), medical condition (including but not limited to genetic characteristics, HIV, AIDS, or cancer or a history of cancer), genetic information, sexual orientation, reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health), military and veteran status, taking or requesting to take protected leave(s), engaging in protected activity outside of work (including, but not limited to, lawful use of cannabis off the job and away from the workplace, except as limited by law), ~~race (including hair texture and protective hairstyle), color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), request for pregnancy disability leave, religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, request for leave for a serious health condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, reproductive health decision making, genetic information, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, request for family care leave, criminal background, or for any other reason prohibited by law or regulation and not work related.~~ All such discrimination is unlawful.

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

PROCEDURES:

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I. COMMITMENT

Fresno EOC is committed to equal opportunity employment for all employees and applicants. Employment decisions will comply with all applicable laws prohibiting discrimination in employment. This commitment applies to all persons involved with Fresno EOC operations and prohibits unlawful discrimination by any employee of Fresno EOC, including supervisors, managers, coworkers, and third parties

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

Accommodating Religious Beliefs:

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

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

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

II. RESPONSIBILITY

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

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

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

III. RECRUITMENT

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

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

IV. ADVANCEMENT OPPORTUNITIES

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

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

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

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

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

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POLICY 1030 ~~DIVERSITY, EQUITY, AND INCLUSION~~ REPRESENTATION POLICY

PURPOSE: Fresno EOC places a high importance on ~~diversity, equity, and inclusion~~representation and aspires to be a workplace that ~~benefits works for~~ everyone. Fresno EOC believes that ~~diversity, equity, and inclusion~~representation are is essential to organizational effectiveness and excellence, and that services are enhanced when organizations are reflective of the communities being served. Moreover, Fresno EOC seeks to provide a fair and ~~inclusive-welcoming~~ work environment that will nurture, develop, and respect the talents and differences of all employees equally, to give the Agency a competitive advantage, and promote the development of people from all sectors.

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

REFERENCE: 76 Fed. Register 163

PROCEDURES:

I. DEFINITION

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

II. COMMITMENT

Our employees are the most valuable asset we have. as such. Fresno EOC is committed to fostering, cultivating, and preserving a culture of ~~diversity, equity, and inclusion~~representation. ~~Our employees are the most valuable asset we have.~~ The collective sum of the individual attributes, differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talents of our employees represent a significant part of not only our culture, but our reputation and our ability to achieve. As such, Fresno EOC draws upon the ~~diverse-various~~ life experiences of our employees and encourages their full and active participation in the Agency.

Achieving ~~diversity-representation~~ requires commitment ~~from tthe~~from the organization's Agency's leadership at all levels. This commitment must be well thought out and ~~extendextended~~ over time, with an understanding that there must be a continued commitment to maintain our ~~diverse-representative~~ workforce. Achieving diversity

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representation is an ongoing process, which the Agency believes will lead to a more innovative, pluralistic, and economically productive agency.

III. OBJECTIVES

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

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

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

IV. RESPONSIBILITY

The Agency will advance these objectives by:

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

- providing opportunities for education and training
- identifying and addressing barriers that impede ~~diversity~~representation

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

Any employee found to have engaged in any conduct or behavior in contrast with this ~~representation~~diversity policy may be subject to corrective action up to and including termination (see Policy 5030, ~~Progressive Discipline~~Corrective Action).

POLICY 1040 DISCRIMINATION/HARASSMENT/RETALIATION COMPLAINT AND PREVENTION POLICY

PURPOSE: The Agency is committed to providing a work environment free of unlawful discrimination, harassment, and retaliation in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment, and retaliation.

POLICY: The Agency is committed to preserving a workplace free of discrimination, harassment, retaliation, and inappropriate workplace conduct based on protected classifications and in compliance with state and federal requirements as well as the use of sound management principles. The Agency will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should communicate them to the ~~Human Resources Department~~[Human Resources Office](#).

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

PROCEDURES:

I. INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants, employees, unpaid interns, volunteers, client, commissioner and/or customer, whether related to conduct engaged in by fellow employees or by someone not directly connected to Fresno EOC (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

II. OVERVIEW

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The law and the policies of Fresno EOC prohibit disparate treatment on the basis of any protected characteristic, with regard to terms, conditions, and privileges of employment. The prohibitions against discrimination, harassment and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

All individuals should be afforded the opportunity to participate in business or work-related social activities or discussions without fear of discrimination or harassment.

A. Equal Employment Opportunity

It is the policy of Fresno EOC to ensure equal employment opportunity without discrimination or harassment on the basis of:

- race (including traits historically associated with race including but not limited to hair texture and protective hairstyles including hairstyle/texture);
- ancestry (including but not limited to language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law);
- citizenship status;
- religion or religious creed (including religious dress and grooming practices);
- color;
- age (40 and over);
- sex;
- gender;
- sexual orientation;
- gender identity or expression;
- genetic information;
- national origin (including language use restrictions);
- marital status;
- domestic partner status;
- medical condition (including cancer, HIV/AIDS and genetic characteristics);
- physical or mental disability (including HIV and AIDS);
- military or veteran status;
- pregnancy;
- childbirth;
- breastfeeding and related medical conditions;
- reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device, product, or medical service for reproductive health);
- taking or requesting to take protected leave(s);
- engaging in protected activity outside of work (including, but not limited to, lawful use of cannabis off the job and away from the workplace, except as limited by law); or
- any other characteristic protected by law as Fresno EOC prohibits any such discrimination or harassment.
- Individuals—individuals whose affiliation with or perceived affiliation with any characteristic protected by law including those listed above.

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B. Prohibiting Retaliation

The Agency encourages reporting of all perceived incidents of discrimination or harassment so that it may promptly and thoroughly investigate such reports. The Agency prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

C. Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment:

- ~~Quid Pro Quo~~
- ~~Hostile Work Environment~~

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

D. Harassment

For the purposes of this policy, harassment is considered to be verbal, written or physical conduct that denigrates, shows hostility, and/or aversion toward an individual and/or that of an individual's relatives, friends or associates, because of the reasons listed under section A. Equal Employment Opportunity and that:

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- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material, including the display of signs or symbols, that denigrates, shows hostility, and/or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company/agency time or using company/agency equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

E. Guidelines for Hugging

Fresno EOC understands that hugging can benefit employees and the workplace but consent for hugging must be requested and received.

- Consent: Always seek explicit verbal or non-verbal consent before initiating any physical contact, including hugging. If in doubt, avoid initiating physical contact.
- Respect Personal Space: Understand that not everyone is comfortable with physical displays of affection, even in friendly situations. Respect personal boundaries at all times.
- Professional Environment: Be mindful of the context. Hugging should be avoided in professional or formal settings, such as meetings, presentations, or interactions with clients.
- Power Dynamics: Supervisors, managers, or individuals in positions of authority should exercise extra caution when considering physical interaction with subordinates, as there may be an inherent pressure or expectation.
- Cultural Sensitivity: Recognize that cultural differences may influence how physical touch is perceived. Some individuals may come from backgrounds where hugging is uncommon or uncomfortable.
- Alternative Gestures: If you wish to express support or congratulations, consider alternative gestures such as a verbal compliment, a handshake, or a pat on the back.
- Communicate Directly: Politely express discomfort to the individual involved if they feel comfortable doing so.

If any employee feels uncomfortable or experiences unwelcome physical contact, they are encouraged to report to the Human Resources Office. Employees can report any concerns about inappropriate physical contact, including hugging, to Human Resources or their supervisor without fear of retaliation. All reports will be handled confidentially and investigated promptly, in accordance with the agency's anti-harassment and workplace conduct policies.

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III. MANDATORY TRAINING

Fresno EOC requires interactive training and education regarding sexual harassment and abusive conduct prevention. Every two years, supervisory employees must receive two (2) hours of training and non-supervisory employees must receive one (1) hour of training. New nonsupervisory employees will be provided one (1) hour of training within ninety (90) days of hire. New supervisory employees will be provided two (2) hours of training within thirty (30) days of assuming their supervisory position. Fresno EOC may provide this training in conjunction with other training provided to the employees.

IV. REPORTING AN INCIDENT OF DISCRIMINATION, HARASSMENT, OR RETALIATION

The Agency encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the identity or position held by the accused. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, director, or Human Resources management. See the complaint procedure described below.

In addition, Fresno EOC also encourages individuals who believe they are being subjected to such conduct to promptly advise the accused that their behavior is unwelcome and to request that it be discontinued. Often, this action alone will resolve the problem. The Agency recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Any person, employee, or manager who has an obligation to report violations of this policy and fails to do so will be subject to corrective action, up to or including termination.

V. COMPLAINT PROCEDURE

Individuals who believe they have been the victim of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, director, or Human Resources management.

Any reported allegations of discrimination, harassment or retaliation will be investigated promptly by ~~management staff in~~ the Human Resources Office. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

The Agency will handle all situations with confidentiality, to the extent possible, by making every effort to limit both the number of people involved with the investigation and the extent of the discussion with them to a need-to-know basis, while ensuring that the investigation is conducted thoroughly and objectively. Upon completion of the investigation, the investigator will provide an objective decision of the reported claims based on preponderance of evidence.

VI. RETALIATION

The Agency prohibits retaliation against employees who, in good faith, report what they believe to be discrimination, harassment, retaliation, or inappropriate workplace conduct based on a protected classification, or who participates in the investigation of such complaints or other proceeding conducted by the California Civil Rights Department ("CCRD") or U.S. Equal Employment Opportunity Commission ("EEOC") or other applicable agency.

Retaliation can include conduct such as termination, demotion, loss of duties, or disadvantageous transfers or assignments as well as expressing hostility, shunning or avoiding an individual, applying unreasonable or unfair job expectations, and real or implied threats or intimidation against the complainant(s) or a participant in the investigation.

Any employee experiencing or witnessing retaliatory conduct should immediately report the conduct consistent with reporting procedures contained within this policy. Any person engaging in retaliatory conduct will be subject to ~~discipline~~ corrective action up to and including termination.

VII. RESPONSIVE ACTION

Misconduct constituting discrimination, harassment or retaliation will be addressed appropriately. Fresno EOC will engage in a prompt and impartial investigation. Responsive action may include but is not limited to, corrective action, training, referral for assistance, reassignment, temporary suspension without pay, or termination, as Fresno EOC believes appropriate under the circumstances.

If a party to a complaint does not agree with the resolution, that party may appeal to the ~~Program Director, Human Resources Director/Officer~~ Human Resources Office.

False and malicious complaints of discrimination, harassment or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate ~~disciplinary~~ corrective action.

Supervisors and managers have a responsibility to the employees and Fresno EOC to report any concerns or complaints of misconduct under this policy to their immediate supervisor (when appropriate) and Human Resources ~~management~~. Supervisors and/or managers must:

- ensure that their work environment remains free of discrimination, harassment, and retaliation;
- coordinate and cooperate with the Program Director in disseminating this policy to all employees under their management/supervision; and
- cooperate with the Program Director, Human Resources management and/or designated person in the investigation of complaints involving employees under their management/supervision.

When discrimination and/or harassment has occurred, supervisors and managers:

- must take reasonable steps to protect the complainant from further discrimination, harassment or retaliation;
- must take action to remedy the effects of discrimination/harassment/retaliation; and
- may be asked to participate in discrimination and harassment prevention training provided by Fresno EOC.

VIII. INTERACTIONS WITH NON-EMPLOYEES

Employees are also prohibited from engaging in the conduct outlined in this policy with non-employees whom they come into contact with, such as employees of contractors, customers, suppliers, and temporary employment agency employees.

IX. CONTRACTS INVOLVING NON-EMPLOYEES

When programs enter into contracts with independent contractors and persons providing services pursuant to a program grant, the Program Director shall ensure language is provided in the contract requiring those contractors to be responsible for ensuring that effective policies and procedures concerning the prevention of discrimination, harassment, and retaliation exist in their companies/businesses. Appropriate action will be taken if the employee of a customer, vendor, supplier, agency, contractor, or other entity with whom Fresno EOC does business engages in conduct prohibited by this policy.

X. EMPLOYEE RESPONSIBILITY

Employees who were subject to or witnessed a violation of this policy should immediately report the violation to their supervisor or Human Resources ~~management~~.

Employees shall:

- not violate any provision of this policy;
- participate in anti-discrimination/harassment/retaliation training provided by Fresno EOC;
- cooperate fully with investigations of discrimination, harassment, and retaliation; and
- verify in writing that they have received a copy of this policy.

XI. SUPERVISOR AND MANAGEMENT RESPONSIBILITY

Supervisors and/or managers who knew or should have reasonably known of a violation of this policy and do not report the violation will be subject to corrective action, up to and including termination.

XII. ADDITIONAL REPORTING INFORMATION

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Anyone who believes that they have been harassed, discriminated, or retaliated against may, within three years of the harassment or discrimination, file a complaint of discrimination with the CCRD or within 300 days of the harassment or discrimination file a complaint of discrimination with the EEOC. Information regarding these agencies is available on the internet at the following websites:

- U.S. Equal Employment Opportunity Commission: www.eeoc.gov
- California Civil Rights Department: www.calcivilrightserd.ca.gov

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Because complaints made only to outside agencies may prevent Fresno EOC from taking prompt and appropriate action to remedy any situation, Fresno EOC requests, but does not require, that employees who file complaints to outside agencies also submit a complaint to Fresno EOC.

POLICY 1050 MANAGEMENT FLOW, OPEN COMMUNICATION

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

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

PROCEDURES:

I. MANAGEMENT FLOW

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

A. Supervisor/Manager: The primary role of each supervisor is to provide a link between management and non-management employees. Accordingly, supervisors are expected to communicate the goals and policies of management and the Agency to the employees that report to them. Supervisors are also expected to communicate back to management the suggestions, interests, concerns, and complaints of their employees. This level of supervision generally reports to Program/Project Directors. It's important to note that an individual may not have the title of "supervisor" or "manager," but they could still hold supervisory-level responsibilities or have decision-making authority.

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

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

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

E. Board of Commissioners: The Board of Commissioners, duly composed under the provisions set forth in the bylaws, has the corporate responsibility for the Agency. The Board

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of Commissioners is responsible for the employment and assignment of the Chief Executive Officer.

II. INFORMAL OPEN COMMUNICATION PROCESS

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Employees are encouraged to raise work-related interests, suggestions, and questions to their immediate supervisor as soon as possible. As first point of contact, immediate supervisors ~~are capable of responding~~can respond promptly and ~~initiating~~initiate action to resolve issues, answer questions, and review suggestions in a timely manner. For these reasons, employees are encouraged to raise and pursue discussions of work-related concerns with their immediate supervisor.

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If the employee does not feel comfortable discussing certain issues with their immediate supervisor, then the employee is encouraged to discuss the issue with their manager, director, officer or with the ~~Human Resources Department~~Human Resources Office. (see Policy 1040 Discrimination/Harassment/Retaliation Complaint and Prevention Policy).

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

POLICY 1060 PERSONNEL RECORDS

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

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

REFERENCE: California Labor Code §1198.5, §432

PROCEDURES:

I. PERSONNEL INFORMATION

Fresno EOC only maintains personnel files as required by federal, state, or local law. Personnel records are ~~confidential~~ confidential, and employee information will be ~~obtained~~, used, and retained in a manner which protects each employee's privacy. The personnel file is used to determine employee qualifications for employment, promotion, additional compensation, termination, or ~~discipline~~ corrective action.

II. RESPONSIBILITY

A. Human ~~Resources~~ Resources Office ~~Department~~: The Human Resources ~~Office~~ Department is solely responsible for overseeing recordkeeping for all personnel information and will specify what information will be collected and how it will be stored and secured. Individual programs are prohibited from keeping or NOT to keep their own personnel duplicating personnel records.

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

III. INSPECTION OF RECORDS

A. Employees: An employee (or former employee) may inspect their own personnel file at a reasonable time and with reasonable notice.

An inspection by the employee must be requested in writing to the ~~Human Resources Department~~ Human Resources Office and will be scheduled at a mutually convenient time, but no later than 30 calendar days from the date that Fresno EOC received the employee's written

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request. Records that are considered to contain sensitive or confidential information, such as letters of reference or materials pertaining to a pending criminal investigation, will be excluded from the personnel file, inspection, and all. Inspections must be conducted in the presence of a designated member of the Human Resources Department Human Resources Office.

An employee has the right to request copies of their own personnel file, but may be charged the actual cost of copying. Upon receipt of a written request from a current or former employee, or a representative, the employer shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, but no later than 30 calendar days from the date the employer receives the request. The employee can designate a representative if authorized in writing. An employee may submit a statement for their file if they dispute the accuracy, completeness, truthfulness, or relevance of any particular document in the file.

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

The following individuals with direct reports may request access to view their employee's personnel file based on business need.

B. — Supervisors: Only supervisory and management employees who have a business need to know may inspect the files of an employee. The inspection must be approved by designated staff in the Human Resources Department Human Resources Office.

B. Supervisors/Managers: To ensure the confidentiality and security of employee information, only supervisory and management employees who have a business need to know may inspect the files of an employee. The inspection must be approved by designated staff in the Human Resources Office.

Managers and supervisors are required to submit a written request to the Human Resources Office to access an employee's file. The request should include the reason for the access and the specific information needed.

The requests should be submitted via email or official request forms provided by Human Resources, ensuring that the request is documented for tracking and audit purposes.

Access to sensitive information is strictly prohibited. Sensitive information includes, but is not limited to date of birth, Social Security number, background checks, personal health information, immigration status, race, gender, religion, sexual orientation, and criminal history.

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Any request for sensitive information must be justified with a clear, business-related rationale, and access will be reviewed on a case-by-case basis by Human Resources in consultation with the legal team.

Failure to comply with this policy may result in corrective disciplinary action, up to and including termination of employment, depending on the severity of the violation.

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

IV. RELEASE OF INFORMATION

Requests to verify employment information for current and previous employees shall be submitted to The Work Number at 800.367.5690 or www.theworknumber.com using Employer Code ~~73024903148505~~. The Work Number will release personnel information only after obtaining the written or e-signature consent of the individual involved. If The Work Number is unable to provide the information requested, the request may be forwarded to the Human Resources Department. Exceptions may be made to cooperate with investigatory or legal requirements.

V. EMPLOYMENT REFERENCE REQUESTS

Fresno EOC does not authorize any employee or supervisor to complete a reference check on behalf of the Agency. Should an employee or supervisor want to provide a reference, it must be done without the appearance of acting on behalf of the agency and cannot be written on ~~the a~~Agency's letterhead.

VI. SUBPOENAS

The ~~Human Resources Department~~Human Resources Office is the designated recipient when accepting legal documents regarding business and personnel matters. Fresno EOC does not accept subpoenas for personal matters on behalf of employees.

POLICY 1070 EMPLOYMENT CLASSIFICATIONS

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

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

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

PROCEDURES:

I. FULL-TIME REGULAR EMPLOYEES

An employee who is regularly scheduled to ~~and does~~ work thirty-five (35) to forty (40) hours per week, excluding vacation and periods of authorized leave, for a period of indefinite duration is referred to as a full-time regular employee. Full-time regular employees are eligible to participate in the benefit program (see Policy 3050, Insurance Benefits).

II. PART-TIME REGULAR EMPLOYEES

An employee who is regularly scheduled to ~~and does~~ work less than the full-time workweek for a period of indefinite duration is referred to as a part-time regular employee. Part-time regular employees who work thirty (30) hours or more per week are eligible to participate in the benefit program (see Policy 3050, Insurance Benefits).

III. TEMPORARY EMPLOYEES

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

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

Temporary employees may be eligible to participate in health insurance program benefits (see Policy 3050) or other benefits as required by law. An employee whose status changes from

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temporary to full-time regular or part-time regular, working more than 30 hours, will become eligible for benefits (see Policy 3050, Insurance Benefits).

IV. ON-CALL/SUBSTITUTE EMPLOYEES

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

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

On-call employees may be eligible to participate in health insurance program benefits (see Policy 3050 Insurance Benefits), or as otherwise required by law. Employees can be removed from the on-call list at any time with or without cause or prior notice.

V. REINSTATED/~~REHIRED~~ EMPLOYEES

A reinstated employee is an employee who is rehired to the same position within thirty (30) calendar days from the employee's last separation date. ~~The reinstatement of an employee is at the discretion of the Agency. If reinstatement is approved, the~~ employee will be reinstated with their original date of hire ~~and last rate of pay~~. For the purposes of benefits that accrue, entitlement will be restored to original hire date. Director and higher-level reinstatements must have ~~Human Resources Director/Officer~~ Human Resources Office approval. A reinstated employee may enroll in other benefits based upon eligibility consistent with these policies and as required by law.

~~VI. REHIRED EMPLOYEES~~

~~A rehired employee is an employee who is rehired following a break in service in excess of more than thirty (30) days from the employee's last separation date, for other than an approved leave of absence. Director and higher-level rehires must have Human Resources Director/Officer approval. A rehired employee who has separated employment for more than after 30 days is considered a new employee from the effective date of their re-employment for all purposes, including benefit eligibility except Paid Sick Leave (See Policy 3040, Paid Sick Leave).~~

VII. SENIORITY DATE

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

VIII. EXEMPT/NON-EXEMPT EMPLOYEES

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

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POLICY 1080 DETERMINATION OF EXEMPT AND NON-EXEMPT STATUS

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

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

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

PROCEDURES:

I. DEFINITIONS

A. Non-exempt: The term "non-exempt employee" means an employee is covered by overtime provisions of the California wage and hour laws or the Federal Fair Labor Standards Act. Employees in this category shall not be employed more than eight hours in any workday or more than 40 hours in any workweek unless they receive one and one-half times their regular rate of pay for all hours worked over eight hours in any workday and over 40 hours in the workweek. Eight hours of labor constitutes a day's work, and employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than: (1) One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and (2) Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. are entitled to overtime pay for work in excess of eight (8) hours in a single workday or forty (40) hours in one workweek. Employees are also entitled to rest periods and meal periods under California wage and hour laws and/or the Federal Fair Labor Standards Act. Such employees include, but are not limited to, those listed in California's Industrial Welfare Commission Orders 4, 5, and 9 (see Policy 2010, Pay Procedures).

B. Exempt: The term "exempt employee" means that employees are exempt from the overtime, meal period, and rest period provisions of the California wage and hour laws or the Federal Fair Labor Standards Act. Such employees include employees who meet the criteria for certain exemptions and/or qualify as exempt including the executive/managerial, administrative, professional, computer professional, or outside salesperson exemptions. Exempt employees are expected to fulfill their job responsibilities and to work their regular working hours (ex. standard operating hours 8:30-5pm) and as otherwise required to fulfill the position duties. Anything outside of the standard operating hours of work should be communicated to direct supervisor and reporting staff as it may affect the operations of the program/department. As an exempt employee your salary won't be deducted unless you are

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absent for one or more full days from work for personal reasons (other than sickness or disability) and for absences of one or more full days occasioned by sickness or disability if the deduction is made from a bona fide plan, practice, or policy of providing compensation for such sickness or disability.

1. Executive/Managerial Exemption: Managerial or executive employees are those who manage all or part of an organization and supervise other employees. An employee qualifies for the executive exemption from overtime when the following conditions are met:
 - The primary duties and responsibilities must be management of the organization, or of a customarily recognized office or subdivision;
 - In most cases, the employee must customarily and regularly direct the work of at least two or more other employees therein;
 - The employee must have the authority to hire and fire, or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;
 - The employee must customarily and regularly exercise discretion and independent judgment;
 - The employee must spend more than 50 percent of working hours performing managerial tasks. Exempt duties include interviewing, selecting, and training employees; setting pay rates and work hours, evaluating employees' performance, handling workers' complaints, disciplining employees, planning and distributing work, deciding on types of work materials and supplies to be used and providing for the safety of employees; and
 - The employee's monthly compensation is not less than two times the state minimum wage for full time employment or meets federal exempt status requirements.
2. Administrative Exemption: An employee qualifies for the administrative exemption from overtime when the following conditions are met:
 - Customarily and regularly exercises discretion and independent judgment in the performance of "intellectual" work which, in the context of an administrative function, is office or non-manual work directly related to management policies or the general business operations of the Agency, and regularly and directly assists an exempt administrator, or performs under only general supervision, work along specialized or technical lines requiring special training, experience or knowledge, or executes special assignments and tasks under only general supervision;
 - Devotes more than 50 percent of work time to the activities described above; and

- The employee's monthly compensation is not less than two times the state minimum wage for full time employment or meets federal exempt status requirements.

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

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

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

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

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

- The employee is primarily engaged in work that is intellectual or creative;
- The employee is primarily engaged in work that requires the exercise of discretion and independent judgment;

- The employee is primarily engaged in duties that consist of one or more of the following;
 - o Applying systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
 - o Designing, developing, documenting, analyzing, creating, testing, or modifying computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - o Documenting, testing, creating, or modifying computer programs related to the design of software or hardware for computer operating systems. The employee is highly skilled and proficient in the theoretical and practical application of highly specialized information to computer systems analysis, programming, and software engineering; and
 - The employee is paid at least the minimum hourly rate set annually by the state.
5. Outside Sales Exemption: An employee qualifies for the outside sales exemption from overtime when the following conditions are met:
- They are 18 years of age or older; and
 - The employee spends more than 50 percent of all work time away from the place of business, selling tangible or intangible items, or obtaining orders or contracts for products, services, or use of facilities.

II. SALARY BASIS

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

- Violating an Agency policy unless it is a violation of a safety rule of major significance.
- Serving on a jury if they perform any work during a week in which they serve.
- Absences of less than a day.

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

- Deductions may be made when the employee is absent from work for a full day or more for personal reasons, other than sickness or accident.
- Suspension as a result of corrective disciplinary action for violating agency policy.
- Deductions may be made for absences of a day or more occasioned by sickness or disability if the deduction is made in accordance with the sick time policy which provides for loss of compensation occasioned by both sickness and

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disability. Deductions may be made before an employee has qualified under the plan and after an employee's leave balance has been exhausted.

- Deductions may be made for hours taken as intermittent or reduced Family Medical Leave Act/California Family Rights Act (FMLA/CFRA) leave.
- Offsetting may be made for amounts received as jury or witness fees, or for military pay.

III. TEMPORARY ASSIGNMENTS AND EXEMPTION

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

POLICY 1090 RECRUITMENT, SELECTION, AND EMPLOYMENT

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

POLICY: It is the policy of Fresno EOC to be an equal opportunity employer and to select individuals for employment upon the basis of their qualifications and the ability to perform the job to be filled. Persons applying for positions with Fresno EOC will be considered without regard to race (including traits historically associated with race including but not limited to hair texture and protective hairstyles), color, sex, religious creed (including all aspects of religious beliefs, observances or practices, including but not limited to religious dress or grooming practices), gender (including but not limited to gender identity and gender expression), marital status, registered domestic partner status, age, national origin or ancestry (including but not limited to language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship status, physical or mental disability (except when physical fitness is a valid occupational qualification), medical condition (including but not limited to genetic characteristics, HIV, AIDS, or cancer or a history of cancer), genetic information, sexual orientation, reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health), military and veteran status, taking or requesting to take protected leave(s), engaging in protected activity outside of work (including, but not limited to, lawful use of cannabis off the job and away from the workplace, except as limited by law), race, color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, reproductive health decision making, genetic information, sex stereotype, transgender, transitioning or perceived to be, citizenship status, military or veteran's status, primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law. Fresno EOC is committed to effective recruitment and hiring of a diverse-representative workforce.

REFERENCE: Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.), the Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. §§ 793 et seq.), the Vietnam Era Veterans' Readjustment Assistance Act and Uniformed Service Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4211 et seq., 4301 et seq.), the Federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2615), the Equal Pay Act of 1963, the Fair Employment and Housing Act (Gov. Code § 12900 et. Seq.), California Labor Code § 1102.1, Title II of the Genetic Information Nondiscrimination Act of 2008, GINA, California AB 887, California SB 600, California SB 358, California AB 987, Gender Nondiscrimination Act, California Fair Pay Act (SB 358), Fair Credit Reporting Act, AB1008, CA Pay Transparency Act (SB1162).

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PROCEDURES:

I. RECRUITMENT

A. General: ~~Agency programs have the primary responsibility of overseeing the recruitment process.~~ The ~~Human Resources Department~~ Human Resources Office is responsible for maintaining the application tracking system. The ~~Human Resources Department~~ Human Resources Office ~~may assist will assist~~ programs with guiding the hiring process.

B. Personnel Requisition: ~~Requisitions~~ Requests for additions or replacements to the workforce must be generated by the ~~hiring manager supervisor~~ in the applicant tracking system and approved by the next level of management, director as required, and the ~~Human Resources Department~~ Human Resources Office.

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

1. Fresno EOC supports a policy of making opportunities available for employees to advance within Fresno EOC through the use of an internal job posting system. Fresno EOC will try to fill job openings above entry level by promotion from within when a qualified internal candidate exists (see Policy 1120, Transfers and Promotions). However, when there is not a ~~sufficient-strong~~ pool of qualified internal applicants, Fresno EOC will seek qualified external applicants. In addition, Fresno EOC will give consideration to any known qualified applicant(s) who are on layoff status before recruiting applicants from outside the organization (see Policy 70670, Layoffs). Fresno EOC maintains sole discretion of all personnel decisions. Veterans will be given preference when filling job openings with qualified external applicants. Veterans must provide documents of veteran status at the time of interview to be given preference. If no documents are provided at the time of interview, no preference will be given.
2. Job announcements of open positions will be placed on the Fresno EOC Intranet and/or distributed and posted on Fresno EOC official boards and will include such information as job title, pay grade, job description, qualification requirements. Requisitions will include anticipated pay ranges, which will generally be posted from beginning to mid-range of the pay grade. Job posts will be advertised for at least three days and generally no more than two weeks. Employees who believe they are qualified for the position must apply to be considered. The employee may or may not be interviewed for the position.

3. In addition to seeking job candidates internally, external recruitment may also be required to ensure a strong pool of qualified applicants. Along with the posting to Fresno EOC's website, the following referral sources may be used to obtain new employees: (a) employee referrals, (b) nonprofit and state agencies, (c) government employment services, (d) schools, and (e) other organizations and resources as may be deemed necessary to reach the appropriate labor market and to attract qualified applicants.
4. During the recruitment, interviewing, and hiring process, no statement should be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment contract is to be used and authorized by the Chief Executive Officer.

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

1. Any applicant for employment must complete an employment application online ~~in order~~ to be considered for employment. Applications for all open positions will be accepted by the applicant tracking system until the filing deadline.
2. The ~~Human Resources Department~~Human Resources Office will consider requests for reasonable accommodation of disabilities and religious beliefs and will determine what, if any, accommodations will be made for the application process.
3. The ~~hiring program and/or Human Resources Department~~Human Resources Office will screen the applications to determine whether applicants meet the minimum requirements as set forth in the job description. All applicants must meet the minimum qualifications with or without reasonable accommodation, for the position to be considered for interview. ~~The hiring program or Human~~The Human Resources Office may conduct a phone interview. The ~~program-Human Resources Office~~ will schedule interviews and may request any supporting documents required for the position at that time.

If the applicant does not provide the required documentation within the time designated, they will not be considered as an applicant ~~who has not met the minimum qualifications of the position and~~ and will not be eligible to proceed with ante interview.

II. SELECTION

A. Interview Process

1. Panel Interview: Selected applicants who meet the minimum requirements for an open position may be invited to meet with a designated interview panel. Interview panels should contain a minimum of three interviewers. This panel will interview, evaluate, and rank the order of eligible candidates. One or more

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interviews may be conducted with applicants to determine suitability for employment, depending upon the level of the position. When applicable, subsequent interviews may consist of internal/external content area experts from a variety of fields related to services offered within the program.

2. Rating sheet: The rating sheets are not the sole criteria in determining the best candidate for the position. Other factors as described in items B-D below may contribute to the final decision.
3. Panelists: All interview panel members, internal or external, must attend interview process training prior to participating in interviews. This training is conducted by the ~~Human Resources Department~~ Human Resources Office to inform interviewers of their responsibilities in conducting a fair, equitable accessible, and legal interview process.

III. EMPLOYMENT

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

When the offer is made to an internal applicant, the hiring program and the applicant's supervisor are responsible for determining the start date which should align with the Agency's New Hire Orientation schedule.

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

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

IV. POST OFFER/PRE-EMPLOYMENT

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A. Reference Checks: All employment is subject to the receipt of two (2) acceptable references. The Reference Check form will serve as a guide to those areas which generally warrant verification and investigation. The following sources of pre-employment reference will be used whenever possible and appropriate: (1) previous employers, (2) business references, (3) personal references, (4) educational institutions attended, and any other references deemed appropriate for the position. A recommendation letter may be accepted in lieu of a reference check. It is important that backgrounds in employment and education, if necessary, be verified. The hiring program will conduct reference checks, unless otherwise designated.

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

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

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

The copy must contain the name, address, and telephone number of the person who issued the report and how to contact that person and, if adverse action is taken based on the report, the name of the investigative consumer reporting agency. In addition, if Fresno EOC conducts a credit check on an applicant and uses the information obtained as the basis for an adverse employment decision (e.g. refusal to hire), Fresno EOC must disclose to the applicant that its action was based on the credit report and the information contained in that report. Fresno EOC will provide notice to the applicant that they have the right to dispute the accuracy or completeness of any of the information in the report.

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

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

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

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

V. NON-COMPETITIVE SELECTION

In certain circumstances, the CEO may appoint a person to a position so long as they meet the minimum qualifications of the job and followed the application and interview process.

VI. PERSONNEL PROCEDURES RELATING TO HEAD START 0 TO 5

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

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

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

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

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

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

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

POLICY 1100 INTERNSHIP AND VOLUNTEER PROGRAMS

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

POLICY: It is the policy of Fresno EOC, as an equal opportunity employer, to select individuals for internships solely upon the basis of their qualifications and ability to perform the internship to be filled. Persons applying for internships with Fresno EOC will be considered without regard to race (including traits historically associated with race including but not limited to hair texture and protective hairstyles), color, sex, religious creed (including all aspects of religious beliefs, observances or practices, including but not limited to religious dress or grooming practices), gender (including but not limited to gender identity and gender expression), marital status, registered domestic partner status, age, national origin or ancestry (including but not limited to language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship status, physical or mental disability (except when physical fitness is a valid occupational qualification), medical condition (including but not limited to genetic characteristics, HIV, AIDS, or cancer or a history of cancer), genetic information, sexual orientation, reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health), military and veteran status, taking or requesting to take protected leave(s), engaging in protected activity outside of work (including, but not limited to, lawful use of cannabis off the job and away from the workplace, except as limited by law), ~~race, color, ethnicity, national origin, ancestry, sex, pregnancy (including childbirth and related medical conditions), religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, reproductive health decision making, genetic information, citizenship status, military or veteran's status,~~ primary language, activities and status as a victim of domestic violence, assault or stalking or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, or for any other reason prohibited by law or regulation and not work related.

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

PROCEDURES:

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I. INTERNSHIPS

~~Non-Agency Paid/Unpaid~~ Internships: ~~Internships Unpaid internships~~ must ~~be in compliance~~ comply with the Fair Labor Standards Act and California wage and hour laws. The ~~Human Resources Department~~ Human Resources Office must be notified in advance of an unpaid internship. All paperwork must be reviewed for compliance and be maintained in the ~~Human Resources Department~~ Human Resources Office. The Agency will work to ensure that underprivileged groups are afforded internship opportunities.

II. VOLUNTEERS

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

III. SELECTION

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

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

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

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

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

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POLICY 1110 OUTSIDE EMPLOYMENT

PURPOSE: To define outside employment disclosure requirements.

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

PROCEDURES:

I. 1-DISCLOSURE REQUIREMENT

- Employees are required to disclose any outside employment or business activities to their employer. Employees engaging in outside employment must submit a Conflict of Interest form annually to the Human Resources Office where a mitigation plan will be developed, if deemed necessary.
- Full transparency helps the employer assess if the outside employment conflicts with the employee's responsibilities.

II. 2-CONFLICT OF INTEREST

- Employees cannot engage in outside work that creates a conflict of interest with their regular duties. This can include:
 - o Working for a competitor.
 - o Using agency resources, information, or time for outside employment.
 - o Engaging in work that compromises the employee's ability to perform their regular job effectively.

III. 3-WORK HOURS AND PERFORMANCE

- The outside employment must not interfere with the employee's performance or availability for their primary job.
- Employees are expected to prioritize their primary job and maintain the required level of performance and attendance.

IV. 4-USE OF AGENCY RESOURCES

- Employees are prohibited from using agency property, tools, or information for outside employment. This includes:
 - o Intellectual property.
 - o Office supplies and equipment.
 - o Confidential information related to the employer.

V. 5-LEGAL AND ETHICAL CONSIDERATIONS

- Outside work should not contradict the agency's mission, vision and values.

VI. 6-APPROVAL PROCESS

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~~— Fresno EOC requests you inform a supervisor or Human Resources Office before engaging in outside employment.~~

- ~~• The Agency may deny approval if a potential conflict of interest or impact on work performance is identified.~~

VII. 7. CORRECTIVE DISCIPLINARY ACTIONS

- ~~• The policy should clearly state the potential consequences of violating the outside employment rules. This may include:~~
 - ~~o Warnings.~~
 - ~~o Suspension or termination of employment if the conflict affects the agency's interests.~~

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

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

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

POLICY 1120 TRANSFERS AND PROMOTIONS

PURPOSE: To provide guidelines for employee transfers and promotions.

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

PROCEDURES:

I. DEFINITIONS

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

Fresno EOC may request that an employee be transferred for the benefit of the Agency pursuant to its at-will employment policy.

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

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

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

II. ELIGIBILITY

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

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

III. APPLICATION PROCESS

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

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

POLICY 1130 NEW EMPLOYEE ORIENTATION

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

POLICY: It is the policy of Fresno EOC to provide orientation to a new employee as the final step in the hiring process. Employees, interns, and volunteers are required to attend new hire orientation on their scheduled first day of employment. ~~should be made to feel welcome and a part of the Agency from the very first day on the job by attending orientation as required.~~

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

PROCEDURES:

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

I. ~~HUMAN RESOURCES DEPARTMENT~~HUMAN RESOURCES OFFICE

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

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

A. Introduction

1. Welcome to Fresno EOC
2. Mission, Vision and Values
3. History and overview of Fresno EOC
4. Leadership Team

B. Expectations, Rules & Procedures

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1. Personnel Policies & Procedures
2. Performance Expectations & Evaluations
3. Alcohol/Drug-Free Workplace Policy
4. ~~Representation~~Diversity Policy and Policy Against Harassment
5. Requirement to Report Suspected Child Abuse
6. Workplace Violence Prevention, Domestic Violence, Sexual Assault or Stalking
Victim Leave
- ~~6-7.~~ Confidentiality Policy (see Policy 5070 Code of Ethics and Business Conduct)

C. Pay Procedures

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

D. Safety

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

E. Employee Benefits (based on eligibility)

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

F. Required Forms

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

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9. Employee Rights Form
10. Receipt of Job Description
11. Anti-Harassment and Anti-Discrimination Acknowledgement Form
12. Confidentiality ~~Agreement~~~~Statement Notice to Employee~~—Labor Code section 2810.5
13. Branding Guidelines
14. Receipt of Policy 1040 Discrimination/Harassment/Retaliation Complaint and Prevention Policy
15. Disability insurance ~~and Paid Family Leave Information~~~~Pamphlet~~
16. Sexual Harassment Fact Sheet
17. Domestic Violence Leave Notice
- ~~18. Paid Family Leave Pamphlet~~

Employees may also find this information on the agency's intranet. Employees will be provided with copies of signed forms.

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II. DEPARTMENTAL/PROGRAM ORIENTATION

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

A. First Day

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

B. First Week

1. Provide opportunities for regular check-in with the new employee
2. Review performance expectations with new employee.
3. Provide on-the-job training and safety training unique to the area in which the employee is working.

C. During First Three Months

1. Conduct check-ins during the first thirty (30) to sixty (60) days of employment to discuss:
 - a. Hold question-and-answer sessions with employee.
 - b. Discuss the employee's goals for the next evaluation period.
 - c. ~~Attend~~~~Attending~~ other training(s) as required.
2. Conduct a midpoint performance review with the employee at three (3) months.

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POLICY 1140 INTRODUCTORY PERIOD

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

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

PROCEDURES:

I. INTRODUCTORY PERIOD

A. New Hires: The introductory period applies to regular full- and part-time employees, commences on the date of hire, and lasts six (6) months. During this time, supervisors should carefully observe the performance of the employee and provide constructive feedback. Supervisors should have performance conversations with their employees on a regular basis. A formal evaluation will be conducted at the midpoint and end of the introductory period. Nothing in this section changes or augments the at-will status of an employee, including that employees may resign with or without notice or be discharged with or without notice at any time during or after the introductive period.

B. Reinstatement: An employee ~~that who~~ separates employment and is reinstated within 30 days will retain their status. An employee in introductory status at time of separation will need to work the remaining time in the original six (6) ~~month~~ introductory ~~period-status~~ to be eligible for regular status (see Policy 1070, Employment Classifications).

C. Rehire: An employee that separates employment and is rehired after 30 days will be subject to a new introductory period (see Policy 1070, Employment Classifications).

II. WRITTEN PERFORMANCE EVALUATION

Supervisors are required to complete a written evaluation of the employee's job performance no later than thirty (30) days from the due date. The evaluation will be forwarded to the ~~Human Resources Department~~Human Resources Office with appropriate signatures for recording and placement in the employee's personnel file.

III. TERMINATION

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

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

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

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POLICY 1150 HOURS OF WORK, REST AND MEAL BREAKS

PURPOSE: To establish general working hours, rest and meal breaks for employees.

POLICY: It is the policy of the Agency to ensure the Agency provides rest and meal breaks in compliance with applicable laws.

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

PROCEDURES:

I. HOURS OF WORK

The general working hours for Fresno EOC are from 8:30 a.m. to 5:00 p.m., Monday through Friday, except recognized holidays. The general workweek for Fresno EOC employees consists of 37.5/40 hours per week. The workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

II. MEAL BREAK PERIOD

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

Duration of Shift in Hours	# of Meal Periods	Comments
0 to < 5.0	0	Employees who work less than five hours in a workday are not provided with a meal period.
≥ 5.0 to < 10.0	1	Employees who work five or more hours in a workday, but who work less than ten hours in a workday are expected to take at least a 30-minute meal period before the start of the 5th hour of work, unless the employees are working six or fewer hours and elect in writing to waive the first meal period.
≥ 10.00 to < 15.0	2	Employees who work ten or more hours in a workday, in addition to their first meal period, are expected to take a second meal period of least a 30-minutes before the start of the 10th hour of work, unless the employees

	are working twelve or fewer hours, and did not waive the first meal period, and elect in writing to waive the second meal period.

Non-Exempt employees are required to clock-out and clock-in for meal break periods. The meal break period will not be included in the total hours of work per day and is not compensable. Non-exempt employees are to be completely relieved of all job duties while on meal break periods ~~and may leave the premises~~. Employees not relieved of all duties during meal break periods; not provided a timely meal break period; or who receive a shortened or missed meal break period will receive a penalty payment of one hour of their regular rate of pay for each workday this occurs. Employees must notify their supervisor of any occasion when meal break periods were not provided in accordance with the above policy.

The normal meal break period will be taken between 11:00 a.m. and 2:00 p.m. or may vary depending upon the start time of the workday. Employees are permitted to leave the premises for their meal break periods or they may remain on premises and take the meal period break in designated areas.

III. REST BREAK PERIODS

All non-exempt employees are entitled to rest break periods during their workday, unless exempted by applicable Wage Orders. Non-exempt employees will be paid for all such rest break periods and do not clock out. ~~If an employee works more than six (6) hours in a workday, they will receive one rest break period during the first half of the shift and one rest break period during the second half of the shift. Rest periods are included in the total hours of work per day and are compensable.~~ Unless an employee is otherwise advised by their supervisor, the rest break periods should be taken as close to the middle of each work period as possible. Generally, an employee is entitled to a "net" ~~15-minute~~ 15-minute rest break period for every four (4) hours worked or major fraction thereof and employees are expected to return to work promptly at the end of any rest break period. Employees are relieved of all duties during the rest break periods and may leave the premises. If at any time an employee believes they have not been provided with a rest break period or enough time to make a net 15-minute rest break period, they should report this to their supervisor immediately. Rest break periods may not be combined or added to an employee's meal break period or used to arrive late or leave early. Employees not relieved of all duties during rest break periods; not provided a timely rest break period; or who received a shortened or missed rest break period will receive a penalty payment of one hour of their regular rate of pay for each workday this occurs. Employees must notify their supervisor of any occasion when rest break periods were not provided in accordance with the above policy.

HOURS OF WORK	15-MINUTE REST BREAKS
<u>Less than 3.5</u>	<u>0</u>
<u>3.5 - 6.0</u>	<u>1</u>
<u>>6.0 - 10.0</u>	<u>2</u>
<u>>10.0 - 14.0</u>	<u>3</u>

Employees are prohibited from taking any rest period that is less than 10 minutes.

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Employees are permitted to leave the premises for their rest break periods or they may remain on premises and take the rest break period in designated areas.

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

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

POLICY 1160 PUNCTUALITY AND ATTENDANCE

PURPOSE: The purpose of this policy is to set forth the Agency's policy and procedures for handling employee absences and tardiness.

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

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

PROCEDURES:

Punctual and regular attendance is an essential responsibility of each employee of the Agency. Regular attendance is important to workplace morale and the successful operations of the Agency. Absences can create a negative impact in the workplace and place strain on other employees. Employees exempt and non-exempt are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by Paid Sick Leave (PSL), the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA) (see Policy 4010, Family and Medical Leave and California Family Rights Act).

I. ABSENCES & PATTERNS OF ABUSE

An absence is defined as the failure of an employee to report for work when scheduled to work. The two types of absences are defined below:

A. **Excused Absence:** An excused absence occurs when all the following conditions are met:

- The employee provides their supervisor with sufficient notice - at least 24 hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.

B. **Unexcused Absence:** An unexcused absence occurs when any of the above conditions are not met. An unexcused absence counts as one occurrence for the purposes of discipline corrective action under this policy.

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

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

Patterns of abuse count as one occurrence for the purpose of ~~discipline~~ corrective action under this policy.

II. INABILITY TO REPORT TO WORK

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify their supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

At the discretion of the Program Director, an emergency outside the employee's control, which occurred before the start of the shift, may be considered as an excused absence/tardy. This may include but is not limited to: acts of ~~mother nature~~ natural disasters, ~~motor~~ vehicle accidents, or hospitalization.

V. RESPONSIBILITY

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

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

Employees who have consecutive days of unscheduled absences must contact their direct supervisors each workday prior to each scheduled shift they are absent unless a provided doctor's note indicates the return-to-work date.

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

III. RETURN TO WORK

Employees with ~~three~~ five (5) or more consecutive days ~~of of excused absences due to~~ because of illness or injury must provide a release to return to work. However, if the employee has you have already exhausted the annual allotted your annual PSL time, the employee you may be required to provide a medical note after three (3) days of absence. If an employee is you are absent for more than five (5) days the employee you may be eligible for

protected leave FMLA/CFRA, please contact the Human Resources Office for more information 559-263-1070.

IV. TARDINESS AND EARLY DEPARTURES

A. Excused Tardy: An excused tardy occurs when all the following conditions are met:

- The employee provides their supervisor with sufficient notice - at least 24 hours in advance of the tardy.
- The request is approved in advance by the employee's supervisor.

B. Unexcused Tardy: An unexcused tardy occurs when any of the above conditions are not met. An unexcused tardy or early departure counts as one-half of an occurrence for the purposes of corrective action under this policy.

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Employees that incur an unexcused tardy are not eligible to make up missed work time without supervisor approval.

Tardiness and early departures are each one half an occurrence for the purpose of discipline under this policy.

V. EXPECTATIONS FOR EXEMPT EMPLOYEES

Exempt employees are expected to work the number of hours required to successfully complete their job responsibilities, which generally equates to a full-time work schedule. However, due to the nature of exempt positions, employees may need to work more than the regularly scheduled 37.5 to 40 hours per week, depending on the demands of the role. Exempt employees are required to be available during the program's regular business hours to ensure collaboration and communication with colleagues.

- Attendance & Punctuality: Regular attendance and punctuality are required, with absences or lateness reported to managers in advance.
- Remote Work: Remote work is allowed with prior approval, but attendance and performance standards still apply.
- Absenteeism: Frequent, unapproved absences may result in corrected disciplinary action.
- Leave Reporting: Exempt employees must accurately report any time off, such as vacation or sick time.

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- Compliance: Non-compliance may lead to corrective disciplinary action or termination.

CORRECTIVE DISCIPLINARY ACTION

One occurrence is defined as:

- An unexcused absence per Section I.B. of this policy, or
- A pattern of abuse per Section I.C. of this policy,
- Two (2) tardies or early departures per Section III of this policy

Three (3) or more occurrences in a rolling three (3) month period will result in corrective disciplinary action. If an employee incurs an additional occurrence during the subsequent 60 days, the employee will proceed to the next step of the progressive corrective action disciplinary process.

Ten (10) occurrences in a 12-month period is subject to termination.

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VI. PROGRAM-SPECIFIC ATTENDANCE

The Agency recognizes that some programs may require more strict attendance policies based on the needs of serving clients effectively, efficiently and in compliance with funding guidelines. Any program that requires a stricter attendance policy than outlined in Sections I-V above may implement such standards, once meeting the following:

- Reviewing and receiving approval of the plan with the responsible Officer and Human Resources Department Human Resources Office; and
- Ensuring training is provided to all staff subject to the policy prior to implementation; or
- Advising new hires of the program attendance policy during their first week of work.

VII. TIME OFF FOR ABSENCES

Employees that accrue paid time must use paid time for every absence unless otherwise allowed by agency policy (e.g., leave of absence).

Any unpaid time off must be pre-approved or is otherwise subject to the attendance policy.

VIII. JOB ABANDONMENT

Any employee who fails to report to work for a period of three (3) days or more without notifying their supervisor will be considered to have abandoned the job and voluntarily resigned from the Agency.

POLICY 1170 – LACTATION POLICY

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

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

REFERENCE: Labor Code 1030-1034, SB142, FLSA

PROCEDURES:

I. REQUEST AND APPROVAL

~~In compliance with Labor Code Section 1030 of the State of California, Fresno EOC will provide reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission will not be paid. An employee may request accommodation for lactation breaks for up to one year after the child's birth or as long as they are continuing to express milk by submitting a verbal or written request to the employee's supervisor. The supervisor or program management will respond to the employee's request. Should the program not have resources to meet the requirements of the law as outlined below, the program will notify the Human Resources Department/Human Resources Office for assistance in accommodating the request.~~

II. PERIODS FOR EXPRESSING MILK

Fresno EOC provides a reasonable amount of time during a rest break period to accommodate an employee's need to express breast milk for the employee's infant child. When an employee is using break time at work to express breast milk, they must be completely relieved from duty or paid for the break time. This time should run concurrently with scheduled rest break periods if possible. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest break periods. Any such rest break periods will be unpaid.

III. REST AREA

Fresno EOC will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private, free from intrusion of co-workers or the public. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space. This may include the place where the employee normally works if it otherwise meets

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the requirements. The lactation room or location must be safe, clean, and free from hazardous materials, contain a surface to place a breast pump and personal items, contain a place to sit and have access to electricity or alternative devices, including but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump. Fresno EOC will also provide access to a sink with running water and a refrigerator suitable for storing milk, ~~in close proximity to~~near the employee's workspace.

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

POLICY 1180 PERSONAL PHONE CALLS AND VISITORS

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

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

REFERENCES: California Vehicle Code 23123.5

PROCEDURE:

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

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

~~In addition, v~~visitors including, but not limited to family, friends, and non-service animals can be disruptive to the Agency's operations. Fresno EOC strongly discourages such visits during work hours that may create a work distraction. Employees are expected to inform visitors of this policy and will be held accountable for their actions under the Agency's discipline corrective action procedure.

POLICY 1190 DRESS AND GROOMING STANDARDS

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

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

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

PROCEDURES:

I. STANDARDS

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

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

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

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

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

B. Hair: Hair should be clean and neat, following good hygiene practices. Hairstyles that are natural to some individuals or specific cultural practices should be just as well-groomed and tidy as other styles. Facial hair should be kept neatly trimmed. ~~Hair nets and/or beard masks may be required to be worn when handling food-~~

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

D. Hygiene: Employees should maintain good personal hygiene, presentable clothing specific to their position/your role. Perfume and cologne, if worn, should is not be overbearing.

E. Employee ID Badge: All employees are required to wear their designated Identification (ID) badges visibly and prominently while on Agency premises or engaged in Agency-related activities. ID badges should not be shared or transferred to unauthorized individuals. Everyone is responsible for their assigned badge and must report any loss or theft to Human Resources Office. Individuals may temporarily remove their identification badge in situations where it poses a safety concern. Such exceptions may include, but are not limited to, the following:

- Working with machinery or equipment where the badge could pose a risk of entanglement or other physical hazards.
- Engaging in activities that require wearing specialized protective gear, such as high-temperature environments or cleanrooms, where the badge may interfere with safety protocols.
- Participating in activities involving open flames, high-voltage electrical systems, or other hazardous conditions where the badge may increase the risk of injury.
- In areas where food is being prepared and packaged.

• After separation of employment with Fresno EOC, employees are required to return their ID badge to the Human Resources Office.

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II. RESPONSIBILITY

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

An employee reporting to work dressed inappropriately will be required to comply with the policy. An employee will be sent home without pay for correction of the dress code violation. An employee in violation of this policy may be subject to corrective action, up to and including termination.

III. ACCOMODATIONS

Employees requesting accommodations for medical conditions or religious dress and grooming practices should inform their immediate supervisor. Programs should consult with Human Resources to discuss any request. Every effort will be made to accommodate an

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employee's request in accordance with applicable State and Federal laws (see Policy 1020, Equal Employment Opportunity Policy and Policy 1030, Discrimination/Harassment/Retaliation Complaint and Prevention Policy).

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POLICY 1200 AUTOMOBILE INSURANCE AND DRIVER'S LICENSE

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

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

REFERENCE: California Insurance Code §11580.1b, California Vehicle Code 16020

PROCEDURES:

I. USE OF VEHICLES

A. Personal Vehicles for Agency Business: The Agency does not provide liability or physical damage insurance for personal vehicles. If an employee is to use a personal vehicle for Agency business, minimum coverage as required by state law for liability, bodily injury, and property damage must be currently in effect. Fresno EOC ~~will reserves the right to~~ request proof of coverage ~~before operating personal vehicles for work at any time~~ (see Accounting Policies and Procedures Manual Section on Agency Travel Procedures). Mileage reimbursement at the IRS rate covers the cost of operation of personal vehicles ~~for~~ agency business, ~~including the cost of insurance~~, and will be reimbursed at the agency approved rate. Employees using their own vehicle for Agency business must submit mileage reimbursement forms in compliance with Finance Office requirements by the end of the current quarter.

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

C. All individuals operating private vehicles for ~~agency purposes~~ company use must maintain appropriate insurance coverage as mandated by California state law. This includes, but is not limited to, meeting the minimum liability insurance requirements set forth by the California Department of Motor Vehicles (DMV). Covered by liability insurance for at least the minimum amount prescribed by State Law (e.g., minimum \$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 requires all motorists to carry evidence of current automobile liability insurance in their vehicle.

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

driver. This information is used to maintain the records as required by the California Highway Patrol.

DE. Seatbelts: Seatbelts are required to be worn at all times while driving or as a passenger while traveling for agency business, regardless of operating a personal or agency vehicle. Seatbelt extenders may be provided upon request.

II. ACCIDENT REPORTING

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

Procedures for Reporting Accidents Involving an Agency Vehicle:

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

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1.
2. If an accident occurs involving minor damages with no injuries, insurance information must be exchanged between vehicle operators and must include the following information:

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- a. Name
- b. Address
- c. Telephone Number
- d. Driver's License Number and Expiration Date
- e. Name of insurance carrier, agent, and policy number, if known
- f. Make, Model, and License Number of Vehicle

3. Upon receipt of information concerning an accident involving an Agency vehicle, the Supervisor will forward all information to the Agency's insurance representative. A vehicle accident report must be completed.

III. VEHICLE/DRIVER RECORDS

A. Vehicle Roster

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

B. Driver Roster

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

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

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

C. Additional Requirements for Commercial Drivers

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

Affected drivers will be notified of specific drug/alcohol testing requirements through the Human Resources Office ~~through their respective programs~~.

POLICY 1210 AGENCY VEHICLE POLICY

PURPOSE: To establish guidelines for employees regarding the use, storage, and approval process for Agency vehicles, including when employees are required to take Agency vehicles home for work-related purposes.

POLICY: It is the policy of Fresno EOC that employees driving Agency vehicles must have a valid California Driver's License, appropriate insurance, and obtain approval through a Vehicle Home Storage Permit (VHSP) when storing Agency vehicles at home. All changes in driving status, such as traffic violations, DULs, or work-related vehicle accidents, must be reported immediately to the appropriate department.

REFERENCE: California Insurance Code §11580.1b, California Vehicle Code 16020

PROCEDURES:

I. USE OF AGENCY VEHICLES

A. Agency Vehicles:

1. Driver's License and Insurance:

Operators of Agency vehicles must have a valid California Driver's License appropriate for the vehicle and be enrolled in the Agency Pull Notice Program for monitoring their driving record. Employees must maintain valid personal automobile insurance in compliance with state law.

2. Vehicle Storage at Employee's Home:

Employees are not permitted to store Agency vehicles at home unless a Vehicle Home Storage Permit (VHSP) is approved by the Program Director, based on necessity and risk assessment. The employee must provide a valid reason for home storage and ensure that the vehicle is parked securely at their residence.

3. Authorized Use Only:

Agency vehicles are strictly for business-related activities. Personal use of Agency vehicles is prohibited. Employees must submit mileage and usage logs for regular review.

4. Vehicle Maintenance:

Employees are responsible for keeping the Agency vehicle in good condition, performing basic maintenance checks during work hours, and reporting any necessary repairs. No Agency property, such as electronic devices or sensitive documents, should be left unattended in the vehicle.

B. Seatbelt Use:

Seatbelts must be worn at all times while operating or riding in an Agency vehicle. Seatbelt extenders are available upon request.

II. VEHICLE STORAGE GUIDELINES

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A. Essential Vehicle Home Storage Permit (VHSP):

An essential VHSP is necessary in certain circumstances, even if it may not be cost-effective. To qualify for an essential VHSP, the employee must meet **all** of the following criteria:

- The employee must respond to emergency events after hours as a primary responder.
- The response must be to the field rather than a Fresno EOC facility where the vehicle could be stored.
- The employee must be able to reach the emergency site within 30 minutes to 1 hour.
- The emergency response must require specialized equipment that cannot be transferred to a personal vehicle.
- The emergency response must be for health and safety purposes (e.g., responding to hazards).
- The employee only takes the vehicle home when acting as a primary responder.
- The employee must respond to at least 24 emergency events per year.

A program should not issue an essential VHSP to any employee who does not meet all the specified criteria. The program is also responsible for documenting and reporting all necessary information to support the issuance of an essential VHSP.

B. Cost-Effective Vehicle Home Storage Permit (VHSP):

A cost-effective VHSP must meet at least one criterion from both Category A and Category B:

Category A:

1. The employee has a program-approved home office separate from the initial worksite.
2. The vehicle is effectively the employee's office (i.e., the employee conducts the majority of their duties in the field directly from home but may occasionally report to the office).

Category B:

1. The employee's official duty statement requires substantial fieldwork (more than 50% of their job), and it is more efficient for them to travel directly to fieldwork locations.
2. The employee regularly drives directly to the field from home and/or has work-related after-hour activities that account for 50% or more of their workdays within a given month.

The program should not issue a cost-effective VHSP to any employee who does not meet the outlined criteria. It is the program's responsibility to document and report all necessary information to support the issuance of a cost-effective VHSP. These standards justify the use of an Agency vehicle instead of reimbursing for personal vehicle use or rentals but do not authorize the Agency to cover personal commuting miles. Providing personal commuter transportation is not the Agency's responsibility.

III. ACCIDENT REPORTING

A. Reporting Procedures for Agency Vehicles:

All accidents involving Agency vehicles must be reported immediately to the supervisor, regardless of the damage amount. If the accident involves injuries or major damage, it must also be reported to the local police. Drivers must exchange insurance information at the scene and submit a completed vehicle accident report to the Human Resources Office.

B. Required Information for Reporting:

In the event of an accident, drivers must collect the following information:

1. Name, Address, and Telephone Number
2. Driver's License Number and Expiration Date
3. Insurance Carrier and Policy Number
4. Make, Model, and License Number of the Vehicle

The supervisor will forward all accident details to the Agency's insurance representative.

IV. VEHICLE AND DRIVER RECORDS

A. Vehicle Roster:

The Finance Office, in collaboration with programs, maintains a list of all Agency vehicles, including those stored at employees' homes, to ensure proper maintenance and insurance coverage.

B. Driver Roster:

A list of authorized drivers is maintained by the Human Resources Office including names, driver's license numbers, expiration dates, and other relevant information. This list is reviewed annually and updated as needed. Drivers whose records are flagged by the DMV or the Agency's insurance carrier must resolve any issues before operating an Agency vehicle.

POLICY 2010 PAY PRACTICES

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

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

REFERENCE: California Labor Code §§ 204-204(a). California Labor Code §§ 201, 202 and 227.3. IWC Wage Orders Nos. 4-89, 5-89, 9-90. California Labor Code § 204.3, 510, 1182.12; AB 1513, SB 3.

PROCEDURES:

I. PLACE AND TIME FOR PAYMENT OF WAGES

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

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

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

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

B. Payment on Resignation or Termination: If an employee resigns, the final paycheck will be available on the final day of work provided the employee has given at least 72 hours' prior notice. If an employee resigns without 72 hours' notice or fails to return to work, the final paycheck will be made available to the employee no later than 72 hours after the date when an employee is considered to have resigned. If an employee is terminated involuntarily, the final paycheck will be available at the time of discharge or layoff. The employee's final

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paycheck will include payment for all wages due and not previously paid and for accrued but unused vacation time, if eligible, minus authorized deductions.

II. OVERTIME DEFINITION AND RATES OF PAY

A. Regular Overtime Arrangements: All non-exempt employees who work more than eight (8) hours in a single workday or forty (40) hours in one workweek will receive overtime pay computed in accordance with II-B. Employees on an approved Alternative Work Schedule (AWS) that work more than the agreed hours may earn overtime in compliance with Industrial Wage Orders.

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

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

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

Unless otherwise provided:

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

2. Each workday on which daily overtime calculations will be based begins at 12:01 a.m. and ends at 12:00 midnight.

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

III. SPLIT SHIFT PREMIUM

A. Definition: A split shift occurs when an employee works two separate shifts in a single workday with a break of more than one hour between the shifts, unless exempted by applicable Wage Orders.

1. Eligibility: Employees are eligible for a split shift premium if they work two separate periods with a break of more than one hour between those periods on the same workday.
2. Premium Rate: Eligible employees will receive a split shift premium of one (1) hour of their normal hourly rate, in addition to their regular wages, for each workday that qualifies as a split shift.
3. Non-Eligibility: Employees are not entitled to split shift premiums if:
 - The break between the shifts is one hour or less.
 - The shifts do not meet the criteria for a split shift as defined above.
 - The workday does not include two separate periods with a break of more than one hour.

B. Reporting and Payment

1. Reporting: Employees must report split shifts to their supervisor or payroll department as soon as the shift structure is known. The report should include the start and end times of each shift and the duration of the break between shifts.
2. Payment: The split shift premium will be reflected in the employee's regular paycheck and will be included in the payroll cycle that covers the split shift work.

OTHER TYPES OF PAY

A. Reporting Pay: Non-exempt employees who report to work at Fresno EOC's request but are provided with less than half of their usual or scheduled day's work will be paid, without regard to the number of hours actually worked, for one half of the usual or scheduled day's work, but in no event less than two nor more than four hours at the regular rate of pay, unless

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the reasons for lack of work are beyond Fresno EOC's control. Reporting time hours are not counted as "hours worked" for overtime purposes unless work is performed.

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

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

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

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

Employees who are working during the Fresno EOC holiday may request a floating holiday based on the approval of the program and needs of scheduling. Taking a vacation day and floating the holiday or being paid for both holiday and vacation on the same day, is not allowed.

Exception to holiday pay is if the employee works the holiday, they may receive the holiday pay, and pay for the actual hours they worked (double the pay). If they float the holiday, the employee's manager must note the date on the employee's timesheet and the employee will be paid for the hours worked on the holiday.

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

IV. PAYROLL DEDUCTIONS

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

V. DIRECT DEPOSIT

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

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

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

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

POLICY 2020 WAGE AND SALARY ADMINISTRATION

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

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

PROCEDURES:

I. JOB DESCRIPTIONS

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

II. JOB EVALUATIONS

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

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III. WAGE AND PAY GRADES

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

IV. NEW HIRE PAY

A new employee will generally be hired at a competitive rate compared to the market, at the minimum of the pay range for the pay grade assigned to their position. ~~While subject to change and consistent with its at will employment policy, the Fresno EOC's lowest wage rate is \$187.00 per hour.~~ A candidate may be offered a higher starting rate based on experience, skill level or other competitive considerations. Any change from the normal starting rate must be reviewed and approved by the appropriate program manager, director, and responsible Officer, and must include a letter of justification before a job offer is made.

V. PROMOTIONS

A promotion is the advancement from a position in one pay grade to another position in a higher pay grade. When promoted, a fully qualified employee should receive the minimum of the pay range assigned to the new position or a 10% increase, whichever is higher.

An employee may be promoted to a higher level of the same position occupied by the employee, such as from Secretary I to Secretary II or from Teacher I to Teacher II, when certain criteria of the job description are met. An employee promoted within a series should be moved to the beginning of the pay grade, or receive 5%, whichever is higher. This may be done by recommendation from the supervisor, not subject to the recruitment process.

VI. COMPENSATION INCREASES AND COST OF LIVING ADJUSTMENT

Employee compensation within a pay grade is based on various measurable factors including, but not limited to: performance, increased responsibility without a change in job classification, length of service, meeting objective goals established in the last performance review, availability of program funds, and external market factors.

A. MERIT INCREASE: An employee may be eligible for a merit increase once a supervisor has conducted a performance evaluation with the employee. A merit increase cannot be paid more than once every 12 months.

The supervisor is responsible for conducting a performance evaluation with each employee. A pay increase decision will follow program and agency guidelines and will be based on a combination of, but not limited to the following: performance, pay grade, length of service, and program budget considerations.

Merit increases are outlined as follows:

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Overall Evaluation Rating:	Overall Evaluation Score:
Exceptional/Exceeds Expectations	4.0
Above Expectations	3.00-3.99
Meets Expectations	2.00-2.99
Below Expectations/Unsatisfactory	0-1.99

An employee may be eligible for an annual merit increase following the above evaluation rating and corresponding score. Merit increase amounts may be implemented at proportional rates based upon program budget for personnel costs and salary increases. Program personnel costs and budget for increases should be analyzed prior to the budget year, starting to ensure ~~equitable~~ a balanced and fair notice to all affected staff.

Additionally, an employee subject to formal ~~corrective disciplinary~~ action (written reprimand, final notice, or suspension) is not eligible for a merit increase.

B. Cost of Living Adjustment (COLA): The Agency recognizes that inflation and increased cost of living impacts employees. Cost of Living Adjustments are not automatic or guaranteed. A proposed COLA amount will be determined based upon availability of funds, increases implemented during the same fiscal year and other factors. A COLA will be implemented agency-wide as recommended by the Chief Executive Officer, with consideration from the Chief Financial Officer and ~~Human Resources Director/Officer~~ Human Resources Office, and with approval of the Board of Commissioners.

C. Other: Recommendations for salary adjustments outside of this policy' must be submitted with a letter of justification to the responsible Officer for approval. Final approval will be issued by the ~~Human Resources Department~~ Human Resources Office after being reviewed for ~~equity~~ balance, impact and overall fairness.

Employees who have reached the maximum of the pay range for their job will not be eligible for further salary increases unless the range is adjusted, except for a ~~Cost-of-Living~~ Adjustment.

Employees covered by a collective bargaining agreement are not eligible for increases outside of the negotiated wages.

VII. TEMPORARY INCREASES/INTERIM ASSIGNMENTS

A. Temporary Increase: An employee who is performing additional work in the same capacity for at least 10 consecutive working days will normally be compensated with a 5% salary increase for the duration of the increased workload. This temporary increase may occur for a variety of reasons including, but not limited to: an employee in the same job title being on vacation, a leave of absence or a vacancy existing. The increased workload should not last for more than four (4) months.

B. Interim Assignment: An employee may be placed on interim assignment to a position that is vacant or created for a temporary need. The employee must meet the qualifications of

the position and should be paid the minimum of the new pay grade or receive a 10% increase, whichever is higher.

VIII. RECLASSIFICATIONS

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

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

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

IX. TRANSFERS

Transfers may be from one position to another within the same pay grade or from a position in one program to a position of equal value in another program (see Policy 1120, Transfers and Promotions). An employee transferred to a job within the same pay grade will continue to receive their existing rate of pay.

X. DEMOTION

Demotion is the movement from a position in a higher pay grade to a position in a lower pay grade. An employee may be demoted due to: ~~corrective disciplinary~~ action reasons, lack of work, budgetary reasons, reorganization, or at their own request. The employee will usually be paid at their former rate, unless the former exceeds the maximum rate of the new job in which case the employee will be paid the maximum rate of the new job.

XI. APPROVAL OF WAGE AND SALARY ADJUSTMENTS

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

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

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POLICY 2030 GARNISHMENTS

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

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

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

PROCEDURES:

I. RESPONSIBILITY

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

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

II. TYPES OF GARNISHMENTS

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

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

III. ~~CORRECTIVE~~DISCIPLINARY ACTION

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

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POLICY 2040 – DISCRETIONARY BONUS INCENTIVE POLICY

PURPOSE: To provide an effective means to motivate and compensate eligible employees through discretionary monetary award bonuses for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities. A discretionary bonus does not increase the base salary nor serve as a means to give a larger annual increase. This bonus is given at the discretion of the Program Director with approval from the CEO. Fresno EOC believes that such discretionary compensation can be a highly effective means to enhance the employer-employee relationship. In addition, Fresno EOC hopes that by providing discretionary short-term bonuses, the Agency will motivate and increase the retention rate among its employees, which, in turn, will enhance Fresno EOC's long-term value.

POLICY: It is the policy of Fresno EOC to provide, at the sole and total discretion of the Program Director and CEO, a discretionary bonus to employees for the exceptional performance, significant contribution, and substantial accomplishments of employees that go well beyond normal or regular work responsibilities. There is no guarantee or promise, whether express or implied, to pay employees a discretionary bonus. No oral promise to award a discretionary bonus by any officer, director, manager, or supervisor is enforceable. Fresno EOC will only honor written bonuses that have been approved by the Program Director and CEO. This discretionary bonus is only applicable when funds are available and cannot be awarded more than once annually.

ELIGIBILITY:

Employees may be eligible for a discretionary bonus, at the sole discretion of the Program Director and CEO, provided the following performance standards are met:

- 1) Significant and outstanding contribution and effort well beyond normal expectations and day-to-day responsibilities.
- 2) Contribution is regarded as major, key, or vital.
- 3) Extraordinary effort to meet quality and quantity requirements while meeting the essential requirements and performance standards of the regular job.

Employees may receive a discretionary bonus only if they are employed on the date the payment is processed and have not indicated an intent to resign.

Employees may not be rewarded twice for the same performance standards described in 1-3, above. A discretionary bonus must not be used in place of additional job responsibilities that may be assigned or overtime payment in circumstances where the employee is entitled to such premium wage.

Employees should not receive more than one discretionary bonus within a 12-month period.

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The establishment of a discretionary bonus does not constitute a contract for continued employment or alter the at-will relationship between the employee and Fresno EOC.

PROCEDURES:

Appropriate documentation for the discretionary bonus must be in writing and must include the following information:

- Brief and specific description of the bonus plan
- Date or timeframe of contribution or event
- Discretionary bonus amount
- Approval signatures from Program Director and Program Officer.

Programs must ensure that funds are available. If necessary, all formal programmatic recommendations and approvals must be obtained prior to awarding discretionary bonuses. A discretionary bonus must be made as a one-time payment and must not be added to an employee's base salary.

Fresno EOC will deduct any federal, state, or local income tax withholding requirements or other tax requirements or withholdings applicable to the discretionary bonus, and all such determinations shall be final and conclusive.

A discretionary bonus will not be included in employee benefits-related calculations (i.e. retirement and pension benefits) or regular rate of pay. The discretionary bonus is not measured by or dependent upon hours worked, production or efficiency.

Programs must apply extreme care when awarding a discretionary bonus inasmuch as these awards may give rise to perceptions of favoritism and inequality. Programs must consistently and fairly apply the standards for awarding a discretionary bonus.

Fresno EOC reserves the right to dismiss any employee at-will (at any time, with or without prior notice, with or without cause), or otherwise implement other personnel or corrective actions to the employee to the same extent as though the discretionary bonus had not been adopted.

Fresno EOC (CEO) may terminate or revoke any discretionary bonus, at its sole discretion, at any time and amend, from time to time the discretionary bonus without the approval of any employee.

POLICY 2050 — HAZARD PAY POLICY

PURPOSE: To compensate employees that are required to perform hazardous duties on behalf of the Fresno EOC.

POLICY: It is the policy of Fresno EOC to recognize that employees must be compensated for their willingness to take on hazardous duties. Employees may perform hazardous duties, work in hazardous areas or both.

REFERENCE: Department of Labor

PROCEDURES:

I. — DEFINITION

~~Hazard pay means additional pay for performing hazardous duty or work involving physical hardship. Work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship.~~

II. — ELIGIBILITY

~~All employees assigned to positions classified as “hazardous” are eligible for hazard duty pay, regardless of employment status.~~

III. — HAZARD DUTY PAY

~~Employees assigned to positions eligible for hazard pay will receive a rate pre-determined by the program on a bi-weekly basis. Hazard rates must be applied consistently across all staff within the same position. Hazard pay will be paid as mandated by state or federal laws. Hazard Pay will not be paid when the employee is on a leave of absence.~~

IV. — PAY AND TAX IMPLICATIONS

~~According to the Internal Revenue Service (IRS), hazard duty pay is considered taxable income. These amounts will be included on the employee's W-2.~~

POLICY 20650 – PAY SCALE INFORMATION

PURPOSE: To comply with pay posting requirements and limitations on the ability to require an applicant to provide or rely on salary history information in determining whether to hire an applicant or what salary to offer the applicant.

POLICY: It is the policy of Fresno EOC to comply with pay posting requirements and limitations on its ability to require an applicant to provide or rely on salary history information in determining whether to hire an applicant or what salary to offer the applicant.

REFERENCE: CA Labor Code section 432.2

PROCEDURES:

Fresno EOC does not rely on the salary history of a job applicant in deciding whether to extend an offer of employment or what salary to offer unless the applicant voluntarily discloses this information. Fresno EOC also does not seek, either personally or through an agent, salary history information about an applicant. Moreover, upon request, Fresno EOC will provide ~~to~~ existing employees the pay scale (defined as “the salary or hourly wage range that the employer reasonably expects to pay for the position”) for the position in which the employee is currently employed. Fresno EOC will maintain records of a job title and wage rate history for each employee for the duration of the employment plus three years after the end of the employment. Pay scales will also be included for a position in any job posting. If Fresno EOC engages a third party to announce, post, publish, or otherwise make known a job posting, it will provide the pay scale to the third party and the third party should include the pay scale in job postings.

POLICY 3010 HOLIDAYS

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

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

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

PROCEDURES:

I. ELIGIBILITY

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

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

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

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

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II. HOLIDAY SCHEDULE

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

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

Fresno EOC may schedule work on an observed holiday, as it considers necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. The responsible Officer will determine if the employee ~~will receive~~ receives additional pay for the day or take a paid day off at another time. However, Fresno EOC may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

III. HOLIDAY PAY

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

IV. OTHER HOLIDAYS

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

V. HOLIDAY PROCEDURES RELATING TO SOUL TEACHERS

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

POLICY 3020 VACATION

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

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

PROCEDURES:

I. ELIGIBILITY

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

II. VACATION ACCRUAL

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

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

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

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

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

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

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

III. VACATION APPROVAL AND SCHEDULING

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

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

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

IV. VACATION USE

Accrued vacation must be taken in increments of at least 30 minutes.

Employees who request family or medical leave (see Policy 4010, Family and Medical Leave and California Family Rights Act) may apply any available accrued vacation pay to their family or medical leave.

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

V. VACATION PAY

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

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

Employees may utilize vacation accruals while on protected leave.

VI. VACATION PROCEDURES RELATING TO SOUL TEACHERS

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SOUL teachers do not accrue vacation benefits.

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POLICY 3030 SICK TIME

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

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

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

PROCEDURES:

I. DEFINITION

Sick time is time off from work that employees can use during periods of temporary illness to address their health and safety needs or that of a family member as defined in section IV of this policy. Sick time that is longer than ~~five (5)~~3 days may be designated as Family and Medical Leave Act if all criteria is met and must be converted to an approved leave of absence for employment rights to be maintained (see Policy 4010, Family and Medical Leave and California Family Rights Act). Fresno EOC reserves the right to amend this policy at its discretion.

II. ELIGIBILITY

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

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

All employees are eligible for Paid Sick Leave (PSL) (see Policy 3040, Paid Sick Leave).

III. ACCRUAL

All regular full-time employees are eligible to accrue up to a maximum of ~~seven (7)~~nine (9) days of sick time per calendar year. Eligible part-time employees are eligible to accrue sick time on a pro rata basis which relates the average number of hours per week worked to a regular full-time workweek. Sick time accrues on a bi-weekly basis. Sick time may not accrue during any unpaid time off. To receive a full accrual for the pay period, employees must either work the full bi-weekly period or receive paid time off.

IV. USE OF SICK TIME

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

Employees must use sick time in no less than a minimum of thirty (30) minutes~~one (1) hour~~. Employees' sick time will be tracked on their itemized wage statement.

V. KIN CARE

Kin care may be used when an employee needs time to care for themselves or a family member. Kin care runs on a calendar year and resets on January 1. An employee may use up to ~~only one-half~~ of their annual sick time accrual, once it has actually accrued, ~~when they need time to care for themselves or a family member~~. The amount of sick time available for kin care does not carry over from year to year.

A family member means any of the following: a child (biological, adopted, foster, step, legal ward, child to whom the employee stands in loco parentis); parent (biological, adoptive, foster, step, legal guardian of employee or employee's spouse or registered domestic partner or a person who stood in loco parentis when employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; and designated person. A "designated person" is defined as "a person identified by the employee at the time the employee requests paid sick days." Employees are limited to designating one designated person per 12-month period for sick days. Management retains the right to request verification at any time from a licensed health care provider for any absences related to kin care.

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

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

Sick time used for kin care, up to one half of the employee's annual accrual, will not count towards Fresno EOC Attendance Policy (see Policy 1160 Punctuality and Attendance).

VI. MAXIMUM ACCRUAL

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

VII. SICK PAY

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

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

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

VIII. REQUEST/APPROVAL PROCESSAPPROVAL OF SICK TIME

A timekeeping request must be completed for each absence and approved by the employee's supervisor. After exhaustion of PSL, management retains the right to request verification of absence at any time from a licensed health care provider after three (3) days. Employee must submit verification of absence on the day they return to work to confirm fitness for duty. for all absences due to illness or disability. Sick pay may be denied if a satisfactory verification is not provided by the employee upon request by the supervisor.

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

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

An eligible employee may use sick time benefits during the applicable waiting period prior to being paid workers' compensation temporary disability benefits. Similarly, an employee may be paid sick time benefits during the applicable waiting period before becoming eligible for benefits under the state disability or paid family leave insurance plan.

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

POLICY 3040 PAID SICK LEAVE

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

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

REFERENCE: California Labor Code sections 245-249 and section 2810.5, [SB 616](#).

PROCEDURE:

I. DEFINITION(S)

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

For purposes of sick leave use, employee includes full-time, part-time, and temporary employees, and family member includes child, parent, spouse, registered domestic partner, domestic partner's child, grandparent, grandchild, sibling, and designated person. A "designated person" is defined as "a person identified by the employee at the time the employee requests paid sick days. Employees are limited to designating one designated person per 12-month period for sick days. "Child" is defined as a biological, foster, or adopted child; stepchild; legal ward; or a child for whom you accepted the duties and responsibilities of raising, even if the child is not your legal child. "Parent" is defined as your biological, foster, or adoptive parent; stepparent; legal guardian of the employee or the employee's spouse or registered domestic partner; or a person who accepted the duties and responsibilities of raising the employee, even if parent is not the employee's legal parent, when the employee was a minor child. "Spouse" is defined as your legal spouse according to the laws of the State of California, which does not recognize "common law" spouses (a union which has not been certified by a civil or religious ceremony). "Domestic partner" is defined as another adult with whom you have chosen to reside and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State. A "domestic partner's child" is the biological, foster, or adopted child; stepchild; or legal ward of your domestic partner; or a child for whom your domestic partner has accepted the duties and responsibilities of raising, even if the child is not your domestic partner's legal child.

II. ELIGIBILITY

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

III. FRONT LOAD BASIS

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Employees will be provided forty (40)- hours, or five (5)- days, whichever is greater, which an employee ~~is eligible to~~ may use on or after the 90th day of employment.

For purposes of calculating PSL, employees who are exempt from overtime as an administrator, executive or professional under the appropriate wage order will be deemed to work their regularly scheduled workweek. All other employees must keep a record of hours worked so that Fresno EOC can properly account for accrued sick leave.

IV. MAXIMUM EARNED

Unused PSL cannot be carried over and will be zeroed out each year at the end of December and a new forty (40) hours, or five (5) days, whichever is greater, will be provided on the first of January.

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

V. USE OF PAID SICK LEAVE

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

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

An employee cannot use more than forty (40) hours, or five (5) days, whichever is greater, of PSL in each calendar year of employment. Fresno EOC will not lend PSL to employees in advance (i.e., employees are not allowed to have a negative balance for this benefit).

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

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

VI. APPROVAL OF PSL

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

Time off for PSL will not count towards the Fresno EOC Attendance Policy (see Policy 1160 Punctuality and Attendance).

VII. PSL PAY

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

VIII. NOTICE TO EMPLOYEES

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

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

POLICY 3050 INSURANCE BENEFITS

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

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

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

PROCEDURES:

I. GROUP INSURANCE BENEFITS

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

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

1. Eligibility: All regular full-time and part-time employees working thirty (30) hours or more per week and their dependents are eligible to participate in the group health plan beginning the first of the month following employment, provided an enrollment form is completed within thirty-one (31) days following employment. Those who are not eligible for the group health plan may be eligible for the sub on call plan based upon requirements as allowed by law. Employees who become eligible after employment may participate beginning the first of the month following eligibility, provided an enrollment form is completed within thirty-one (31) days of becoming eligible. Newly acquired dependents, such as by marriage, birth or by adoption, will become eligible on the effective date of the occurrence, provided an enrollment form is completed within thirty-one (31) days of the occurrence.
2. Open Enrollment: An annual open enrollment period of 30 days will be conducted each year for eligible employees and their dependents. Employees who did not enroll during the time periods mentioned above have an opportunity to enroll during this open enrollment period. The effective date of

coverage will be January 1, following submission and approval of enrollment selections.

3. Termination of Coverage: Insurance coverage terminates on the last day of the month that employment terminates or when an authorized leave of absence exceeds four (4) months unless the employee is on an approved CFRA leave preceded by PDL leave or as otherwise required by law.
4. Conversion/Post-Employment Insurance Options: Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents are entitled to continue health insurance coverage after employment with Fresno EOC ceases. The ~~Human Resources Department~~Human Resources Office and/or the third-party administrator must provide employees with information on how they can continue health care coverage under COBRA.
- C. Group Life Insurance: All regular full-time and part-time employees working thirty (30) hours or more per week are eligible for life insurance. Coverage begins on the first of the month following employment or eligibility. The maximum amount covered is described in the summary plan document.
- D. Accidental Death and Dismemberment: All regular full-time and part-time employees working thirty (30) hours or more per week are eligible for accidental death and dismemberment insurance beginning on the first of the month following employment or eligibility. The maximum amount covered per loss is described in the summary plan document.
- E. Premium Payments for Insurance Coverage: Employees who are enrolled in a group health insurance plan are required to participate in the cost of the insurance by having a deduction taken from their paycheck bi-weekly for use towards the premium cost. The employee is responsible for their benefit premiums while on protected leave. Any payments that have been missed even while on leave will be the responsibility of the employee. Failure to pay the employee portion of premiums could result in the loss of health insurance. Payment must be received in the Human Resources Office by the 25th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. Fresno EOC will provide 15 days' notification prior to the employee's loss of coverage.

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

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II. OTHER INSURANCE BENEFITS

A. Paid Family Leave (PFL): To protect employees who miss work due to a serious illness of a family member covered by California law, or to bond with the employee's new child, the new child of the employee's spouse or registered domestic partner or a child in connection with the adoption or foster care placement of the child with the employee's spouse or registered domestic partner, the law requires that a small percentage of each employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance. PFL provides up to eight (8) weeks of benefits in a twelve (12) month period based on the employee's earnings. Benefits are paid directly to the employee by the state. The program is under the state's disability insurance program and funded through an employee tax (SDI). Employees may receive SDI or PFL while on a protected leave covered under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL). Claim forms and an informational brochure are available from the [Human Resources Department](#) or online at www.edd.ca.gov.

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

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

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

D. Business Travel Accident Insurance: The Group Travel Accident Insurance Plan provides all-risk accident protection against most types of accidents while an employee is traveling on business, including flying as a passenger (but not as a pilot or crew member) in any commercial non-charter aircraft or an aircraft operated by Fresno EOC. All employees are eligible for coverage under this plan when they are traveling on business for Fresno EOC. Business travel means travel for the purpose of furthering the business of the Fresno EOC. Injuries sustained during the course of everyday travel to and from work, leaves of absence or vacations are not, for the purpose of this insurance, regarded as injuries sustained during business travel. The maximum amount payable under this plan is described in the summary plan document. There is no additional cost to the employee for this benefit.

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

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

POLICY 3060 RETIREMENT PLANS

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

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

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

PROCEDURES:

I. RETIREMENT PLANNING

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

II. 401(a) ~~RETIREMENT~~PENSION PLAN

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

B. Eligibility: To become a participant in the plan, an employee must reach age 21, and complete ~~two six years months~~ of service. ~~A year of service is defined as a year (counting from the hire date or from the anniversary of the hire date)~~ in which the employee worked at least ~~5004,000~~ hours.

C. ~~Vestment: An employee will be vested in the plan at two years of continuous service with the agency. Separation before completion of two years of service will result in forfeiture of the 401(a) plan.~~

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

~~D.E.~~ Benefit Calculation:

1. An employee begins participating and receiving benefits on the first day of the month after meeting eligibility.

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2. The agency contribution benefit is equal to 5% of an employee's gross pay each pay period.

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

III. 403(b) TAX SHELTERED PLAN

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

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

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

D. Contributions:

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

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

IV. 457(b) DEFERRED COMPENSATION PLAN

A. Eligibility: Employees may participate in the plan immediately if they belong to a select group of management or key highly compensated employees.

B. Enrollment: An eligible employee can enroll in the voluntary contribution plan by either completing an enrollment form or registering an online account and electing contributions. ~~Eligible employees will be notified and given the opportunity to enroll.~~

C. Contributions:

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

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

V. PLAN REPORTING

Quarterly financial and investment reports are prepared and reviewed by the assigned Finance Office staff and are approved by the Board of Commissioners or designated committee.~~boardPension Committee.~~ Transaction and balance activity is gathered from the monthly statements received from the record-keeper.

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

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

VI. AMENDMENTS/TERMINATION OF THE PLAN

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

POLICY 3070 — VACCINATION POLICY

PURPOSE: In accordance with Fresno EOC's duty to provide and maintain a workplace that is free of known hazards, the Agency strongly encourages employees to receive vaccines that safeguard the health of employees and their families; clients and guests, and community at large from infectious diseases, such as COVID-19 or other illnesses. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, California Department of Public Health, California Civil Rights Department, and local health authorities, as applicable.

POLICY: All employees are encouraged to receive vaccinations as determined by Fresno EOC.

PROCEDURES:

I. — VOLUNTARY VACCINATION:

A. — Vaccination against communicable diseases is not longer a mandatory requirement for employment with Fresno EOC. All individuals are free to choose whether to receive vaccinations.

B. — The Agency strongly encourages employees to consult with their healthcare providers to make informed decisions about vaccination based on their individual circumstances, medical history, and the recommendations of public health authorities.

C. — Employees who choose to get vaccinated are encouraged to provide documentation of their vaccination status to the designated authority, which will be kept confidential in accordance with applicable privacy laws.

II. — SAFETY MEASURES AND MITIGATION:

1. — The Agency will continue to implement and enforce safety measures and protocols to protect the health and well being of employees, contractors, and visitors, regardless of vaccination status.

2. — Safety measures may include but are not limited to, practicing good hygiene, maintaining physical distancing where feasible, providing personal protective equipment, and adhering to relevant public health guidelines and regulations.

POLICY 3080 — HEALTH AND WELLNESS PLATFORM

PURPOSE: Fresno EOC values its employees and their contributions to the success of the Agency. Fresno EOC endeavors to provide employees with a wellness program that protects their health and well-being now and in the future. This health and wellness policy is in conjunction with any agency and program requirements/mandates for vaccinations.

POLICY: It is the policy of Fresno EOC to be committed to the health of its employees.

PROCEDURES:

I. — ELIGIBILITY

The employee wellness policy applies to all our employees. However, some specific benefits may be for benefit eligible, or benefit enrolled employees only.

The Agency provides a wellness program that promotes employee health and disease prevention. Each employee can have a personalized wellness plan and a variety of wellness resources.

II. — WELLNESS RESOURCES

Fresno EOC provides the following wellness resources, discounts, or other incentives at no cost:

- Access to Health and Wellness Coach
- Wellness Competition Platform
- Discounted Gym Membership
- Fitness Activities
- Employee Assistance Program and wellness website

As part of the wellness program, Fresno EOC may use third-party vendors such as gyms, wellness centers, coaches, physicians, and health education providers. Physicians or health experts may ask employees to answer assessment questions and take biometric screenings to determine their health risk and help them follow a suitable program. Participation in and completion of questions and screenings are voluntary and regulated.

III. — WELLNESS INCENTIVES

Fresno EOC encourages employees to participate in our wellness programs and provides incentives to do so. Employees may be eligible for rewards for meeting wellness objectives as part of the personalized wellness plan. Incentives and rewards may come in the form of gifts or gift cards.

Some incentives and rewards may be considered taxable by the IRS. Fresno EOC will follow and process IRS regulations and others that may apply.

IV. — EMPLOYEES WITH DISABILITIES

~~Fresno EOC wants all employees to have access to wellness plans and resources they can use. Fresno EOC will make reasonable accommodation for employees with disabilities, who are pregnant or have other medical restrictions. Physicians and wellness experts may consult with the Human Resources DepartmentHuman Resources Office to help affected employees have a suitable wellness plan. The Agency will also provide wellness incentives and rewards to employees who participate in the wellness programs without discriminating against protected classes.~~

~~Employees are encouraged to reach out to the Human Resources DepartmentHuman Resources Office to request accommodation(s). Any information provided will be kept confidential.~~

III. — LEGALITY OF WELLNESS PROGRAM

~~Fresno EOC will ensure that all information is handled and processed following legal and confidentiality requirements.~~

IV. — GENETIC INFORMATION AND DISABILITY

~~Any genetic information and disability status information learned by the Agency during this process will not be used to create a disadvantage for employees in any way. Wellness incentives and rewards are not offered in exchange for genetic information or for health/medical information of employees or their family members. Fresno EOC and the providers used in the wellness program will not coerce employees into providing health/genetic information or taking medical examinations.~~

~~Fresno EOC and the wellness providers will endeavor to identify what information is needed prior to enrollment or use of the programs. Employees will be able to readily know who has access to this data and why. All data will be kept confidential, and the Agency will be able to access aggregated (summarized) data.~~

V. — VOLUNTARY PARTICIPATION

~~Fresno EOC encourages employees to participate in the wellness program, but participation is strictly voluntary. There will be no punishment, retaliation, or other adverse action for employees who choose not to use the wellness resources and program.~~

VI. — INCENTIVES

~~Incentives and rewards given to employees will be issued within legal guidelines. All employees who participate in our wellness program will receive the same incentive or reward, regardless of accommodation status.~~

V. — DESIGN

The wellness program is designed with employee health in mind. The goal for the program to be engaging without being time consuming or a financial burden for participating employees. Fresno EOC welcomes ideas and suggestions from employees to make it an effective wellness program.

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POLICY 307090 – VACATION DONATION POLICY

PURPOSE: The purpose of vacation donation program is to provide employees facing medical emergencies themselves or by family members that will require prolonged absences from work and will result in a substantial loss of income to the employee. This policy enables employees to take the necessary time to address their personal or family needs without having to worry about the financial implications of being away from work for an extended period.

POLICY: It is the policy of Fresno EOC to endeavor to provide support to our employees when feasible.

REFERENCE: ~~(executive order, labor code, other laws)~~

PROCEDURES:

I. BENEFIT OF VACATION DONATION PROGRAM

The Vacation Donation Program demonstrates compassion and solidarity among colleagues. It allows employees to support each other during difficult times, fostering a sense of community and mutual care within the agency.

Vacation donation programs contribute to maintaining a healthy work-life balance, as well as allow employees to prioritize their well-being and attend to personal matters without compromising income. Employees who are assisted the vacation donation program to address medical emergencies are likely to return to work with a clearer mind and higher productivity.

II. ELIGIBILITY

Donor: Any employee who has accrued a minimum of one day of vacation time ~~can donate to the program.~~

Recipient: ~~An employee must be employed for at least twelve (12) months and has been with the agency for at least three months is to be~~ eligible to ~~apply for and receive donated vacation time, participate in the vacation donation program as a donor or recipient.~~

Employees who experience a qualifying medical emergency personally or with a family member's illness, or similar unforeseen circumstances that necessitate leave of absence and have exhausted all available paid leave options are eligible to receive donated vacation time.

III. DONATION PROCESS

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Donors must submit a Vacation Donation Form to the Human Resources Office indicating the amount of vacation time they wish to donate. Non-exempt staff can donate in increments of one hour; exempt staff can donate in increments of one day. Donations cannot exceed more than one-half of an employee's annual accrual. Once donated, the vacation time cannot be returned to the donor.

Donors can donate vacation time to the vacation donation bucket. Donated vacation pay will be paid as the receiving employee's base hourly rate of pay. Donor employees may not claim an expense, a tax deduction or a charitable contribution for any of the leave donated under the plan. All paid leave granted to the recipient employee is considered wages and is subject to appropriate tax withholding.

The Human Resources Office will verify the donor's eligibility and process the donation accordingly.

Donated vacation time will be maintained in a bucket until applied accordingly to an eligible recipient employee's balance.

IV. RECIPIENT APPLICATION

Employees seeking to receive donated vacation time must submit a written request to the Human Resources Office, along with supporting documentation outlining the circumstances necessitating additional leave (some exceptions may apply).

The Human Resources Office will review the application and determine the eligibility of the recipient based on the severity of the circumstances and the availability of donated vacation time.

V. ALLOCATION OF DONATED TIME

Donated vacation time will be allocated to recipients on a first-come, first-served basis, subject to approval by the Human Resources Office.

The maximum amount of donated vacation time a recipient may receive in a calendar year is twenty-five (25) days. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act and other leave policies.

All information regarding the donation and recipient of vacation time will be kept confidential by the Human Resources Office and shared only with the relevant parties involved.

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This Vacation Donation Policy may be revised as necessary by the Human Resources Office to ensure compliance with applicable laws and regulations and to address any unforeseen circumstances that may arise.

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POLICY 3080 EMPLOYEE ASSISTANCE PROGRAM

PURPOSE: The Employee Assistance Program is a confidential resource that helps employees deal with life's challenges and the demands that come with balancing home and work. The program provides professional counseling and referrals for a wide array of personal and work-related concerns.

POLICY: It is the policy of Fresno EOC to recognize that personal problems may have a negative impact on an employee's attendance, job performance, or behavior at work. Employees may occasionally benefit from professional assistance with personal problems. Accordingly, Fresno EOC provides an Employee Assistance Program (EAP) for all employees.

REFERENCE: California Labor Code §§ 1025-1026, Civ. Code § 56 et seq., California Constitution, Article 1, § 1.

PROCEDURES:

I. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is administered by an outside employee assistance firm. The EAP provides confidential and professional counseling and when appropriate, referral to other services to address personal problems. The EAP is offered to enhance personal well-being.

Employees who need assistance with a personal life situation should contact EAP. Although employees are encouraged to use the EAP, participation in the program does not relieve an employee of their obligation to perform their work in a satisfactory manner and to comply with other Fresno EOC rules and guidelines including Fresno EOC's Alcohol/Drug-Free Workplace policy.

If a violation of Fresno EOC's Alcohol/Drug-Free Workplace policy occurs, subsequently using the EAP will not necessarily lessen discipline/corrective action and may, in fact, have no bearing on the determination of appropriate discipline/corrective action (see Policy 5040, Alcohol/Drug-Free Workplace). The employee's decision to seek assistance from the EAP will not be used as a basis for discipline/corrective action and will not be used against the employee in any disciplinary proceeding. On the other hand, using the EAP will not be a defense to the imposition of discipline/corrective action where facts proving a violation of the Alcohol/Drug-Free Workplace policy are obtained outside of the EAP. Accordingly, the purpose and practice of the Alcohol/Drug-Free Workplace policy and an employee's use of the EAP are not in conflict and are distinctly separate in their application.

II. ELIGIBILITY

The Employee Assistance Program is offered to all employees and all household members.

III. COUNSELING AND REFERRAL SERVICES

The EAP program provides for up to three (3) free visits per six (6) month period for problem assessment, professional consultation, counseling, information, and/or referral. EAP counseling is typically a three-stage process that includes (1) clarifying the problem, (2) identifying the possible solutions, and (3) developing an action plan. If the action plan calls for treatment by another resource, participating employees will be responsible for paying those fees or some of the costs may be covered under the group health plan. EAP brochures and information for online resources are available from the Human Resources Office.

IV. USE OF THE EAP

Employees should make every effort to schedule EAP appointments before or after working hours, or during meal periods. EAP appointments scheduled during working hours will be treated the same as medical appointments and may be charged against sick time unless it is employer mandated.

V. SELF-REFERRAL

Any employee or dependent who desires confidential assistance with a personal problem should call EAP directly. The EAP will arrange for a counselor to see the individual for confidential consultation.

VI. SUPERVISOR REFERRAL

In collaboration with the Human Resources Office, supervisors may refer an employee to the EAP when the supervisor has reason to believe that an attendance, behavior, or work-performance problem may be the result of a personal problem. Employees may be required to attend the EAP as a condition of employment when deemed necessary. Fresno EOC, however, may take such steps as it deems appropriate in response to the underlying attendance, behavior, or work-performance problem.

VII. CONFIDENTIALITY

All EAP records and services are treated confidentially. The EAP will not share information concerning an individual's involvement in the program without the individual's written permission unless life, safety, or national security is seriously threatened, or disclosure is otherwise required by law.

If an employee is referred to the EAP by the employee's supervisor because of an attendance, behavior, or work performance problem, the EAP will confidentially inform Human Resources whether the employee attends the EAP session(s) and cooperates with the counseling plan. However, no further information will be shared by EAP without the employee's written permission.

VIII. EMERGENCY RESPONSE TO CRITICAL INCIDENTS

In the event of a crisis or a critical incident (e.g., suicide or death of a co-worker, critical accident), the EAP's Critical Incident Response Team responds by debriefing the individuals involved in the traumatic event.

IX. QUESTIONS REGARDING EAP PROGRAM

Questions regarding EAP services should be directed to the Human Resources Office or the EAP provider.

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POLICY 4010 FAMILY AND MEDICAL LEAVE AND CALIFORNIA FAMILY RIGHTS ACT

PURPOSE: To define Fresno EOC's policy and procedures to provide (A) family care and medical leave in accordance with California's Family Rights Act and the Federal Family and Medical Leave Act of 1993:

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

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

PROCEDURES:

I. FAMILY AND MEDICAL LEAVE

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

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

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

- a. The birth of the employee's child or placement of a child with the employee for adoption or foster care;
- b. To care for employee's family member who has a serious health condition, including a child (meaning biological, adopted, foster child, legal ward, stepchild, or child of a domestic partner or a person standing in loco parentis;

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including adult child under CFRA and adult child under FMLA if incapable of self-care because of mental or physical disability), spouse (including domestic partner under CFRA), parent (including biological or an individual who stood in loco parentis; also including under CFRA foster or adoptive parent, parents-in-law, stepparent, or legal guardian), grandparent (under CFRA), grandchild (under CFRA), sibling (under CFRA), or a designated person (under CFRA: meaning any individual related by blood or whose association with the employee is the equivalent of a family relationship).~~FMLA: To care for the employee's immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition and CFRA: To care for the employee's family member (spouse, registered domestic partner, child, parent, grandparent, grandchild or sibling), or designated person with a serious health condition.~~ A "designated person" is defined as "any individual related by blood or whose association with the employee is equivalent of a family relationship." Employees shall designate a person at the time the employee requests leave and may limit an employee to one designated person per 12-month period for family care and medical leave; The Human Resources Office is responsible for tracking the "designated person";

- c. To take medical leave when the employee is unable to work because of a serious health condition; or
- d. For employees who need to take leave due to a "qualifying exigency" ("Qualifying Exigency Leave") resulting from (See Section IV):
 - 1. Their spouse, son, daughter, and/or parent is a member of the Armed Forces ("Military Member") being deployed on covered active duty to a foreign country; or
 - 2. Their spouse, son, daughter, and/or parent is a member of the National Guard or Reserves ("Military Member") being deployed under a call or order to covered active duty to a foreign country.

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

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

(I) A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than ~~five (5) three~~ consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

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

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

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

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

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

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

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) over a 12-month period. In order for time to be counted toward Intermittent FMLA/CFRA. An employee must record intermittent FMLA/CFRA usage on their time sheet. In addition to the above-referenced family and medical leave, Fresno EOC also provides Military Caregiver Leave, which is a protected leave of absence for employees who

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are a spouse, son, daughter, parent or next of kin of a covered Military Member who need to take time off to care for:

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

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

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

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

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

II. MILITARY FAMILY LEAVE

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

"Qualifying exigencies" include:

- a. Issues arising from a military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- b. Military events and related activities (e.g. official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross) that are related to the covered active duty or call to covered active duty status of a military member;
- c. Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member (e.g. arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate

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need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member);

- d. Caring for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty (e.g. arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to care facility, or attending meetings with staff at a care facility);
- e. Making or updating financial and legal arrangements to address a military member's absence;
- f. Attending counseling provided by someone other than a health care provider for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
- g. Taking up to fifteen days of leave to spend time with a military member who is on short-term, temporary rest and recuperation leave during deployment;
- h. Attending certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status, and addressing issues arising from the death of a military member; and
- i. Any other event that the employee and Fresno EOC agree is a "qualifying exigency" or that qualifies as such under Gov. Code § 12945.2 and Unemployment Insurance Code § 3302.2 where applicable.

B. **Military Caregiver Leave:** Eligible employees with a spouse, child, parent, or next of kin of a covered service member can take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. If a spouse or registered domestic partner both work for Fresno EOC and each wishes to take leave to care for a covered service member, the spouse or registered domestic partner may take a combined total of 26 weeks of leave and must take the leave within the 12-month period.

Certain restrictions on these benefits may apply.

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

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- i. 30-day advance-notice when the need for the leave is foreseeable—where the need for leave is unforeseeable, please inform Fresno EOC as soon as reasonably practical. The employee must submit an electronic request, when able, for approval by the employee's immediate supervisor, program manager/director. If an employee fails to provide the requisite 30-day advance-notice for foreseeable events without any reasonable excuse for the delay, Fresno EOC reserves the right to deny the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave. if an employee fails to provide adequate certification the absence will not be covered or protected by FMLA/CFRA and the employee may be subject to discipline/corrective action, up to and including termination, via the agency's standard attendance policy.

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

- ii. Medical certification from a health care provider (both prior to the leave and prior to reinstatement) or, for Qualifying Exigency Leave, a copy of the military member's duty orders or other documentation issued by the military that indicates that the military member has been deployed to covered duty in a foreign country and the dates of the military member's deployment to that foreign country or for Rest and Recuperation leave, a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave. In addition, for Qualifying Exigency Leave, an eligible employee may be required to provide certification of the exigency necessitating leave. In providing this medical certification, Fresno EOC shall comply with the provisions of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by law. To comply with GINA, Fresno EOC is asking that employees not provide any genetic information when responding to this request for medical information. Fresno EOC will not discriminate against any employee on the basis of his or her genetic tests, the genetic tests of that employee's family members, or the manifestation of a disease or disorder in family members of the employee.

The medical certification for leave for the employee's own serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of the position. In addition, Fresno EOC may require the employee to obtain a second opinion from a doctor of Fresno EOC's choosing at Fresno EOC's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, Fresno EOC may require a third opinion, also at

Fresno EOC's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, Fresno EOC requires the employee to provide medical certification that they are able to return to work. An employee may be denied reinstatement until certification is provided. An employee who is denied reinstatement due to a failure to provide medical certification for return to work, may be considered to have voluntarily resigned. An employee who does not provide a medical certification within 15 days and remains absent from work may be considered to have voluntarily resigned.

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

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

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

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

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estimate of the amount of time needed for family care: and (d) the licensed health care provider's assurance that the health care condition requires family care leave.

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

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

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

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

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

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

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

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

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

Employees on family care and medical leave accrue employment benefits, such as vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. However, where a CFRA baby bonding leave follows an employee's pregnancy disability leave, Fresno EOC will provide health coverage for the pregnancy disability leave, up to four months, and an additional 12 weeks of CFRA leave.

Job Reinstatement: Under most circumstances, upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on family and medical leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

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

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

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

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

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III. ~~INTERACTIVE PROCESS/LIGHT DUTY ASSIGNMENTS FOR TEMPORARY DISABLED EMPLOYEES WHO HAVE A MEDICAL DISABILITY~~

~~Disability leave as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act, or with a workplace injury.~~

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

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

~~Group health and life insurance benefits ordinarily provided by Fresno EOC and for which the employee is otherwise eligible may be continued during the extended disability leave but for no more than four (4) months total within a 12 month period, including benefits received during the previous 12 week period. The employee must pay the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15 day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose total medical leaves, including the extended leave, are in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. If a covered person is totally disabled when coverage terminates, benefits will be provided for that totally disabling condition until maximum benefits are paid, the disability ends, or up to twelve (12) months have passed since termination of coverage.~~

~~Reinstatement from Extended Leave: Except as provided by applicable law, Fresno EOC will make every effort to place an employee returning from an approved Extended Medical Disability Leave in the same or comparable position. If such position ceases to exist because of legitimate business reasons or if a position is not available, employment will be terminated,~~

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~~and the employee will be considered for future openings (see Policy 1090 Recruitment, Selection, and Employment). Employees who do not return after the period of the approved leave expires may be considered to have voluntarily resigned, unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) workdays after the period of the approved leave expired.~~

~~Procedures: When feasible, Fresno EOC will locate and assign temporary light duty work to employees who are temporarily unable to perform the essential functions of their job due to injury.~~

~~Limitations: A temporary light duty assignment for an injured or ill employee shall stop when any of the following occurs: a) The employee is medically released to perform the essential functions of their regular position; or b) A medical provider deems the employee temporarily unable to perform any work in any capacity; or c) A temporary light duty assignment is no longer available due to operational necessity and/or is otherwise no longer reasonable to provide; or d) The employee's temporary medical limitations and/or restrictions render them unable to continue performing the temporary light duty assignment; or e) The employee is medically determined to have a permanent limitation(s) and/or restriction(s) that prevent them from being able to perform the essential functions of their regular position. When this occurs, Fresno EOC will continue the interactive process by engaging in alternative work search and/or through exhaustion of the interactive process.~~

~~On the job injury/Occupational Disabilities: A temporary disability leave of absence to reasonably accommodate a work-related injury will be granted to any employee who sustains a work related disability.~~

~~Disability leave under this section may run concurrently with any medical leave to which the employee is entitled under Section I of this policy. Employees taking disability leave must comply with the Family Care and Medical Leave provisions regarding substitution of paid leaves (Section I(B)), notice (Section I(D)(1)), and medical certification (Section I(D)(2)). An electronic request must be submitted to and approved by the employee's immediate supervisor, program manager/director, and director. For the purpose of applying these provisions, occupational disability leave will be considered to be medical leave. The employee will be responsible for providing periodic updates to the supervisor and/or program manager/director at least every thirty (30) days during the leave concerning status, expected date of return, and continued intent to return to work upon expiration of the leave.~~

~~Subject to any limitations permitted by law, a leave of absence for a work related disability shall be extended for the duration of the work related disability until one of the following situations takes place:~~

- ~~• The employee is released with or without restrictions that can be accommodated.~~
- ~~• Fresno EOC receives medical evidence satisfactory to it that the employee will be unable to return to work.~~
- ~~• The employee resigns.~~

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~~• The position which the employee occupied prior to the leave of absence ceases to exist or is filled for legitimate business reasons.~~

~~B. Status of Employee Benefits during Leave: Accrued sick time benefits or vested vacation benefits may be coordinated with Workers' Compensation temporary disability benefits payable under such a plan, provided the employee has accrued sick time and/or vested vacation benefits and elects to combine the two benefits. Except to the extent that other paid time is substituted for medical leave, the leave is unpaid.~~

~~Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of disability for up to four (4) months, and provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose occupational leave is in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA.~~

~~C. Leave's Effect on Reinstatement: Before returning to work following a leave of absence for a work-related disability, the employee must provide a medical certification from a licensed health care provider stating the date and ability to return to work. Except as provided by applicable law, Fresno EOC will make every effort to place an employee returning from leave in the same or comparable position for which the individual is qualified unless such position is unavailable or ceases to exist because of legitimate business reasons. In such cases, the employee may be terminated and may be considered for future openings (see Policy 1090, Recruitment, Selection, and Employment).~~

~~An employee who fails to report for work at the end of the approved leave may be considered to have voluntarily resigned unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) workdays after the employee was released to return to work.~~

~~IV.~~ PREGNANCY LEAVE IN ACCORDANCE WITH THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT

A. Eligibility and Duration

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

2. Temporary Transfer before Childbirth: An employee who is disabled due to pregnancy, childbirth, or related conditions may be entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated. A

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written statement must be provided from a licensed health care provider stating the necessity of the transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties.

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

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

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

C. Leave's Effect on Benefits: Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of pregnancy-related disability leave for up to four (4) months provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose pregnancy-related disability leave is in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. Pregnancy disability leave or a transfer begins when ordered by the employee's health care provider.

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

The provisions of Fresno EOC's Family Care and Medical Leave policy regarding the leave's effect on pay (Section I(C)), notice requirements (Section I(D)(1)), medical Certification requirements (Section I(D)(2)); and reinstatement (Section I(E)) also apply to all pregnancy-

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related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

IV. SAFE HARBOR GENETIC INFORMATION NON-DISCRIMINATION ACT (GINA)

The Genetic Information Notification Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or acquiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Fresno EOC will not provide any genetic information when responding to a request for medical information. Genetic information, as defined by GINA, including an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual family member sought or received genetic services, and genetic information of a fetus carried by an individual or any individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

402010 A- INTERACTIVE PROCESS/LIGHT DUTY ASSIGNMENTS

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PURPOSE: To define Fresno EOC'S interactive process for light duty and modified assignments.

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POLICY: It is the policy of Fresno EOC to engage in the interactive process for light duty and modified assignments. Engaging in this process provides is a benefit to the employee and the agency.

PROCEDURES:

Disability leave is as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act, or with a workplace injury.

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I. REQUEST:

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

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

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

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

II. REINSTATEMENT FROM EXTENDED LEAVE:

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

Procedures: When feasible, Fresno EOC will locate and assign temporary light duty work to employees who are temporarily unable to perform the essential functions of their job due to injury.

III. LIMITATIONS:

A temporary light duty assignment for an injured or ill employee shall stop when any of the following occurs: a) The employee is medically released to perform the essential functions of their regular position with or without reasonable accommodation; or b) A medical provider deems the employee temporarily unable to perform any work in any capacity; or c) A temporary light duty assignment is no longer available due to operational necessity and/or is otherwise no longer reasonable to provide; or d) The employee's temporary medical limitations and/or restrictions render them unable to continue performing the temporary light duty assignment; or e) The employee is medically determined to have a permanent limitation(s) and/or restriction(s) that prevent them from being able to perform the essential functions of their regular position. When this occurs, Fresno EOC will continue the interactive process by engaging in alternative work search and/or through exhaustion of the interactive process.

On the job injury/Occupational Disabilities: A temporary disability leave of absence to reasonably accommodate a work-related injury will be granted to any employee who sustains a work-related disability.

Disability leave under this section may run concurrently with any medical leave to which the employee is entitled under Section I of this policy. Employees taking disability leave must comply with the Family Care and Medical Leave provisions regarding substitution of paid leaves (Section I(B)), notice (Section I(D)(1)), and medical certification (Section I(D)(2)). An

electronic request must be submitted to and approved by the employee's immediate supervisor, program manager/director, and director. For the purpose of applying these provisions, occupational disability leave will be considered to be medical leave. The employee will be responsible for providing periodic updates to the supervisor and/or program manager/director at least every thirty (30) days during the leave concerning status, expected date of return, and continued intent to return to work upon expiration of the leave.

Subject to any limitations permitted by law, a leave of absence for a work-related disability shall be extended for the duration of the work-related disability until one of the following situations takes place:

- The employee is released with or without restrictions that can be accommodated.
- Fresno EOC receives medical evidence satisfactory to it that the employee will be unable to return to work.
- The employee resigns.
- The position which the employee occupied prior to the leave of absence ceases to exist; the employee requests an indefinite leave of absence; or the leave can no longer be accommodated because of is filled for legitimate business reasons.

IVB.—STATUS OF EMPLOYEE BENEFITS DURING LEAVE:

Accrued sick time benefits or vested vacation benefits may be coordinated with Workers' Compensation temporary disability benefits payable under such a plan, provided the employee has accrued sick time and/or vested vacation benefits and elects to combine the two benefits. Except to the extent that other paid time is substituted for medical leave, the leave is unpaid.

Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, will be continued during the period of disability for up to four (4) months, and provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose occupational leave is in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA.

V.C. LEAVE'S EFFECT ON REINSTATEMENT

÷Before returning to work following a leave of absence for a work-related disability, the employee must provide a medical certification from a licensed health care provider stating the date and ability to return to work. Except as provided by applicable law, Fresno EOC will make every effort to place an employee returning from leave in the same or comparable position for which the individual is qualified unless such position is unavailable or ceases to exist because of legitimate business reasons. In such cases, the employee may be terminated

and may be considered for future openings (see Policy 1090, Recruitment, Selection, and Employment).

An employee who fails to report for work at the end of the approved leave may be considered to have voluntarily resigned unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) workdays after the employee was released to return to work.

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POLICY 40~~3020~~ LEAVES OF ABSENCE

PURPOSE: To clarify and distinguish the parameters and procedures for authorized leaves for eligible Fresno EOC employees.

POLICY: It is the policy of Fresno EOC to provide authorized leaves of absence for specified periods of time to all eligible employees on a non-discriminatory basis. Leaves will be considered for personal reasons, education, bereavement, and legally required absences as set forth below.

REFERENCE: California Labor Code § 230. California Election Code § 14350. California Labor Code § 1025. California Labor Code §§ 1040-1044. California Labor Code §§ 230.7-230.8. California Labor Code § 230.3, CA SB 579, [CA SB 848](#).

PROCEDURES:

I. PERSONAL LEAVE

Regular full-time and part-time employees may request a personal leave of absence without pay for personal compelling reasons for a reasonable period of time, up to thirty (30) days. Extensions may be granted in up to thirty (30) day increments due to special circumstances but may not exceed a total of four (4) months.

Personal leaves due to compelling reasons may involve circumstances such as family emergencies and family or personal disabilities for which the employee is not otherwise eligible for leave (see Policy 4010, Family and Medical Leave and California Family Rights Act).

A. Requests: An employee must submit a request for Personal Leave ~~in writing~~, accompanied by electronic time off requests, which must include the reason for the request, and approved by the employee's immediate supervisor and program manager/director. Requests for leaves of absences will be considered at the discretion of Fresno EOC and on the totality of circumstances, including, but not limited to the employee's length of service, performance, responsibility level, the reason for the request, the urgency of the situation, whether other individuals are already out on leave, and the expected impact of the leave on the employee's department. It is the employee's responsibility to report to work at the end of the approved leave.

B. Status of Employee Benefits during Personal Leave: During the leave of absence, the employee may use any accrued vacation benefits. However, the use of vacation benefits will not extend the duration of the leave. Group health and life insurance benefits ordinarily provided by Fresno EOC, and for which the employee is otherwise eligible, may be continued during the period of the leave, provided the employee pays the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. No vacation, sick time, or seniority will accrue during a leave without pay.

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Any leave taken under this provision that qualifies as leave under the state and/or federal family/medical leave acts, will be counted as family/medical leave and charged against the entitlement of twelve (12) work weeks of family/medical leave in a twelve (12) month period.

C. Leave's Effect on Reinstatement: An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned, unless unusual circumstances have prevented the employee from returning and a reasonable excuse has been offered and accepted within three (3) workdays after the leave expired.

Every effort will be made to place an employee in the same or comparable position after the end of the leave unless such a position is unavailable or ceases to exist because of legitimate business reasons. If a position is not available, the employee will be laid off, and the employee may be considered for future openings (see Policy 1090 Recruitment, Selection, and Employment).

II. EDUCATIONAL LEAVE

Regular full-time and part-time employees may request an Educational Leave without pay for a reasonable period of time not to exceed four (4) months per rolling calendar year. Educational leave may be granted when the educational program undertaken is likely to enhance Fresno EOC's capabilities to provide service to the public. Consequently, the training should have as its objective either an increase in the effectiveness of an employee in the current job assignment or be designed to enhance the employee's advancement possibilities within Fresno EOC.

An employee may be granted up to six (6) hours of time off during the normal work week per semester to attend an approved educational program, unless it would cause undue hardship to the program.

This time off is unpaid; however, the employee may use existing vacation benefits, if available and approved. Fresno EOC reserves the right to request that the employee furnish written verification from the school as proof that the employee participated in school activities on the specific date at the specific time. Failure to provide written verification is grounds for corrective action. See Section I (A), (B), and (C) of this policy for the application process, status of benefits, and reinstatement.

III. BEREAVEMENT LEAVE

Active employees who have experienced a death or terminal illness in the immediate family will be granted an emergency paid leave of up to five (5) working days per fiscal year. Subsequent bereavement leave is unpaid, but the employee can use accrued time. Immediate family is defined as: employee's spouse, domestic partner as defined by law, child, stepchild, parent, stepparent, parent-in-law, child-in-law, sibling, ~~step-sibling~~stepsibling, grandparent, grandchild, or an adult who stood in loco parentis to the employee during childhood.

Active employees who have experienced a death or terminal illness in the extended family will be granted an emergency paid leave of up to one (1) working day. Extended family is defined as: brother-in-law, sister-in-law, aunt, uncle, or spouse or domestic partner's grandparent.

The employee will be paid the regular rate for each of the scheduled workdays missed and may be required to furnish satisfactory evidence to support the leave. The employee must request bereavement leave in writing and approved by the employee's supervisor and program manager/director. Employees ~~under discipline for attendance issues~~ may be required to provide documentation with regard to their bereavement leave, including but not limited to a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. The employee asked to submit such documentation must do so within 30 days of the first day leave is used.

The leave need not be consecutive but must be taken within one year from the date of loss.

Employees may be allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the Agency, provided such absence from duty will not interfere with normal operations of the agency.

The Agency will not refuse to provide the leave or discriminate/retaliate against an employee who utilizes leave under this policy.

IV. CIVIC RESPONSIBILITIES

Employees who do not have sufficient time outside of their regular working hours to vote in an election may request time off to vote. If possible, employees should give at least two working days' notice to their supervisor that time off for voting is desired if the employee knows or has reason to know of the need for the time off. Up to two hours of paid time off will be provided at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least amount of time off, unless otherwise mutually agreed.

It is Fresno EOC's policy to enable its employees to fulfill their civic obligations. An employee who is called for jury duty or is required by law to appear in court will be provided time off for that purpose and will be paid regular pay less amounts received for jury duty or service as a witness. This does not apply in the case of legal or criminal action brought against an employee. It is the employee's responsibility to notify the supervisor as soon as notice has been received that the employee has been requested for jury duty or required to appear. The employee must provide a copy of the jury summons or subpoena to appear in court. In order to receive pay for days of absence, the employee must submit electronic time off requests and present a certificate or time sheet from the court verifying jury service or testimony for each day of absence to the supervisor. The employee's time sheet shall indicate jury duty for days of absence. The employee will be required at the end of the obligation to provide a copy of the jury or witness check whereby an adjustment will be made on the next paycheck, or the jury or witness check may be endorsed over to Fresno EOC. Any mileage received will be retained by the employee. The employee is expected to return to work each day when they are

not selected as a juror or they are released from service during normal working hours and must return to work at the completion of their obligation.

V. ALCOHOL AND DRUG REHABILITATION LEAVE

Fresno EOC will make reasonable accommodations to employees who have enrolled voluntarily in a drug or alcohol rehabilitation program. Employees who have enrolled in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in undue hardship on Fresno EOC. Fresno EOC will make reasonable efforts to keep confidential the fact that the employee is enrolled in the program.

This time off is unpaid; however, the employee may use any accrued sick time or accrued vacation benefits while on leave. This leave may run concurrently with any other medical leave to which the employee is entitled (see Policy 4010, Family and Medical Leave and California Family Rights Act).

To qualify for a leave, the employee will be required to provide a certification of enrollment within 15 days of the request and successfully complete the program to return to work. An employee who does not provide a certification within 15 days and remains absent from work may be considered to have voluntarily resigned.

VI. LITERACY ASSISTANCE

Any employee who needs time off to attend an adult literacy education program should make the request through the supervisor. Fresno EOC will attempt to make reasonable accommodations for the employee of up to six (6) hours of time off during the normal work week, unless it would cause an undue hardship to do so. This time off is unpaid; however, the employee may use existing accrued vacation benefits, if available and approved. Fresno EOC will also attempt to safeguard the privacy of the fact that an employee is enrolled in an adult literacy education program.

VII. OTHER LEGALLY REQUIRED LEAVES

An employee who has a child enrolled in kindergarten through grade twelve (12), or cared for by a licensed childcare provider, may take time off from work, up to 40 hours each year, not exceeding 8 hours in any calendar month, for certain child-related activities. These activities are: (1) to find, enroll, or reenroll a child in a school or with a licensed childcare provider; (2) to participate in activities of the school or licensed childcare provider; or (3) to address a childcare provider or school emergency.

“Parent” means a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in loco parentis to a child. “Child care provider or school emergency” means that the child cannot remain in school or with the child care provider because: (1) the school or child care provider has requested that the child be picked up; (2) the school or child care provider has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child be picked up; (3) behavioral or discipline problems; (4) closure or

unexpected unavailability of the school or child care provider (excluding planned holidays); or (5) a natural disaster including fire, earthquake, or flood.

To take time off under reasons (1) or (2), the employee must give reasonable notice to their supervisor. To take time off under reason (3), the employee must simply give notice to their supervisor as soon as possible. An employee may use vacation time for the visits, if available and approved. A supervisor may request the employee to provide documentation from the school or childcare provider verifying the date and time of the child-related activity.

If both parents of the child work for Fresno EOC, the parent who first gives notice is eligible for the time off. The other parent may be permitted to take time off, under the conditions set forth in this policy, only if a supervisor authorizes the leave of absence. An employee requested to appear at their child's school due to the child's suspension may take an unpaid leave of absence provided that the employee gives Fresno EOC reasonable notice of the request to appear.

VIII. SCHOOL APPEARANCE LEAVE

An employee that is the parent or legal guardian of a child suspended from school is entitled to take an unpaid leave to comply with the principal's written request of the employee's presence at the school, provided the employee gives reasonable advance notice to the Agency. Check with the ~~Human Resources Department~~[Human Resources Office](#) for eligibility and scheduling before taking any leave to attend.

IX. ORGAN AND BONE MARROW DONOR LEAVE

After completing 90 days of employment with Fresno EOC, an employee undergoing an organ donation procedure or treatment related to organ donation may take up to 30 business days of paid leave in a one-year period related to the donation. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. Up to 10 days of an employee's accrued but unused vacation or sick time (not PSL) available at the time of leave is to be taken and will be credited against the 30 paid business days of donor leave available for organ donation. An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, will be provided to an employee who is an organ donor, for the purpose of donating the employee's organ to another person.

After completing 90 days of employment with Fresno EOC, any employee undergoing a bone marrow donation procedure or treatment related to bone marrow donation may take up to 5 business days of paid leave in a one-year period related to the donation. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. Up to 2 days of an employee's accrued but unused vacation or sick time (not PSL) available at the time of leave is to be taken and will be credited against the 5 business days of donor leave available for bone marrow donation.

An employee must provide written verification that they are an organ or bone marrow donor and that there is a medical necessity for the donation. An employee will be restored to the same or equivalent position upon their return. This leave will not be considered as a break in

continuous service for the purposes of accrued benefits, salary adjustments and health care. This leave will not run concurrently with FMLA or CFRA and can be taken in one or more periods. Donor leave taken will also not be counted against an employee's seniority/length of service and will not affect eligibility for pay increases or other benefits. Employees who take donor leave will not be retaliated or otherwise discriminated against for doing so.

X. CIVIL AIR PATROL LEAVE

Members of the Civil Air Patrol who have been employed at least 90 days are eligible for an unpaid leave of absence of a maximum of ten (10) days per calendar year for the purpose of responding to an emergency operational mission of the California Wing of the Civil Air Patrol. Under normal circumstances, the leave for a single emergency operation mission shall not exceed three days. Employees shall give the Agency as much notice as possible of the intended dates upon which the Civil Air Patrol leave will begin and end. The Agency may require certification to verify the eligibility of the employee for the leave requested or taken. Employees taking Civil Air Patrol leave are not required to exhaust accrued leave time but may do so at their election.

XI. VOLUNTEER CIVIL SERVICE LEAVE

An employee who is a volunteer firefighter, a reserve peace officer, or emergency rescue personnel who intends to perform emergency duties during work hours, should notify their supervisor that they may have to take time off to perform emergency duty. The employee should also notify their supervisor prior to leaving the premises in the event they need to take time off for emergency duty or training.

An employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel, will be permitted to take temporary leaves of absence for the purpose of engaging in fire, law enforcement or emergency rescue training. This amount of leave permitted will not exceed an aggregate of 14 days per calendar year.

XII. REPRODUCTIVE LOSS LEAVE

The Agency will provide up to five (5) days of reproductive loss leave upon a qualifying reproductive loss event, so long as the employee has worked for the agency for at least 30 days prior to the commencement of leave. "Qualifying Reproductive Loss Events" are as follows: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Assisted reproduction means a method of achieving pregnancy –artificial insemination or an embryo transfer and includes gamete and embryo donation. Reproductive loss leave applies if the employee would have been a parent had the Qualifying Reproductive Loss Event not occurred.

Reproductive loss leave is unpaid, but employees may utilize accrued and available paid time off during such leave, including accrued and available vacation and paid sick leave. If an employee experiences more than one reproductive loss event within a 12-month period, the Agency shall not be obligated to grant reproductive loss leave time in excess of 20 days within a 12-month period.

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The five days do not have to be taken in a consecutive manner, but employees must complete leave within three months of the qualifying event. Notwithstanding the three-month limitation, if, prior to or immediately following a reproductive loss event, an employee is on or chooses to go on leave from work pursuant to Pregnancy Disability Leave, the California Family Rights Act, or any other applicable leave entitlement under law, the employee shall complete their reproductive loss leave within three months of the end date of the other leave.

The Agency will not take adverse action against employees for exercising their right to take reproductive loss leave or for giving information or testimony as to their own leave or another employee's leave. The Agency also will not interfere with, retrain, or deny the exercise of, or the attempt to exercise, reproductive loss leave rights.

The Agency will maintain the confidentiality of any employee requesting reproductive loss leave. Any information provided to the Agency will be maintained as confidential and will only be disclosed to internal personnel or counsel, as necessary, or as required by law.

**POLICY 404030 MILITARY LEAVE- UNIFORMED SERVICES EMPLOYMENT & REEMPLOYMENT-
RIGHTS ACTS**

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PURPOSE: The purpose of this policy is to provide guidance and procedures for granting time off for military leave to full- and part-time regular employees.

POLICY: It is the policy of Fresno EOC to grant short or long-term leaves for uniformed service in accordance with applicable federal and state law.

REFERENCE: Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353) the California Military and Veterans Code § 394, and California Assembly Bill 392.

PROCEDURES:

I. MILITARY SERVICE

An employee inducted into military service will be granted an approved unpaid leave of absence and will have reinstatement privileges upon return to the Agency. "Service" is defined as duty on a voluntary or involuntary basis, including: active duty; active duty for training; initial active duty for training; inactive duty training; full-time National Guard duty; and absences for examinations to determine fitness for duty.

The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine fitness to perform any such duty.

A. Long-term Tour of Duty: An employee who enters into or is called to uniformed service duty shall notify the supervisor immediately and shall be granted a leave of absence not to exceed five (5) years. A written verification from the appropriate military authority to the employee's supervisor, and program manager/director. No prior notice of leave is required if it is precluded by military necessity or the giving of such notice is impossible or unreasonable.

B. Short-term Leave of Absence: An employee who is a member of the National Guard or of a reserve component of the Armed Forces shall, upon furnishing a copy of the official orders or instructions, be granted military training leave. Training leaves will not, except in emergency or in the event of extenuating circumstances, exceed two weeks a year, plus reasonable travel time. An employee must submit written verification from the appropriate military authority to the employee's supervisor, and program manager/director. The employee will be expected to return to work the first full regularly scheduled work period following completion of the service (with an eight-hour period for safe transportation).

C. Reinstatement from Leave: Fresno EOC will reinstate an employee returning from leave to their same position or one of comparable seniority, status, and pay if they:

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1. Have a certificate of satisfactory completion of service;
2. Return the first full regularly scheduled work period (if such first regularly scheduled work period is at least 8 hours after the arrival at the employee's place of residence) following completion of service if service is less than 30 days; apply within fourteen days after release from active duty if active duty was for 30 days but less than 181 days; apply within 90 days if absence was more than 180 days, or within such extended period, if any, as their rights are protected by law; and
3. Are qualified to fill their former position.

Reservists who are ordered to initial active duty for training of not less than twelve consecutive weeks and Selected Reservists on active duty for operational missions are required to apply for reemployment within 31 days of their release from training or service. Fresno EOC is not required to reemploy an employee after military leave if the circumstances have changed as to make such reemployment impossible or unreasonable: if the employment would impose an undue hardship on the employer; or the employment held by the employee was so brief or nonrecurring that there was not reasonable expectation that the employment would continue indefinitely or for a significant period.

D. Leave and Benefits: Employees are permitted, but are not required, to use accrued vacation benefits toward short-term uniformed service time. Any unpaid time off will affect vacation and sick time accrual. Seniority, for the purpose of benefits, will accrue during short-term leaves as defined in Section B of this policy. Eligible employees who take a long-term leave will be paid any accrued vacation on the last day prior to the beginning of the leave. Seniority, for the purpose of benefits, will accrue for no more than five (5) years during long-term tours of duty as defined in Section A of this policy (unless otherwise required by law).

Whenever the uniformed service leave is four (4) months or less, the employee may continue group health and life insurance benefits, if eligible, by paying the required contributory amount. Payments must be received by the 25th of the month. If payment is more than 30 days late Fresno EOC will provide 15-day notice before loss of coverage. Upon the employee's return, reinstatement of health benefits will occur on the 1st of the following month. Employees whose leaves are in excess of four (4) months and who are enrolled in the health care plan have the right to elect continuation of coverage under COBRA. The maximum length of required continuation coverage is the lesser of 18 months beginning on the date the employee became eligible or the day after the date on which the employee fails to apply for or return to active employment with Fresno EOC. Employees returning to work are entitled to reinstate health coverage as if they had never left. Exclusions for pre-existing conditions, proof of good health, and waiting periods do not apply. However, exclusions for illnesses or injuries which were service connected are applied.

II. MILITARY SPOUSE LEAVE

Eligible employees may request Military Spouse Leave for up to ten (10) days when a spouse in the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict is on leave from military deployment. Employees must provide notice of intent to take Military Spouse Leave within two business days of receiving official notice that the

military spouse will be on leave from deployment. An employee must submit supporting documentation certifying that the military member will be on military leave from deployment during the time of the requested leave.

To be eligible for Military Spouse Leave, an employee must work an average of 20 or more hours per week and be the spouse of a qualified member of the military. For Military Spouse Leave purposes only, the term "spouse" includes registered domestic partners. The term "qualified member of the military" is defined as (1) a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or (2) a member of the Armed Forces Reserve Components or the National Guard who has been deployed during a period of military conflict. Combat zones are designated by the President of the United States. "Military conflict" means a period of war declared by the United States Congress or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States. Provided all the conditions of this policy are met, an employee may take a maximum of ten (10) days of Military Spouse Leave. Questions concerning eligibility should be directed to the ~~Human Resources Department~~Human Resources Office.

Leave requested pursuant to this section is unpaid. However, an employee who is granted Military Spouse Leave shall be entitled to use any accrued vacation benefits during the period of leave. Paid sick time during Military Spouse Leave may only be utilized in conformance with Policy 3030 (see Section IV of Policy 3030, Sick Time). The use of paid leave does not extend the total duration of Military Spouse Leave to which an employee is entitled. Employees on Military Spouse Leave accrue employment benefits, such as sick time, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employees who fail to return to work on the first workday after the period of the approved leave expires will be considered to have voluntarily resigned, unless unusual circumstances have prevented the return and a reasonable excuse has been offered and accepted within three (3) workdays after the period of the approved leave expired.

POLICY 405040 DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING VICTIM LEAVE

PURPOSE: To define Fresno EOC's policy and procedure on Domestic Violence, Sexual Assault, or Stalking Victim Leave in accordance with California Labor Code.

POLICY: It is the policy of Fresno EOC to allow employees to take leave for purposes of domestic violence, sexual assault, or stalking to ensure their health, safety, or welfare, or that of their child.

REFERENCE: California Labor Code § 230 and 230.1; Family Code § 6211; Penal Code §§ 261, 261.5, 262, 265, 266, 266a, 266b, 266c, 266g, 266j, 267, 269, 273.4, 285, 286, 288, 288a, 288.5, 289, or 311.4; Family Medical Leave Act of 1993; AB2377

PROCEDURE:

I. DEFINITION

A "victim", for the purposes of this leave, is defined as someone who is a victim of stalking, domestic violence, or sexual assault, a victim of a crime that caused physical injury or that caused mental injury, or a person whose immediate family member is deceased as a direct result of a crime.

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II. DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING VICTIMS' LEAVE: LEGAL PROCEEDINGS/ REASONABLE ACCOMMODATION

If an employee is a victim of domestic violence and/or sexual abuse, the employee may use accrued sick leave or may take unpaid time off from work, to help ensure their health, safety or welfare, or that of their child; to seek medical attention for injuries caused by such abuse; obtain services from a domestic violence shelter; obtain psychological counseling related to an experience of domestic violence; obtain a restraining order; seek court assistance; or similar activities.

III. CRIME VICTIMS' LEAVE

An employee who is the victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is the immediate family member, registered domestic partner or child of the registered domestic partner of such a victim will be given time off as necessary to attend judicial proceedings in relation to the crime. A "victim" for the purposes of this leave is defined as someone who is a victim of stalking, domestic violence, or sexual assault, a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury, or a person whose immediate family member is deceased as a direct result of a crime.

Fresno EOC will also allow time off for employees to appear in court to be heard at any proceeding in which the right of the victim is at issue. The victim may be the employee, spouse, parent, child, sibling or guardian. The crimes to which this time off applies is extensive. The employee should ask the ~~Human Resources Department~~ Human Resources Office about their

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particular circumstances. As a condition of taking time off, employees may be required to provide reasonable advanced notice if feasible and documentation establishing the right to such time off. Fresno EOC will make every effort to maintain the confidentiality of any employee requesting crime victim leave. An employee may use accrued paid vacation time that is otherwise available to the employee for this time off.

IV.H. REQUESTING TIME OFF

An employee who is a victim of domestic violence, sexual assault, or victims of stalking will not be discriminated or retaliated against when taking time off from work to help ensure their health, safety, or welfare, or that of their child by obtaining:

- A temporary restraining order;
- A restraining order; or
- Other court assistance;
- Medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- Services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault;
- Psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Employees must give Fresno EOC reasonable advance notice of the employee's intention to take time off, unless the advance notice is not feasible. A leave request must be submitted and approved by the employee's immediate supervisor, and program manager/director. Should an unscheduled absence occur, the employee is responsible for providing a certification to Fresno EOC. Certification may be in the form of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking; or
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking.

~~An employee may use up to 24 hours, or 3 days, whichever is greater, of Paid Sick Leave (PSL) in each calendar year of employment (see Policy 3040, Paid Sick Leave).~~

The certification is only valid for a period of one-year, updated certifications must be submitted to extend the need for leave past a one year period. should be submitted as the need for leave changes and once the certification meets the one year period. An employee may use accrued and unused vacation or sick time while on leave. Leave may not exceed the unpaid leave time allowed under the unpaid leave permitted by the federal Family and Medical Leave Act within a rolling 12-month period.

Fresno EOC will also provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work, unless it would constitute an undue hardship on Fresno EOC's business operations. Upon receiving an employee's request for accommodation, Fresno EOC shall engage in a timely, good faith interactive process with the employee to determine effective reasonable accommodations. If an employee is a victim of a crime or abuse, the employee may take leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or the employee's child. Leave is typically unpaid, though employees may use available paid time off for such leave.

A "victim" for the purposes of this leave is defined as someone who is a victim of stalking, domestic violence, or sexual assault, a victim of a crime that caused physical injury or that caused mental injury and a - of physical injury, or a person whose immediate family member is deceased as a direct result of a crime.

Employees are required to provide reasonable advance notice of the employee's intention to take time off, unless advance notice is not feasible. When an unscheduled absence occurs, the Agency will not take any action against the employee if the employee, within a reasonable time after the absence, provides certification/documentation establishing the right to such time off. The Agency will make every effort to maintain the confidentiality of any employee requesting such leave.

The Agency will also provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work, unless it would constitute an undue hardship on the Agency's business operations. Upon receiving an employee's request for accommodation, the Agency shall engage in a timely, good faith interactive process with the employee to determine effective reasonable accommodations.

To the extent allowed by law, Fresno EOC shall maintain the confidentiality of any employee requesting leave.

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POLICY 5010 WORKPLACE ATMOSPHERE

PURPOSE: ~~To maintain a friendly, congenial and professional atmosphere.~~

~~The purpose of this policy is to provide a safe, supportive, and respectful environment for all employees, where bullying behavior is not tolerated. Fresno EOC is committed to fostering a workplace that promotes inclusivity, belonging, fairness, and respect, ensuring that everyone can perform their duties free from harassment or intimidation.~~

POLICY: It is the policy of Fresno EOC that all employees maintain a working environment that encourages mutual respect; promotes civil and congenial relationships among employee; and is free from all forms of harassment, discrimination, retaliation, and violence. Fresno EOC's respect and reputation in the community will be determined by the work we do, and by the employees who represent us. We are proud of those who work for us, and employees can be proud of the positions of trust they hold.

PROCEDURE:

I. DEFINITION

Employees are expected to conduct themselves in an appropriate manner in accordance with this policy.

Employees have the right to conduct their work without disorderly interference from other employees and be treated with respect and professionalism. Employees are also expected to maintain their work area in a neat and professional manner ~~as to so as to~~ not disrupt another employee's work environment or create any safety hazards.

Fresno EOC encourages a congenial work environment of respect and professionalism. Therefore, employees, clients and/or program participants should not:

- verbally abuse others;
- use intimidation tactics and/or make threats;
- sabotage another's work;
- stalk others; or
- make malicious, false and/or harmful statements about others.

II. ANTI-BULLYING POLICY

~~The purpose of this policy is to provide a safe, supportive, and respectful environment for all employees, where bullying behavior is not tolerated. Fresno EOC is committed to fostering a workplace that promotes inclusivity, fairness, and respect, ensuring that everyone can perform their duties free from harassment or intimidation.~~

Scope

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This policy applies to all employees, contractors, interns, and visitors, regardless of their position or role, and covers bullying behavior in the workplace, during work-related travel, at off-site work functions, and on digital platforms associated with Fresno EOC.
The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Fresno EOC will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

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A. Definition

Fresno EOC defines bullying as repeated, unreasonable actions directed towards an individual or a group that are intended to intimidate, humiliate, degrade, or undermine, or that create a risk to health and safety. Bullying can be verbal, physical, or psychological, and can occur in person or via digital communication (e.g., email, social media). The Agency defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the Workplace Atmosphere policy, which clearly states that all employees will be treated with dignity and respect.

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B. Employee Responsibility

All employees share the responsibility to contribute to a positive, respectful, and safe work environment. This includes taking proactive steps to prevent, recognize, and respond to bullying behaviors.

Treat Everyone with Respect:

- Employees are expected to behave professionally and with respect toward their colleagues, supervisors, and subordinates at all times. This includes being mindful of language, tone, and actions in both verbal and written communications.

Lead by Example:

- Employees, especially those in leadership or management roles, are responsible for setting a positive example. This includes demonstrating respectful behavior, managing conflicts professionally, and addressing inappropriate conduct immediately.

Recognize Bullying Behavior:

- Employees should familiarize themselves with the agency's definition of bullying and be aware of common forms of bullying, such as verbal abuse, exclusion, or intimidation. By understanding what constitutes bullying, employees are better equipped to recognize and prevent it.

Speak Up:

- If an employee experiences or witnesses bullying behavior, they are encouraged to speak up. This can be done by:
 - o Politely addressing/confronting the bully, if safe and comfortable to do so, and asking them to stop the inappropriate behavior.
 - o Reporting the behavior to a supervisor, manager, or Human Resources.
 - o Using the agency's reporting mechanisms if they do not feel comfortable reporting directly.

Support Others:

- Employees should support colleagues who may be experiencing bullying. This can include offering emotional support, encouraging them to report the incident, or witnessing any bullying behavior if needed during an investigation.

Cooperate in Investigations:

- Employees who are involved in or witness a bullying incident have a responsibility to cooperate in any subsequent investigation. This includes providing honest, accurate information and respecting the confidentiality of the process.

Avoid Retaliation:

- Employees are responsible for not retaliating against anyone who reports bullying or participates in an investigation. Retaliation can take the form of exclusion, further intimidation, or other forms of negative treatment.

Commit to Self-Improvement:

- Employees are encouraged to continuously develop their interpersonal and conflict resolution skills. This may involve participating in agency-provided training or seeking feedback on their behavior to ensure they contribute positively to the work environment.

Foster a Positive Culture:

- Everyone has a role in building and maintaining a culture of respect and collaboration. Employees should actively contribute to team-building efforts, encourage open communication, and address minor conflicts before they escalate into bullying.

Each and every employee of the Agency is expected to support the implementation of this policy by:

- Conducting themselves in a manner which demonstrates professional conduct, mutual respect for others and which honors diversity in the workplace;
- not engaging in the bullying and harassment of others;
- participating fully and in good faith in any resolution process or formal complaint and investigation process where they have been identified as having potentially relevant information;
- reporting any bullying and harassing behaviors which they experience or observe in the workplace which may be in violation of this policy; and
- respecting the rights to personal dignity, privacy and confidentiality pertaining to this policy.

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C. Management Responsibility

Managers and supervisors play a critical role in maintaining a respectful and safe workplace. In addition to their own behavior, they are responsible for preventing, addressing, and resolving instances of bullying among employees. Their leadership sets the tone for workplace culture and helps ensure the anti-bullying policy is effectively enforced.

Foster a Positive Work Environment:

- Managers must actively create and maintain a work culture where respect, inclusion, a welcoming environment, and collaboration are encouraged. This includes promoting open communication, teamwork, and professionalism within their teams.

Lead by Example:

- Managers and supervisors must model appropriate, respectful behavior at all times. They should demonstrate the agency's values in their interactions with employees, clients, and other stakeholders. As role models, their behavior sets the standard for how others should conduct themselves.

Be Proactive in Identifying Bullying:

- Managers should be vigilant in identifying any signs of bullying or inappropriate behavior within their teams. This includes monitoring workplace dynamics, listening to employee concerns, and addressing potential issues before they escalate. Early intervention is key in preventing a toxic work environment.

Provide Support to Employees:

- Managers must provide support to employees who report bullying or exhibit signs of distress due to workplace behavior. They should listen to complaints without judgment, ensure confidentiality, and reassure employees that their concerns will be taken seriously.

Encourage Reporting:

- Managers should actively encourage employees to report bullying or any behavior that violates the agency's anti-bullying policy. They should ensure that all employees are aware of the reporting channels and feel comfortable using them without fear of retaliation.

Take Immediate Action:

- Upon receiving a report of bullying, managers are responsible for acting swiftly. This includes:
 - Reporting the matter to Human Resources immediately.
 - Ensuring that the alleged bullying stops during the investigation process.
 - Protecting the privacy of both the complainant and the accused to prevent workplace gossip or unfair treatment.

Cooperate in Investigations:

- Managers are expected to fully cooperate with Human Resources and any investigating bodies in a bullying investigation. They should provide all relevant information and documentation, including witness reports and any previous complaints that may be connected to the case.

Enforce Consequences:

- If an investigation determines that bullying has occurred, managers must ensure that appropriate corrective disciplinary actions are taken promptly and fairly. This may include issuing warnings, suspensions, or even termination, in line with the agency's policy.

Protect Employees from Retaliation:

- Managers are responsible for protecting employees from retaliation after they report bullying or participate in an investigation. This includes monitoring the workplace to ensure that the complainant is not treated unfairly or excluded by colleagues, and addressing any signs of retaliatory behavior immediately.

Provide Training and Education:

- Managers should ensure that employees receive regular training on anti-bullying, conflict resolution, and workplace behavior. They should also promote awareness of the agency's anti-bullying policy and foster continuous dialogue on creating a respectful work culture.

Address Workplace Conflict:

- Managers are responsible for resolving conflicts within their teams before they escalate into bullying situations. This includes holding regular one-on-one meetings with employees to discuss any concerns and providing mediation or conflict resolution support when necessary.

Monitor Workplace Well-being:

- Managers must regularly assess the well-being of their teams by conducting employee satisfaction surveys, one-on-one check-ins, and observing team dynamics. Proactive management can help identify potential issues early on and prevent a bullying culture from developing.

While every employee is responsible for maintaining and contributing to an environment which is free from bullying, those in supervisory positions carry more responsibility with the Agency. Management personnel have additional obligations to make every reasonable effort to establish and maintain a workplace free of bullying or harassment. Related to this policy, their responsibilities include but are not limited to: ensuring that employees have full access to information regarding employer policies and standards;

- respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints;
- providing support to all those who participate in a problem-solving process; and
- enforcement of corrective and/or disciplinary measures, where applicable.

Examples of Bullying Behavior include, but are not limited to:

- Verbal abuse, such as insults, name-calling, offensive nicknames or offensive or jokes.
- Physical intimidation or aggression, including inappropriate gestures or threats.
- Public humiliation or spreading rumors.
- Excluding or isolating individuals from workplace activities; ignoring or interrupting others.
- Excessive and unjustified criticism of work or performance.
- Deliberately overloading someone with work or imposing impossible/unreasonable deadlines; manipulating or impeding in an employee's ability to perform their work.
- Cyberbullying, including harmful or intimidating messages through digital platform.
- Refusing reasonable requests for time off for leave or denying requests for reasons not related to work.
- Taking credit for another person's ideas or work product.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant. As in sexual harassment, it is the effect of the behavior on the individual that is important. The Agency considers the following types of behavior examples of bullying:

- (1) Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- (2) Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- (3) Gesture Bullying: Nonverbal threatening gestures; glances that can convey threatening messages.

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(4) ~~Exclusion: Socially or physically excluding or disregarding a person in work-related activities.~~

(5) ~~In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:~~

- ~~• Persistent singling out of one person.~~
- ~~• Shouting or raising voice at an individual in public or in private.~~
- ~~• Using verbal or obscene gestures.~~
- ~~• Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).~~
- ~~• Personal insults and use of offensive nicknames.~~
- ~~• Public humiliation in any form.~~
- ~~• Constant criticism on matters unrelated or minimally related to the person's job performance or description.~~
- ~~• Ignoring or interrupting an individual at meetings.~~
- ~~• Public reprimands.~~
- ~~• Repeatedly accusing someone of errors that cannot be documented.~~
- ~~• Deliberately interfering with mail and other communications.~~
- ~~• Spreading rumors and gossip regarding individuals.~~
- ~~• Encouraging others to disregard a supervisor's instructions.~~
- ~~• Manipulating the ability of someone to do their work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).~~
- ~~• Inflicting menial tasks not in keeping with the normal responsibilities of the job.~~
- ~~• Taking credit for another person's ideas.~~
- ~~• Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.~~
- ~~• Deliberately excluding an individual or isolating them from work-related activities, such as meetings.~~
- ~~• Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).~~

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POLICY 5020 STANDARDS OF PERFORMANCE AND CONDUCT

PURPOSE: To identify performance and conduct considered improper and unacceptable in the workplace and which may result in corrective action.

POLICY: It is the policy of Fresno EOC that employees are expected to observe and demonstrate the highest standards of conduct and professionalism. An employee is expected to conduct themselves in a manner benefiting their status as an employee of Fresno EOC and exercise prudence and discretion in regard to all agency business. When performance or conduct does not meet the standards of the Agency, the Agency will endeavor, when it deems appropriate and at its sole discretion, to provide the employee a reasonable opportunity to correct the deficiency unless Fresno EOC determines such conduct is not able to be remedied or warrants immediate termination. An employee who fails to make the necessary changes in order to be in compliance with this policy will be subject to corrective action up to and including termination.

PROCEDURES:

I. STANDARDS

The standards set forth below are intended to provide employees with fair notice of performance and conduct considered improper and unacceptable in the workplace. However, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Fresno EOC, other employees, clients and/or program participants, may also result in corrective action up to and including termination.

A. Job Performance: All agency employees shall perform their duties diligently, thoroughly, and properly. An employee may be issued corrective action, up to and including termination, for poor job performance, including but not limited to the following:

1. Failure to perform the job duties satisfactorily;
2. Failure to maintain minimum qualifications of the job;
3. Failure to follow established safety regulations;
4. Neglect of duty.

B. Conduct: All agency employees are expected to observe and demonstrate the highest standards of conduct and professionalism. An employee may be issued corrective action, up to and including termination, for misconduct including, but not limited to the following:

1. Using offensive, demeaning, or abusive language towards colleagues, supervisors, or clients.

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2. Engaging in behavior that intimidates, harasses, or discriminates against others based on race, gender, religion, sexual orientation, or any other protected characteristic.
3. Refusing to follow reasonable instructions or directions from a supervisor or manager.
4. Engaging in actions that disturb the work environment, such as making excessive noise, interrupting meetings, or arguing with colleagues.
5. Stealing, misuse or unauthorized use of agency property, supplies, or funds, including agency credit cards or expense accounts.
6. Falsifying records, expense reports, or any other agency documents for personal gain.
7. Using agency property such as computers or vehicles, for personal purposes without permission.
8. Falsifying timesheets, clocking in for another employee, or taking extended breaks without approval.
9. Abusing sick leave, vacation time, or other forms of paid time off by providing false reasons for absence.
10. Leaving the job without authorization.
11. Sleeping on the job.
12. Regularly missing work without valid reasons or failing to notify the supervisor in compliance with the attendance policy.
13. Incurring unauthorized meal and rest break period break premiums.
14. Disclosing confidential agency information, trade secrets, or client data with unauthorized individuals or entities.
15. Violating program confidentiality policies concerning information about children, families, and other staff members.
16. Failing to secure sensitive information, leading to data breaches or unauthorized access.
17. Talking about confidential business matters in public places where they could be overheard.
18. Engaging in activities that create a conflict of interest, such as accepting gifts from vendors in exchange for preferential treatment.
19. Providing false information during hiring, performance reviews, or investigations.
20. Claiming another person's work or ideas as your own, especially in reports, presentations, or creative work.
21. Ignoring or violating safety protocols, such as failing to wear required protective gear or not following emergency procedures.
22. Violating vehicle codes and/or agency policies which cause an accident, injury, or property damage.
23. Using, possessing, or being under the influence of alcohol or illegal drugs while on agency premises or during work hours.
24. Consistently ignoring the agency's dress code, wearing inappropriate attire to work or meetings.
25. Making unwanted advances, inappropriate comments, or engaging in any other forms of sexual harassment towards a colleague.

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26. Treating someone unfairly based on their race, gender, age, religion, sexual orientation, or any other protected characteristic.
27. Taking adverse actions against an employee who has reported misconduct, such as bullying or harassment, or who has participated in an investigation.
28. Failing to perform job duties with the required level of care, resulting in errors, accidents, or financial loss.
29. Demonstrating a lack of commitment, such as frequently arriving late, procrastinating, or producing low-quality work.
30. Accessing restricted areas, systems, or confidential information without permission.
31. Making decisions or taking actions that exceed the scope of one's job role without proper authorization.
32. Altering, deleting, or falsifying agency records without authorization.
33. Spreading rumors or engaging in harmful gossip about colleagues or the agency.
34. Allowing personal relationships to interfere with professional duties, such as favoritism or conflicts of interest.
35. Gambling on agency premises or while conducting agency business.
36. Possessing a firearm or other dangerous weapon on agency property or while conducting agency business.
37. Failure to report to Fresno EOC within five (5) days any criminal conviction that may impact the employee's: (1) ability to perform their position duties; (2) licensing under the program the employee works; (3) insurability by the agency carrier; or (4) as otherwise required by law to be disclosed.
38. Stereotyping any child or family on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
39. Leaving children or clients alone or unsupervised while under their care.
40. Use corporal punishment.
41. Use isolation to discipline a child.
42. Binding or tying a child to restrict movement or taping a child's mouth.
43. Use or withhold food as a punishment or reward.
44. Use toilet learning/training methods that punish, demean, or humiliate a child.
45. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
46. Physically abuse a child.
47. Use any form of verbal abuse, including profane, sarcastic language, or derogatory remarks about the child or child's family.
48. Use physical activity or outdoor time as a punishment or reward.
49. Ignoring grantor requirements relating to any program for the Agency.
50. Engaging in actions that reflect adversely upon grantors and/or the families or communities Fresno EOC serve.
51. Acting in a manner deliberately contradicting the Agency's mission, vision or values.
52. Failure to comply with agency policies and procedures.

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1. Discourteous or unprofessional conduct;
2. Insubordination, including refusal to comply with reasonable request from supervisor or refusal to perform a job assignment;
3. Excessive absenteeism, tardiness, or abuse of break or meal privileges;
4. Dishonesty, fraud, bribery or gratuity;
5. Violation of safety practices, procedures, rules and regulations;
6. Failure to notify supervisor of any inability to report to work;
7. Unauthorized possession, misuse, defacement, or destruction of agency property or the property of another;
8. Theft;
9. Unauthorized removal of agency property from its proper location;
10. Violating conflict of interest rules and accepting gratuities;
11. Disclosing or using confidential or proprietary information without authorization;
12. Falsifying or altering Fresno EOC's or another employee's records or documents, including but not limited to the application for employment and time sheets, etc.;
13. Theft of time
14. Incurring unauthorized meal premiums;
15. Threatening, intimidating, coercing, or otherwise interfering with other employees, clients, and/or program participants;
16. Physical violence;
17. Unruly behavior or "horseplay";
18. Use of obscene, abusive, or offensive language;
19. Harassment as defined in Policy 1030;
20. Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on agency property or while conducting agency business;
21. Gambling on agency premises or while conducting agency business;
22. Wearing clothing inappropriate for the work being performed;
23. Smoking where prohibited by local ordinance or agency guidelines;
24. Leaving the job without authorization;
25. Sleeping on the job;
26. Possessing a firearm or other dangerous weapon on agency property or while conducting agency business;
27. Failure to report to Fresno EOC within five (5) days any criminal conviction that may impact the employee's: (1) ability to perform their position duties; (2) licensing under the program the employee works; (3) insurability by the agency carrier; or (4) as otherwise required by law to be disclosed;
28. Failure to report an on the job incident or accident;
29. Causing an accident as a result of operating an agency vehicle in a reckless and negligent manner;
30. Violating vehicle codes and/or agency policies which cause an accident, injury, or property damage;
31. Failure to comply with agency policies and procedures;

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- ~~32. Violating program confidentiality policies concerning information about children, families, and other staff members;~~
- ~~33. Using abusive, profane, sarcastic language or verbal abuse or threats, against or about Fresno EOC, staff, clients or client's family;~~
- ~~34. Failure to conduct themselves in a professional and ethical manner with all employees, co-workers, clients and/or program participants;~~
- ~~35. Engaging in sexual or other inappropriate contact or relationships with program participants;~~
- ~~36. Ignoring grantor requirements relating to any program for the Agency;~~
- ~~37. Engaging in actions that reflect adversely upon grantors and/or the families or communities we serve;~~
- ~~38. Acting in a manner deliberately contradicting the Agency's Mission, Vision or Values;~~
- ~~39. Violation of any agency rule, policy, or procedure.~~
- ~~40. Stereotyping any child or family on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;~~
- ~~41. Leaving children or clients alone or unsupervised while under their care;~~
- ~~42. Use corporal punishment;~~
- ~~43. Use isolation to discipline a child;~~
- ~~44. Bind or tie a child to restrict movement or tape a child's mouth;~~
- ~~45. Use or withhold food as a punishment or reward;~~
- ~~46. Use toilet learning/training methods that punish, demean, or humiliate a child;~~
- ~~47. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;~~
- ~~48. Physically abuse a child;~~
- ~~49. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,~~
- ~~50. Use physical activity or outdoor time as a punishment or reward;~~

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These examples of conduct violations do not affect the at-will status of all employment whereby an employee can be terminated with or without cause or advance notice.

II. DISCIPLINARYCORRECTIVECORRECTIVE ACTION

The level of discipline corrective action used to correct performance and conduct deficiencies will be determined in light of considering the facts and circumstances of each individual case at the sole discretion of Fresno EOC. ~~Each incident will be considered by a variety of factors, including: (1) the seriousness of the incident and the impact to the Agency; (2) the employee's past conduct; (3) the nature of any previous incidents; and (4) the general practice as it relates to the incident (see Policy 5030, Progressive Discipline).~~

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint in good faith.

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POLICY 5030 ~~CORRECTIVE ACTION~~PROGRESSIVE DISCIPLINE

PURPOSE: To establish procedures with respect to coaching and corrective action while ensuring corrective action procedures are applied uniformly. To give employees who violate agency policies the opportunity to improve by advising what specific actions they should take to meet performance and conduct standards unless the employee's misconduct is determined to warrant immediate termination.

POLICY: It is the policy of Fresno EOC that all employees are required to comply with the Agency's standards of performance and conduct and that any noncompliance will be addressed accordingly. Fresno EOC has implemented a corrective action system that supports uniformity. Circumstances and employee conduct may warrant eliminating one or more steps in the corrective action system, possibly resulting in immediate suspension or termination. Nothing in this policy modifies Policy 1010 which provides that employment with Fresno EOC is at-will and can be terminated at any time with or without notice or cause.

PROCEDURES:

I. ~~DOCUMENTED~~ COACHING

Supervisors are expected to regularly coach employees and correct performance and/or conduct issues immediately. The goal of coaching is to work with the employee to solve performance problems and to improve the work of the employee and the organization. Employees who fail to respond positively to informal coaching may receive corrective action and/ or be placed on a Performance Improvement Plan (PIP).

II. ~~PROGRESSIVE~~ ~~CORRECTIVE ACTION~~DISCIPLINE

~~Fresno EOC maintains the right to escalate the progressive corrective actiondiscipline process considering. The level of discipline used to maintain the standards of performance and conduct will be determined in light ofconsidering~~ the facts and circumstances of each individual case, ~~at the sole discretion of Fresno EOC~~. Each incident will be considered based on a variety of factors, including but not limited to: (1) the seriousness of the incident and the impact to the Agency; (2) the employee's past conduct; (3) the nature of any previous incidents; and (4) the general practice as it relates to the incident.

All progressive corrective actiondiscipline must be formally documented and submitted to the Human Resources Office before for approval being issued to the employee.

There are two paths for progressive corrective actiondiscipline: Performance and Conduct. For attendance violations see Policy 1160, Attendance Policy.

Depending on the circumstances and nature of the incident, Fresno EOC may place an employee on paid administrative leave pending the results of an investigation. Paid administrative leave must be approved by the ~~program-responsible~~ Officer and may not exceed a maximum of four weeks.

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A. ~~Verbal Warning Counseling Memo~~: If an employee is not meeting Fresno EOC standards of performance and/or conduct, the employee's supervisor should take the following action:

1. Issue a ~~Verbal Warning Counseling Memo~~ to the employee;
2. Inform the employee of the nature of the problem and that continued failure to meet Fresno EOC's standards and expectations for performance and conduct will result in more severe ~~discipline~~ corrective action up to and including termination;
2. Require the employee to read and sign the ~~verbal warning memo~~. If the employee refuses to sign, ~~the issuer~~ witness(es) will indicate refused to sign on the employee signature line. An employee has up to five (5) business days to provide a written response;
4. Submit the signed ~~verbal warning memo~~ to the ~~Human Resources Department~~ Human Resources Office to be filed in the employee's personnel file. A copy of the memo will be provided to the employee.

B. Written Warning: If there is a continued breach of performance or conduct standards, or if the severity warrants, the supervisor should hold a meeting with the employee and take the following action:

1. Issue a Written Warning to the employee;
2. Inform the employee that continued failure to meet the Fresno EOC's standards and expectations for performance and/or conduct will result in more severe corrective action up to and including termination;
3. Require the employee to read and sign the ~~written warning reprimand~~. If the employee refuses to sign, ~~the issuer~~ witness(es) will indicate refused to sign on the employee signature line. The employee will have up to five (5) business days to provide a written response; and
4. Submit the signed Written Warning to the ~~Human Resources Department~~ Human Resources Office to be filed in the employee's personnel file. A copy of the form will also be provided to the employee.

C. Final Warning or Suspension: If there are additional occurrences, and/or depending on the severity of the performance and/or conduct issues, the supervisor should take the following action:

1. Recommend a Final Warning or Suspension to the Program Director, responsible Officer and ~~Human Resources Department~~ Human Resources Office;

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2. Meet with the employee and Human Resources Manager/Director/Officer to issue a Final Warning or Suspension ~~(without pay for up to five working days),~~ indicating the next breach will warrant termination;

2.3. A letter of suspension will be issued to the employee indicating it is without pay ~~(for up to five working days).~~

3.4. Submit the signed suspension notice form to the ~~Human Resources Department~~ Human Resources Office to be filed in the employee's personnel file. A copy of the form will be provided to the employee.

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All suspensions, including those that may lead to termination, must be reviewed by and approved by the program manager/director, responsible Officer and ~~Human Resources Department~~ Human Resources Office.

D. Termination: An employee may be discharged for poor performance, misconduct, or other violations of Fresno EOC's rules of conduct (see Policy 5020, Standards of Performance and Conduct). Discharges must be approved by the responsible Officer with approval by the Head Start Policy Council when applicable. Prior to discharging an employee under this policy, the ~~Human Resources Director/Officer~~ Human Resources Office will be consulted to ensure proper documentation and procedures have been followed.

As required by Federal Head Start rules, if the Head Start Policy Council disagrees as to the discharge of a Head Start employee, a committee shall be established with representatives of the Policy Council, Head Start staff and Fresno EOC. The committee shall meet and confer in an attempt to resolve the difficulty and clarify the termination criteria to be utilized.

III. DEMOTION

The program manager, with the approval of the director, may demote an employee for ~~discipline-corrective action~~ reasons at any point during the process outlined above. A demotion is a change of any employee from a position of one pay grade to a position in a lower pay grade. The employee must meet the qualifications for the position in the lower grade. Demotions must be documented in writing and specify the cause for such action. Approval must be granted by the responsible Officer. Approval by the Head Start Policy Council, where applicable, is also required.

IV. SERIOUS MISCONDUCT

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a breach of policy or violation of law, the procedures contained above may be accelerated.

The Program Director, with approval from the responsible Officer and ~~Human Resources Director/Officer~~ Human Resources Office will determine, based on the facts, if the employee will be placed on paid administrative leave or unpaid suspension. The ~~Human Resources~~

~~Department~~Human Resources Office will conduct an investigation of the allegations or misconduct to determine what further action, if any, should be taken, including termination.

V. INCIDENT REVIEW

An incident review is a process in which minor concerns or incidents will be reviewed by the program before escalation to the ~~Human Resources Department~~Human Resources Office. An incident review will be conducted by program management for the purpose of determining the facts involved in any suspected violation of Fresno EOC rules and regulations, except for allegations of discrimination, harassment, bullying or retaliation. These allegations will be investigated by the ~~Human Resources Department~~Human Resources Office.

A typical review consists of interviewing the involved employee(s) and any witnesses, finding and assessing any physical evidence, and evaluating the facts. The ~~Human Resources Department~~Human Resources Office may be required to assist with the review. The interviewer should advise the witness as to the nature of the situation requiring investigation. Confidentiality shall be maintained during incident reviews to the extent possible. Only those with a business need-to-know should be told about the allegations and interviews, and participants should be requested not to discuss the situation with others in order to preserve the integrity of the review.

VI. TIME LAPSE BETWEEN PREVIOUS ~~DISCIPLINE~~CORRECTIVE ACTION

If an employee completes twelve (12) months without further ~~discipline~~corrective action under this policy, any failure to meet performance or conduct may be treated as a first occurrence under this policy. However, Fresno EOC may still consider all past ~~discipline~~corrective action in the continuation of employment and/or evaluating the performance of an employee (see Policy 704030, Performance Evaluations). Past ~~discipline(s)~~corrective action(s) are relevant when making employment decisions and when evaluating an employee's overall performance.

POLICY 5040 ALCOHOL/DRUG FREE WORKPLACE

PURPOSE: It is the intent of Fresno EOC to maintain a workplace that is free of drugs and alcohol.

POLICY: It is the policy of Fresno EOC that the Agency has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with the health, safety, efficiency, and success of Fresno EOC. Employees who are under the influence of drug(s) or alcohol on the job compromise Fresno EOC's interests, endanger their own health and safety and the health and safety of others.

Fresno EOC has established this policy to further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for employees, and to protect property, equipment, and operations. Each employee must abide by this policy as a condition of continued employment with Fresno EOC.

REFERENCE: Drug-Free Workplace Act of 1988 (DFWA), 41 U.S.C. § 701, et seq.; Drug-Free Workplace Act of 1990 (CDFWA), Gov. Code § 8359 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.; The Rehabilitation Act, 29 U.S.C. § 701 et seq.; Omnibus Transportation Employee Testing Act (OTETA): Gov. Code § 8350 et seq.; California Confidentiality of Medical Information Act, Civ. Code § 56 et seq.; California Labor Code 1026; Federal Controlled Substances Act.

PROCEDURES:

I. PROHIBITED CONDUCT

Employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages on Fresno EOC premises or work locations, and in Agency vehicles. The exception to this policy is Agency-sponsored events with a special waiver by the Chief Executive Officer for alcoholic beverages. if on agency premise a day liquor license must be obtained by the Alcoholic Beverage Commission Department.

Supervisors, as well as any other employees, should immediately report any action by an employee who demonstrates an unusual or affected behavior to their immediate supervisor and ~~Human Resources Director/Officer~~ Human Resources Office. Employees believed to be at work under the influence of illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages will be approached by the supervisor who will initiate the appropriate action. An employee in a designated safety-sensitive position as described in Section VII will be subject to drug and/or alcohol testing as described in Section VII ~~(BE)~~ of this policy.

II. ~~CORRECTIVE~~DISCIPLINARY ACTION

A. Criminal Convictions: Employees are required by this policy to notify Fresno EOC within five days of any conviction that may impact the employee's: ability to perform their position

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duties, licensing under the program the employee works, insurability by the Agency carrier; or as otherwise required by law to be disclosed. Failure to notify Fresno EOC of the above will result in ~~discipline~~ corrective action up to and including termination. When required by federal law, Fresno EOC will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug and/or alcohol statute.

B. Discharge for Violation of Policy: Employees will be subject to ~~discipline~~ corrective action, up to and including termination, for violations of this policy. Violations include, but are not limited to: possessing illegal drugs, controlled substances, narcotics, legal drugs including marijuana or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, transporting, or manufacturing or selling them on Fresno EOC premises or work locations, and Agency vehicles. However, the Agency will not discriminate against an employee or applicant, or otherwise penalize an employee or applicant, based on the person's use of cannabis off the job and away from the workplace, or on the basis of an employer-required drug screening that has found the person to have "non-psychoactive cannabis metabolites" in their system unless otherwise prohibited by state or federal law.

C. Discretion Not to Discharge: Fresno EOC may choose not to discharge an employee for a violation of this policy if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program when recommended by Fresno EOC or the employee contacts an Employee Assistance Program (EAP) and follows the recommendations made by the EAP, including satisfactory completion of or participation in an approved drug or alcohol abuse assistance or rehabilitation program.

D. Effect of Criminal Conviction: An employee who is convicted under a criminal drug/alcohol statute for a violation occurring on work duty will be deemed to have violated this policy.

III. USE OF ~~OVER-THE-COUNTER (OTC)~~ /PRESCRIBED MEDICATION

Fresno EOC recognizes that an employee may, from time to time, be prescribed medication that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees must report their use of over the counter or prescribed medications to their supervisor if the use might impair their ability to perform their job safely and effectively. Employees may not work while impaired using prescribed medication if the impairment might endanger the employee or someone else, pose a risk of significant damage to Fresno EOC property, or substantially interfere with the employee's job performance. To accommodate the absence, the employee may use accrued sick time or vacation benefits. The employee may also qualify for an unpaid leave of absence, such as family care or medical leave. Nothing in this policy is intended to sanction the use of accrued sick time or vacation benefits to accommodate absences due to the abuse of prescribed medication. Further, nothing in this policy is intended to diminish Fresno EOC's commitment to employ or reasonably accommodate qualified disabled individuals. Fresno EOC will reasonably accommodate any qualified disabled employee who must take prescribed medication because of a disability if, with such reasonable accommodation, the employee can perform the essential functions of the position.

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IV. UNREGULATED OR AUTHORIZED CONDUCT

A. Customary Use of Over-the-Counter Drugs: Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired using such drugs in violation of this policy.

B. Off-the-Job Conduct: This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired using alcohol or drugs in violation of this policy while at work. An employee, while not consuming alcohol at work, may be under the influence from off-duty consumption or have a strong smell of alcohol, which affects their ability to professionally perform job duties. An employee in a designated safety-sensitive position, as described in Section VII, will be subject to drug and/or alcohol testing as described in Section VII (B) of this policy.

V. CONFIDENTIALITY

To safeguard privacy rights, disclosures made by an employee to their supervisor concerning their use of legal drugs will be treated confidentially and will not be disclosed to any other person unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. For the same reason, disclosures made by an employee to their supervisors concerning their participation in a drug and/or alcohol rehabilitation program will be treated as confidentially as possible.

VI. COUNSELING/EMPLOYEE ASSISTANCE

Fresno EOC maintains an Employee Assistance Program, which provides help to employees who seek assistance for drug and/or alcohol abuse as well as for other personal or emotional problems. An employee who suspects that they may have an alcohol and/or drug problem, even in the early stages, is encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals.

Participation in counseling, including Fresno EOC-sponsored or required counseling, is confidential and should not have any influence on performance evaluations. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance evaluations.

VII. DRUG AND ALCOHOL TESTING

A. Reasonable Suspicion Testing for Current Employees: An employee may be referred by a supervisor or other management to the Agency's Occupational Health provider for evaluation when there is reason to believe that an employee is intoxicated or under the influence of drugs, including controlled substances, during work hours. Evidence of such behavior may include, but is not limited to: slurred speech, uneven gait, mood swings, violent temper, excessive absenteeism and tardiness, a reportable work-related accident or injury, or an avoidable accident involving a vehicle or causing property damage.

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B. Procedures for Drug and Alcohol Testing: Fresno EOC will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. Fresno EOC will pay the cost of the test. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or nonprescription drugs that have been taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. All urine specimens will be analyzed for the following drugs: (1) marijuana (THC metabolite); (2) cocaine; (3) amphetamines; (4) opiates (including heroin); and (5) phencyclidine (PCP). Positive results will be confirmed by gas chromatography/mass spectrometry.

Alcohol testing will be conducted using a calibrated evidential breath-testing device (EBT). If the test result is less than .02, the test is negative. If the test result is .02 or greater, a confirmation test will be performed. The clinic or laboratory will inform Fresno EOC as to whether the applicant passed or failed the drug or alcohol test. Failure of the test by the employee will be considered a violation of this policy and the employee will be subject to discipline-corrective action up to and including termination.

Employees who have engaged in alcohol or drug misuse as indicated by the above testing procedure will not be permitted to return to safety-sensitive duties until they have been evaluated by a substance abuse professional, have complied with recommended treatment and rehabilitation, and had a negative result on a return-to-duty test. Follow-up testing to monitor continued abstinence may be required.

C. Acknowledgment and Consent: Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Fresno EOC of medical information regarding test results. Refusal to sign the agreement and consent form, or to submit to a drug and/or alcohol test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline-corrective action up to and including termination. Applicants, as a condition of employment, must consent to Fresno EOC obtaining information on their drug and/or alcohol test results for the previous two years. The driver's previous employers will be requested to furnish reports on any positive tests and/or refusals to test.

D. Confidentiality: All drug and/or alcohol testing records will be treated as confidential.

E. Fitness for Duty: To protect the health and well-being of our employees, and to maintain a safe work environment for employees and clients, Fresno EOC reserves the right to request a Fitness for Duty evaluation when:

- There is reasonable cause for serious concern about an employee's ability to perform duties safely;
- An employee's behavior is grossly inappropriate for the workplace;
- There is reasonable concern for workplace safety; or
- Medical clarification is needed to support a reasonable accommodation request.

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All matters will be treated as confidential.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

F. Testing of Applicants or Employees for Designated Safety-Sensitive Positions are subject to the current Transit Systems Drug and Alcohol Testing Policy.

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POLICY 5050 MANDATORY REPORTING ~~OF CHILD ABUSE~~

PURPOSE: This policy ensures compliance with California's mandated reporting laws, requiring employees, volunteers, and affiliates of Fresno EOC to report known or suspected cases of child abuse, elder abuse, and dependent adult abuse in accordance with state law. To inform employees of their responsibility to report known or suspected instances of child abuse.

POLICY: It is the policy of Fresno EOC that employees who work with children, elders and dependent adults are required by law to report any known or suspected ~~child~~ abuse to the appropriate authorities.

REFERENCE: California Penal Code, §§ 11164-11174.4

I. DEFINITION OF ABUSE

Abuse includes physical injury, sexual abuse, emotional abuse, neglect, financial exploitation, and abandonment. Specific forms of abuse that must be reported include:

- Physical Abuse: Infliction of injury through hitting, kicking, shaking, or other forms of harm.
- Sexual Abuse: Any form of sexual contact or exploitation of a child, elder, or dependent adult.
- Emotional Abuse: Verbal threats, intimidation, humiliation, or psychological manipulation.
- Neglect: Failure to provide food, shelter, medical care, or basic needs.
- Financial Abuse: Illegal or improper use of a person's funds, property, or assets.
- Abandonment: Desertion of a child, elder, or dependent adult by a caregiver.

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II. MANDATED REPORTERS

California law designates certain professionals and individuals as mandated reporters, including but not limited to:

- Teachers and school personnel
- Healthcare providers
- Mental health professionals
- Social workers
- Childcare providers

Additionally, all Head Start 0 to 5 employees are mandated reporters. Other program staff may be subject to mandated reporting based upon funding source requirements.

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III. PROCEDURE:

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A. Mandated reporters must immediately report any known or reasonably suspected abuse to the appropriate authorities, such as:

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- Child Abuse: Reports must be made to a local child protective agency or law enforcement (Penal Code § 11166).
- Elder and Dependent Adult Abuse: Reports must be made to Adult Protective Services or law enforcement (Welfare and Institutions Code § 15630).

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B. Immediate Verbal Report: Mandated reporters must immediately call the appropriate agency or law enforcement upon learning of the abuse.

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C. Written Report: A written report must be submitted within 36 hours for child abuse cases and within two working days for elder or dependent adult abuse cases.

D. Confidentiality: Reports must remain confidential. The identity of the reporter is protected under the law.

E. Failure to Report: Failure to report may result in legal penalties, including fines and potential criminal liability.

Mandated Reporters must also and follow program internal guidelines for reporting.

IV. TRAINING & ACKNOWLEDGMENT:

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All mandated reporters must complete training upon hire and regularly thereafter on recognizing and reporting abuse.

~~A mandated reporter is any employee that works with children as defined in Penal Code §11165.7. Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by law is guilty and punishable by law. All Head Start and Early Head Start employees are "mandated reporters."~~

~~A mandated reporter shall make a report to the appropriate authorities whenever, within the employee's professional capacity or within the scope of employment, the employee has knowledge of, observes, or reasonably suspects a child has been the victim of child abuse or neglect. A mandated reporter must make a report if there is a substantial risk that abuse or neglect may occur, either in the care of a Fresno EOC Head Start/Early Head Start center or outside of the program. The mandated reporter shall make a report to the authorities immediately or as soon as is practicably possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence relating to the incident. Agency programs and individuals must not attempt to investigate; to do so can jeopardize the accuracy of the official investigation conducted by child protective services. Any employee who is the subject of a reported case of abuse or neglect must be removed from contact with children during the state investigation and until the charge is fully resolved.~~

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POLICY 5060 EMPLOYMENT OF RELATIVES (NEPOTISM) AND PERSONAL RELATIONSHIPS

PURPOSE: ~~The purpose of this policy is to ensure fair and equitable balanced treatment of all employees, prevent conflicts of interest, and maintain a professional work environment by regulating the employment of relatives and managing personal relationships within the workplace. This policy is applicable to employees, interns and volunteers. To avoid favoritism or the perception of favoritism by related employees and Commissioners or employees involved in a personal relationship with other employees.~~

POLICY: ~~Fresno EOC is committed to fostering a work environment where decisions related to hiring, promotion, and other employment matters are based on merit and qualifications. To avoid any real or perceived conflicts of interest, the agency restricts the employment of relatives and the involvement of personal relationships within the workplace that could affect impartiality, objectivity, or the work environment. It is the policy of Fresno EOC to avoid the employment, assignment, transfer, promotion or compensation of relatives of employees or employees involved in a personal relationship into situations where the possibility of favoritism or the perception of conflicts of interest might exist.~~

REFERENCE: California Government Code § 12940(a) (3) (A).

PROCEDURES:

I. ASSIGNMENTS

Fresno EOC endeavors to avoid situations in which actual or an appearance of a conflict of interest may exist in the employment of relatives or employees involved in a personal relationship. To implement this objective, Fresno EOC will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships involving relatives or individuals with close personal relationships that may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships.

In keeping with this policy, relatives of employees and the Board of Commissioners and individuals with whom employees reside will not be eligible for employment with Fresno EOC in any situation where potential problems of supervision, safety, security or morale exist or where personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For example, Fresno EOC may refuse to place one relative under the direct supervision of the other relative for the reasons given above. For the same reasons, Fresno EOC may refuse to place relatives or employees involved in a personal relationship in the same program, component, department, division, or facility if the work involves potential conflicts of interest or hazards that are greater for relatives than for other individuals.

II. ~~II.~~ DEFINITIONS OF RELATIVE

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Relative: For the purposes of this policy, a relative includes, but is not limited to, spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, aunts, uncles, cousins, nieces, nephews, and in-laws.

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Personal Relationship: A relationship involving close personal connections, including but not limited to romantic or intimate relationships, friendships that extend beyond the workplace, or any relationship that may lead to favoritism or bias.

Employment of Relatives (Nepotism)

- **Hiring of Relatives:** Relatives of current employees may be considered for employment with the Agency based on their qualifications. However, relatives are not permitted to work in positions where one relative would have direct or indirect supervision or influence over the other's employment conditions, including decisions related to hiring, promotions, salary, performance reviews, and corrective disciplinary actions.
- **Transfers and Promotions:** Employees may not be transferred or promoted into a position that would result in them having direct or indirect supervision or being supervised, directly or indirectly, by a relative. If a situation arises where a supervisory relationship between relatives is created due to restructuring, promotion, or other changes, the Agency will work with the employees to find an appropriate solution, which may include reassignment or transfer.
- **Disclosure:** Employees must disclose the existence of any familial relationship with another employee at the time of hire or when such a relationship is established during employment. This disclosure should be made to the Human Resources Office or the employee's direct supervisor.

Personal Relationships in the Workplace

- **Disclosure of Personal Relationships:** Employees who enter into a personal relationship that could affect their work or create a conflict of interest must disclose the relationship to the Human Resources Office. This includes romantic or intimate relationships between employees, especially where a power imbalance exists (e.g., between a supervisor and a subordinate).
- **Handling of Personal Relationships:** The Agency may take steps to manage the impact of personal relationships in the workplace. This could include reassigning duties, changing reporting lines, or transferring one of the individuals involved to a different department or location to avoid conflicts of interest or perceptions of favoritism.
- **Professional Conduct:** Employees involved in a personal relationship are expected to maintain professionalism and not allow their relationship to interfere with their work or the work environment. Any inappropriate behavior related to the personal relationship, including public displays of affection, favoritism, or conflicts arising from the relationship, may result in corrective disciplinary action.

Conflicts of Interest

- **Avoidance of Bias:** Employees must avoid situations where their personal relationships could lead to actual or perceived favoritism, bias, or conflict of interest. Employees must not participate in any employment-related decision-making that could affect the relative or individual with whom they have a personal relationship.
- **Duty to Report:** If an employee becomes aware of a potential conflict of interest involving a personal relationship or the employment of a relative, they must complete a Conflict of Interest form report it to the Human Resources Office immediately where a mitigation plan can be developed, if deemed necessary.

Consequences of Policy Violation

- **CorrectiveDisciplinary Action:** Violations of this policy, including failure to disclose a relevant relationship or allowing a relationship to affect workplace decisions or behavior, may result in correctivedisciplinary action, up to and including termination of employment.
- **Remedial Measures:** In cases where a violation of this policy has occurred, the Agency may take remedial measures to eliminate conflict of interest. This could include reassignment, transfer, or other actions to ensure compliance with the policy.

Confidentiality and Non-Retaliation

- **Confidentiality:** All disclosures of relationships and any related actions taken by the Human Resources Office will be handled with sensitivity and confidentiality, to the extent possible while ensuring compliance with this policy.
- **Non-Retaliation:** Employees who report concerns or disclose personal relationships in good faith are protected from retaliation. Retaliatory actions against employees who comply with this policy will not be tolerated and may result in correctivedisciplinary action.

Exceptions

- **Management Discretion:** In certain circumstances, exceptions to this policy may be granted at the discretion of senior management, provided that such exceptions do not compromise the principles of fairness, objectivity, or the integrity of the work environment. Any exceptions must be documented and approved in writing.

For purposes of this policy, relatives include an employee's parent, grandparent, child (natural, foster, or adopted), spouse, domestic partner, brother or sister, stepparent, stepchild, stepbrother or stepsister. Relatives also include any parent, child, brother or sister of an employee's spouse. As noted above, the policy is not limited to relatives and applies to other covered situations involving actual and potential conflicts of interest.

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If two employees become subject to the restrictions of this policy after they are hired, one or both of the employees must seek a transfer or reassignment that eliminates the actual or potential conflict of interest as specified in this policy. (For example, if two employees marry, become romantically involved, become related, or cohabitate as domestic partners, and the potential problems noted above exist, only one of the employees will be permitted to stay within the same program, component, department, division, or facility.) The decision as to which of the individuals will remain must be made by the two employees within thirty (30) calendar days from the beginning of the relationship or potential conflict. If no decision has been made by the employees involved during this time, management reserves the right to make an assignment.

III. — DEFINITION OF PERSONAL RELATIONSHIP

For purposes of this policy, personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

POLICY 5070 CODE OF ETHICS AND BUSINESS CONDUCT

PURPOSE: Fresno EOC expects employees to adhere to the highest possible standards of ethics and business conduct and to comply with all laws and regulations in relation to the Agency.

POLICY: It is the policy of Fresno EOC to preserve and foster the public's trust and confidence. Employees are expected to be knowledgeable about their job, conduct all aspects of their employment in an ethical and legal manner and in accordance with laws and regulations, and to comply with Fresno EOC policies and procedures.

REFERENCE: Whistleblower Protection Act, California Labor Code 1102.5 (a-c)

PROCEDURES:

I. CONFLICTS OF INTEREST

It is the policy of Fresno EOC to prohibit employees from engaging in any activity, practice or conduct which conflicts with, or appears to conflict with, the interests of Fresno EOC. A conflict of interest exists when the employee's conduct and/ actions are divided between Fresno EOC's interest and those of another, such as clients, funding sources, suppliers, personal businesses, or for another employer.

A. Reporting Conflicts of Interest: Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Fresno EOC. Both the fact and the appearance of a conflict of interest will be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should refer questions and concerns to their supervisor or the ~~Human Resources Department~~Human Resources Office for clarification.

B. Conflicts of Interest: Conflicts of interest prohibited in this policy are not intended to be exhaustive and only include some of the more common examples. Failure to adhere to this policy, including failure to disclose any conflicts, will result in ~~discipline~~corrective action up to and including termination.

Some of the more common conflicts from which employees should refrain include the following:

- engaging in, directly or indirectly either on or off the job, any conduct that is disloyal, disruptive, competitive, or damaging to Fresno EOC;
- accepting personal gifts, meals or entertainment from clients, funding sources, suppliers, or potential suppliers, except those of nominal value;
- engaging in outside activity or accepting work in any outside position that interferes with the ability to devote full and best efforts to Fresno EOC's interests;

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- using proprietary or confidential Fresno EOC information for personal gain or to the detriment of Fresno EOC;
- using Fresno EOC assets or labor for personal use;
- developing a relationship with a client or an employee that interferes with the exercise of impartial judgment in decisions affecting Fresno EOC or any employees of Fresno EOC; and
- taking positions on behalf of Fresno EOC of a political nature and/or endorsement of a candidate or issue.

II. CONFIDENTIALITY

Confidentiality is an essential part of our Agency. Fresno EOC's clients provide us private/personal information about themselves and rightfully trust us to keep this information in confidence. Technology has enabled us to keep more information about our clients on computer systems. Agency employees shall not disclose confidential information without proper authorization from their supervisor, manager and/or ~~Human Resources Department~~Human Resources Office. Misuse of information is against the Agency's ethical standards and business practices.

An employee's role in privacy protection is critical. Employees will have access to confidential information about the Agency, its clients, and co-workers. Such information is intended solely for use within the Agency and is limited to those with a business need-to-know. Confidential information acquired by an employee through employment must be held in confidence and, except for a business reason, must never be discussed outside the scope of the employee's position. Information is to be used solely for agency purposes.

Employees must not disclose confidential information obtained in the course of employment to any other employee unless the other employee has a business need-to-know the information for the performance of duties on behalf of the Agency. Except for authorized management personnel, confidential information may not be disclosed to any person outside the Agency except when its disclosure is required by law or has been specifically authorized in writing by the client or employee. All employees are required to sign a confidentiality agreement during new hire orientation.

Improper release of confidential information damages trusts in the Agency and can result in loss of business and even legal action. An employee who violates this policy is subject to corrective/disciplinary action, up to and including termination.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation regarding the possible violation of this policy.

III. WHISTLEBLOWING

It is the policy of Fresno EOC and public policy of the State of California to encourage employees to notify Fresno EOC or an appropriate government or law enforcement agency when they have reason to believe an employer is violating a state or federal statute, rule, or regulation, or violation of fiduciary responsibility, or violating or not complying with a state or

federal rule or regulation. Fresno EOC will not retaliate against any employee for filing a complaint or participating in an investigation related to the complaint. Fresno EOC will not tolerate or permit retaliation. Any possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility should be directed to the ~~Human Resources Director/Officer~~Human Resources Office or the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

POLICY 5080 SOLICITATION, DISTRIBUTION, AND POSTING

PURPOSE: To establish a policy prohibiting solicitation.

POLICY: Fresno EOC prohibits employees from soliciting or distributing literature to other employees, clients, or visitors on Agency premises except for approved work-related activities. It is the policy of Fresno EOC that employees are not to solicit or distribute literature to other employees, clients, and visitors on Agency premises other than for approved work-related business.

PROCEDURE:

Fresno EOC does not allow solicitation, distribution, or posting of materials by employees or non-employees on Agency property, unless explicitly permitted by this policy. Exceptions are limited to charitable or community activities supported by management, or Agency-sponsored programs directly related to Agency services. Fresno EOC prohibits the solicitation, distribution and posting of materials on or at Agency property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by management and Agency sponsored programs related to Agency services.

Non-employees are not permitted to solicit or distribute materials to employees on Agency premises during work hours at any time. They may only enter work areas with management approval or if participating in an Agency-sponsored program. Such visits must not disrupt the workflow, and they must always be accompanied by the employee who invited them. Non-employees may not solicit employees or distribute literature of any kind on Agency premises at any time. Employees may only admit non-employees to work areas with management approval or as part of an Agency-sponsored program. These visits should not disrupt workflow. The employee must accompany the non-employee at all times.

Employees are not allowed to solicit other employees during working hours unless it is part of an Agency-approved or sponsored event.

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Employees are prohibited from distributing any literature during work time or in work areas, except in connection with an Agency-sponsored event.

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"Work time" refers to the time when an employee is performing job duties and does not include meal periods or rest breaks.

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Employees may not solicit other employees during work times, except in connection with an Agency-approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with an Agency-sponsored event. "Work time" excludes off duty meal periods and rest breaks.

Posting of materials or electronic announcements, including Agency newsletters, Intranet announcements, and other Agency-wide communications, is not permitted unless it is related to an Agency-sponsored event or has been approved by the Agency. The posting of materials or electronic announcements is not permitted, except in connection with an Agency-sponsored event or approved Intranet announcement.

Violations of this policy should be reported to the Human Resources Office. Employees who fail to comply with this policy may face corrective disciplinary action, up to and including termination. Violation of this policy should be reported to the Human Resources Department/Human Resources Office. An employee who violates this policy is subject to discipline up to and including termination.

POLICY 5090 PRIVACY AND THE USE OF FRESNO EOC RESOURCES

PURPOSE: To establish a policy for privacy and confidentiality in relation to the appropriate use of Fresno EOC resources, particularly the use of computers, electronic devices, telephones, cellular phones, e-mail, the Internet, Wi-Fi, blogging, social media, instant messaging and voice mail.

POLICY: It is the policy of Fresno EOC to observe the requirements of all federal and state laws and regulations pertaining to privacy and confidentiality in the workplace.

REFERENCE: United States Constitution, Fourth Amendment. California Constitution, Article I, Section I. Title III of the Omnibus Crime Control and Safe Streets Act of 1968, The Electronics Communications Privacy Act of 1986, California Penal Code §§ 630, 631, 632, and 637, California Private Investigators Act, California Business and Professional Code § 7523 (b), IT Policy Procedures 3010

PROCEDURES:

I. DEFINITION

Agency-owned or administered information technology resources include but are not limited to: computer system hardware and software, network equipment, servers, software and services, email and instant messaging systems, telephone and voicemail equipment and services, video equipment, printers, scanners, and other imaging systems, fax machines, copiers, other electronic equipment, and all electronic files and storage media.

II. AUDIO AND VIDEO RECORDING

Audio recording or video recording of private conversations and private meetings is prohibited by state law unless all the parties involved grant permission or are notified that they are being recorded. Audio recording or video recording of public events is generally permissible.

III. OTHER TECHNOLOGY RESOURCES

Resources including, but not limited to accessing E-mail, social media, the Internet, Wi-Fi, voice mail, instant messages, blogging, and text messages, stored on, or transmitted by or through, any of the Agency's equipment including laptops and cell phones, or ITs network(s). These resources, regardless of whether used through a third party, are provided to employees by Fresno EOC solely for the purposes of conducting Fresno EOC business and its related activities. These are the property of the Agency whether or not the communication concerns the Agency's business, or intended to be private, either during or after the end of employment. Except for occasional and infrequent personal needs, such as briefly contacting a family member, employees will not use Fresno EOC resources for any purposes other than the performance of their job duties and responsibilities. Employees are prohibited from using personal service provider accounts to conduct any Agency's business and/or accessing employee accounts on personal or third-party service providers, using Agency resources. Employees are expected to exercise discretion and avoid the use of unnecessary, excessive,

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and inappropriate remarks in e-mail and voice mail messages, and refrain from accessing and using the Internet for non-work-related purposes. Employees should have no expectation of privacy and, in fact, do not have privacy rights in the use of these resources.

Fresno EOC reserves the right to inspect such resources to make certain they are being used properly. Fresno EOC may, at its sole discretion, retrieve and examine the contents of e-mail, voice mail, text messages and instant messages, and any other information that is stored on an employee's computer (including desktop, laptops, and tablets) and telephone, as well as the contents of files stored on computer hard drives, cloud storage, portable and removable storage and any media used by employees.

Desks, file cabinets, and similar Fresno EOC resources used by employees in the performance of their duties and responsibilities are subject to search by management personnel or their designees when, in Fresno EOC's sole judgment, it is necessary and reasonable to do so for work-related purposes or for the investigation of suspected employee misconduct.

Employees are advised that e-mail and other stored data deleted by an employee may still be retrieved from the computer network and are subject to subpoena in any legal action in which they are relevant and subject to discovery.

Disclosure: Fresno EOC employees should have no expectations of and have no right to privacy in the use of e-mail, voice mail, cloud storage, and other Fresno EOC resources and will have no right to file a grievance or take any form of legal action against Fresno EOC related to the retrieval, disclosure, and reading of their stored messages and files by Fresno EOC management personnel or other designated agents of Fresno EOC.

IV. INFORMATION TECHNOLOGIES AND OTHER DESIGNEES OF THE AGENCY

IT and other designated employees who ~~are able to~~ can access messages and information from the computer network or telephone system, or directly from other employees' computers and voice mail, are prohibited from accessing and reading any such messages and information unless it is necessary to do so in the conduct of their duties and responsibilities or unless specifically directed to do so by Fresno EOC management.

Employees are prohibited from using Agency owned and grant funded electronic communication systems and/or equipment to engage in behavior that would violate Fresno EOC policies, including but not limited to sending messages that violate Fresno EOC's EEO and anti-harassment policies, including but not limited to those containing racist material of any kind, sexual innuendoes, or inappropriate content.

The following are examples of prohibited activities:

- Viewing, storing, downloading, or forwarding pornographic images or other perceived obscene, racist, or harassing materials.
- Sending electronic mail that is non-business-related, obscene, racist, harassing, contains jokes, violent or otherwise offensive.
- Hacking, including attempting to gain access to restricted information.

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- Knowingly or intentionally accessing Agency information technology resources without authorization or exceeding authorized access, including through the unauthorized use of another user's login ID, account, or password.
- Downloading or forwarding electronic games, music, video, or other non-business-related materials.
- Participating in non-work-related chat rooms or streaming music online.
- Solicitation or distribution of non-work-related information, such as requests for signatures, charitable contributions, support of political or organizational activities, or requests for donations.
- Bidding/purchasing of non-work merchandise or services.
- Downloading or forwarding chain letters.
- Gambling or any other illegal activity.
- Using Agency property, including computers, for personal use.
- Any other activities that violate Fresno EOC policies.

Engaging in any of these or any other non-business activities will result in corrective action up to and including termination.

Employees will maintain the confidentiality of any messages and information retrieved and read while performing their duties and responsibilities and will be disclosed to those who need to know.

Employees are provided an opportunity to establish passwords so that access to business messages can be limited to the intended recipients: password protection capability is not intended to be used by employees to protect the privacy of personal messages and files.

Except as noted above, employees who have been granted appropriate proxy rights will not access messages and files for which they are not the intended recipients.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

POLICY 5100 SOCIAL NETWORKING

PURPOSE: To establish a policy for the appropriate use of Fresno EOC resources, particularly the use of social networking. Because online postings are a common means of communication and self-expression, they can conflict with the interests of Fresno EOC and its clients; the Agency has adopted the following policy. Breach of this policy may result in ~~counseling and discipline, corrective action~~ up to and including termination.

POLICY: It is the policy of Fresno EOC to endeavor to observe the requirements of all federal and state laws and regulations pertaining to social networking in the workplace. Fresno EOC takes no position on employees' decision to start or maintain a blog or participate in other social networking activities on their personal time. However, it is the right and duty of the Agency to protect itself from unauthorized disclosure of information. Fresno EOC's Social Networking Policy includes guidelines for agency-authorized social networking and personal social networking and applies to all executive officers, board members, management, and staff.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

REFERENCE: Fair Employment and Housing Council § 11031, National Labor Relations Act

PROCEDURES:

I. DEFINITION

This policy applies to all forms of social media or technology including, but not limited to: video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Fresno EOC.

II. GUIDELINES

The following guidelines apply to social networking when authorized by Fresno EOC and done on agency time. The guidelines apply to all employer-related social networking entries, including Fresno EOC subsidiaries or affiliates.

Only authorized employees, who have received adequate training, and have been approved by the Communications Department, can prepare and modify content located on Fresno EOC's website or social media channels.

All employees who are authorized to post/interact on behalf of the Agency must be logged into their program page to post comments or responses on the Agency's social networking sites. Employees should not be interacting through their personal page as an agency representative.

Fresno EOC reserves the right to remove, without advance notice or permission, all content considered inaccurate or offensive.

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III. CONFIDENTIALITY AND PRIVACY

Employees must not disclose the Agency's confidential or proprietary information including trade secrets, client lists or identifying information, internal reports, policies, procedures, or other internal business related, confidential information in online postings or publications (see Policy 5070, Code of Ethics and Business Conduct). Sharing these types of information, even unintentionally, could result in harm to the Agency and legal action against employees and/or the Agency.

IV. EMPLOYEE'S ONLINE IDENTITY

A. An employee is personally liable for all communications and information they publish online. The Agency may be liable for online activity that uses agency assets, an agency e-mail address or any e-mail address that can be traced back to the Agency's domain, which generally is any internet address affiliated with the Agency. Using an employee's name and an Agency e-mail address may imply that an employee is acting on the Agency's behalf. Due to social media and networking being public activities, Agency e-mail addresses and Agency assets/account should be used only to perform job-related activities, which may include professional networking, but does not include personal social networking.

B. Outside the workplace, employees have a right to participate in social media networks using their personal accounts. Employees may repost or forward Agency sponsored events and information on Fresno EOC social media and websites. Information and communications that are published on personal online sites/accounts should never be attributed to the Agency or appear to be endorsed by, or to have originated from, the Agency.

C. If an employee chooses to disclose their affiliation with the Agency in an online communication, then they must treat all communications associated with the disclosure as professional communications governed by this and other Agency Policies.

V. LIMITATIONS ON ONLINE PUBLICATIONS

A. Employees should never identify a client or co-worker in an online posting without their prior written permission.

B. Employees may not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct (see Policy 5070, Code of Ethics and Business Conduct).

C. Employees must identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, credit must be given to the original publisher or author.

D. Comments employees post about current and former co-workers can have legal consequences, even if the comments are made personally and not on the Agency's behalf.

E. While using Agency equipment, employees must refrain from publishing comments about controversial or potentially inflammatory subjects with a malicious motive, including, but not limited to: politics, sex, religion or any other non-business-related subject in any posts or other online communications involving the Agency.

While using Agency equipment, employees must avoid hostile or harassing communications in any posts or other online communications involving the Agency. Harassment is any offensive conduct based upon a person's race, color, ethnicity, national origin, ancestry, sex, pregnancy, religion, creed, religious dress and grooming practices, age, physical or mental disability, medical condition, marital status, sexual preference, sexual orientation, gender identity, gender expression, sex stereotype, transgender, transitioning or perceived to be, genetic information, immigration status, veteran's status, primary language or because of a person's relationship or association with members of a protected group or associations with organizations established for the preservation of rights protected under the law, or for any other reason prohibited by law or regulation and not work related (see Policy 1030, Discrimination/Harassment/Retaliation Complaint and Prevention Policy).

VI. AUTHORIZED SOCIAL NETWORKING

The goal of authorized social networking is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking is used to convey information about the agency's services, promote and raise awareness of the agency, communicate with employees and clients or respond to breaking news or negative publicity, and discuss specific activities and events.

When social networking or using other forms of web-based forums, the Agency must ensure that use of these communications is consistent with our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

The Communications Department must create and continue to have access to any Agency or Agency's program website, blog, video-sharing site, bulletin board or other social media. No employee may incorporate the Agency's logo or other intellectual property in a website, blog, chat room, video-sharing site bulletin board or other social media without the Agency's written permission.

An employee that is authorized and maintains an Agency or program account(s) including, but not limited to: website, blog, chat room, video-sharing site, bulletin board or other social media account that promotes the Agency, is responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.

VII. USE OF AGENCY INFORMATION

Unless specifically instructed, employees are not authorized and are therefore restricted from communicating on behalf of the agency. Employees may not publicly discuss clients, products, employees or any confidential work-related matters, outside agency-authorized communications. Employees are expected to protect the privacy of the Agency and its

employees and clients and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to client information, financial information, and strategic business plans.

Employees are cautioned that they should have no expectation of privacy while using the Internet or Wi-Fi. Employee postings can be reviewed by anyone, including Fresno EOC. Fresno EOC reserves the right to monitor comments or discussions about the agency, its employees, clients, and the industry, posted on the Internet by anyone, including employees and non-employees.

Employees are cautioned that they should have no expectation of privacy while using agency equipment or facilities for any purpose, including authorized internet use.

Fresno EOC reserves the right to use content management tools to monitor, review or block content that violates agency policy and procedures, and guidelines.

VIII. REPORTING VIOLATIONS

Fresno EOC requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers, or the ~~Human Resources Department~~Human Resources Office. Violations include unauthorized discussions of the Agency and its employees and clients, any discussion of proprietary information and any unlawful activity related to social networking.

The Agency will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

IX. CORRECTIVE ACTION FOR VIOLATIONS

All reports of violations of this policy and other related policies will be investigated. Any violation may result in ~~discipline~~corrective action up to and including termination.

X. POSTING COMMENTS

Employees are expected to follow the guidelines and policies set forth to provide a clear distinction between you as the individual and you as the employee.

Fresno EOC does not discriminate against employees who use private social networking accounts for personal interests, personal affiliations and/or other lawful purposes.

All employees and non-employees are personally responsible for their comments which are posted on Fresno EOC's websites and may be held personally liable for any comments that are considered defamatory, obscene, proprietary or libelous by any offended party, not just the agency.

Employees cannot use Agency-owned equipment, including computers, Wi-Fi, agency-licensed software or other electronic equipment, facilities, or agency time to conduct personal blogging or social networking activities.

Employees cannot use the Internet or social networking sites to harass, threaten, or discriminate against employees or anyone associated with or doing business with Fresno EOC.

Employees may be viewed by readers as a spokesperson for Fresno EOC. Because of this possibility, employees must state their views expressed are their own and not those of the Fresno EOC, nor of any person or organization affiliated or doing business with Fresno EOC.

Employees cannot post on personal social networks or other sites the name, logo or any business with a connection to Fresno EOC. Employees cannot post agency-privileged information, including client information or agency-issued documents, photographs of other employees, clients, vendors, or suppliers, nor can employees post photographs of persons engaged in agency business or at agency events.

Other than links to position openings and announcements, employees cannot link from a personal social networking site to Fresno EOC's internal website.

If an employee is contacted by the media or press about their post that relates to the Agency, the employee is not to respond and must inform their supervisor(s) or the Communications Department immediately.

Nothing in this manual prohibits employees from discussing terms and conditions of employment and nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act ("NLRA").

POLICY 5110 REMOTE WORK AND ACCESS GUIDELINES

PURPOSE: To establish guidelines for remote work, or telecommuting, and access.

POLICY: In the event work functions are disrupted due to a pandemic or other large-scale business disruption, Fresno EOC may find it necessary for employees to work from home or at another designated location. Fresno EOC can provide a variety of services to connect with our employees, consultants, contractors, vendors, clients, funding sources, community advocates, remotely to continue uninterrupted work. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not an agency-wide benefit, and it in no way changes the terms and conditions of employment with Fresno EOC.

PROCEDURES

Telecommuting can be informal, such as working from home for a short-term project, on the road during business travel or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Every effort will be made to provide reasonable advanced notice to accommodate commuting, childcare and other issues that may arise from the implementation and/or conclusion of a telecommuting arrangement. There may be instances, however, when no notice is possible.

I. ELIGIBILITY

The employee and supervisor or program manager, with the assistance of the ~~Human Resources Department~~ Human Resources Office, will evaluate the suitability of such an arrangement, reviewing the following areas:

- A. Employee suitability: The employee and supervisor or program manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- B. Job responsibilities: The employee and supervisor or program manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- C. Equipment needs, workspace design considerations and scheduling issues: The employee and supervisor or program manager will review the physical workspace needs and the appropriate location for remote work.
- D. Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Fresno EOC reserves the right to request a telecommuting agreement that is signed by all parties. Once approved, an appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

II. USE OF AGENCY AND PERSONAL PROPERTY

Fresno EOC will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, wireless hot spots, phone and data lines and other office equipment) for each telecommuting arrangement. The Human Resources and Information Technology Offices will serve as resources in this matter.

Equipment supplied by the employee, if deemed appropriate by the agency, will be maintained by the employee subject to appropriate reimbursement policies and procedures. Fresno EOC accepts no responsibility for damage or repairs to employee-owned equipment. Fresno EOC reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the agency will be maintained by the agency and is to be used for business purposes only. The telecommuter must sign an inventory of all agency property received and agree to take appropriate action to protect the items from damage or theft. Upon separation of employment, all ~~agency~~ company property will be returned to the agency.

Fresno EOC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Fresno EOC will also reimburse the employee shipping costs that are reasonably incurred in carrying out the employee's job.

Fresno EOC will provide a reasonable technology stipend for business-related expenses, such as home internet usage and phone calls. Stipend rates will be determined by a number of factors including job duties and responsibilities. Rates will be paid at following the reimbursement categories: ~~Non-Exempt, Exempt and Executive, minimum, low, medium and high.~~

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The employee will establish an appropriate work environment within their home for work purposes. The employee should test the following equipment, at home to ensure the item can be used as intended:

- A. Laptop, Tablet, or Desktop Computer: This device should allow the employee to perform and generate work equivalent to the quality and quantity of work that was being generated in the office.
- B. Microphone or Headset: This device may be built into a laptop/desktop/tablet or may be a secondary device that can be connected. The employee should discuss the business need and receive approval from the supervisor prior to purchasing a microphone/headset if one is not available.

- C. Webcam: This device may be built into the laptop/desktop/tablet or may be a secondary device that can be connected. The purpose of the webcam is to provide video conferencing for business needs to help conduct a meeting or discussion that replicates the interactions that would have been obtained in an in-person/office environment. The employee should discuss the business need and receive approval from the supervisor prior to purchasing a webcam if one is not available.
- D. Internet: The employee may utilize their personally obtained internet or an agency provided wireless hotspot.

III. TECHNOLOGY SUPPORT

The employee should contact the Information Technology Office if they have any questions or issues. Information Technology staff can set up remote access support sessions. The employee can also bring in their equipment to get questions answered and trained how to work from home. If the employee does not have access to program equipment that meets these standards, please consult with the Program Director.

During a pandemic or other mandated telecommuting event, the IT Office may require an employee to set up an appointment to ensure meeting social distancing or other implemented protocols. Please contact the IT Office at 263-1300 or ITSupport@fresnoeoc.org prior to going to the IT Office for support.

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IV. TECHNOLOGY AND SOFTWARE RESOURCES

- A. Microsoft Office and Office365: Microsoft Office software and web-based Office365 are the productivity suites of choice for Fresno EOC. Office365 accounts are available for free to all Fresno EOC employees.
 - 1. Microsoft Teams: Microsoft Teams combines modern online meeting technology with real time chat, file storage, collaboration, and remote support. The full functionality of teams is available to Fresno EOC employees with an agency provided Office365 account. To get started, log in to Microsoft Teams from a web browser or download the Microsoft Teams app from the app store. Use of Microsoft Teams while logged in with an agency-provided account is intended for business use only.

2. Microsoft OneDrive and SharePoint: Fresno EOC utilizes OneDrive and SharePoint for Business cloud file storage. Fresno EOC employees working from home are encouraged to save files to the cloud for additional file access. OneDrive is a personal drive in which employees can store files. SharePoint is a shared drive in which employees can store and edit files shared with other staff given access to the drive.

- B. Internet Browsers: Fresno EOC recommends that employees use the Microsoft Edge or Google Chrome browser to ensure compatibility and security regarding access to Fresno EOC resources, including software and hardware.

V. ACCESS TO FRESNO EOC PHONE/VOICEMAIL (EXECUTIVE PLAZA ONLY)

When an employee is out of the office during working hours, there are several options for employees to access their calls and voicemail.

1. The Mobility Extension feature will ring both the employee's desk phone and alternate number (cell/home phone) allowing the employee to receive calls on and off-site. Alternatively, the office phone can be forwarded so it will only ring to the alternate number provided.
2. -The voicemail to email feature, once configured, will forward voicemail messages received at an employee's desk phone to the employee's Office365/Outlook email as a sound file attachment. The employee can double-click on the sound file to listen to the voicemail message.
3. -Fresno EOC Executive Plaza employees can also check and manage voicemails by calling (559) 263-1399, press *2, and entering their extension/password to access voicemail off-site.
4. Off-site programs must follow their phone system guidelines to forward calls or retrieve voicemail messages. Please contact Information Technology for phone system options.
1. The Mobility Extension feature will ring both the employee's desk phone and alternate number (cell/home phone) allowing the employee to receive calls on and off site. Alternatively, the office phone can be forwarded so it will only ring to the alternate number provided.
2. The voicemail to email feature, once configured, will forward voicemail messages received at an employee's desk phone to the employee's

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~~Office365/Outlook email as a sound file attachment. The employee can double-click on the sound file to listen to the voicemail message.~~

~~3. Fresno EOC Executive Plaza employees can also check and manage voicemails by calling (559) 263-1399, press *2, and entering their extension/password to access voicemail off site.~~

~~4. Off site programs must follow their phone system guidelines to forward calls or retrieve voicemail messages. Please contact Information Technology for phone system options.~~

VI. REMOTE ACCESS SERVICES

Fresno EOC will utilize Virtual Private Network (VPN), Remote Desktop Protocol services (RDP), and other approved platforms such as Microsoft Teams, Zoom and Adobe Sign, to provide online meetings, webinars, access to computers, remote document signing, and remote technical support. Employees needing to access resources that require connecting remotely should contact the IT Office and set an appointment. Program Manager/Director approval is needed.

~~Fresno EOC will utilize Virtual Private Network (VPN), Remote Desktop Protocol services (RDP), and other approved platforms such as Microsoft Teams, Zoom and Adobe Sign, to provide online meetings, webinars, access to computers, remote document signing, and remote technical support. Employees needing to access resources that require connecting remotely should contact the IT Office and set an appointment. Program Manager/Director approval is needed.~~

VII. SECURITY

Consistent with agency expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection and confidentiality of proprietary agency and customer/client information accessible from their home office.

All work items, including documents, files, laptops, tablets, smartphones, and any other sensitive materials, should not be left unattended in public areas, common spaces, or unsecured locations within the workplace. Employees are responsible for safeguarding these items and should keep them within their direct control or secured in a designated storage area when not in use.

VIII. SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by Fresno EOC's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

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Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

IX. TIME WORKED

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act or California Industrial Wage Orders will be required to accurately record all hours worked using Fresno EOC's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

POLICY 5120 – REMOTE WORK POLICY

PURPOSE: To define remote work expectations of employees and the Agency.

POLICY: It is the policy of Fresno EOC to provide remote work arrangements, when possible, that would be of mutual benefit to the Agency and the employee.

PROCEDURES:

I. DEFINITION

Remote work (also known as telecommuting) is a business arrangement that allows employees to work from a remote location by virtually linking to Fresno Economic Opportunities Commission whether from home, the road, a client's location, or elsewhere.

II. REQUESTING PERMISSION TO WORK REMOTELY

Employees who would like to explore the option of remote work should communicate with their supervisor and with Human Resources. Fresno Economic Opportunities Commission will consider requests for remote work on a case-by-case basis, taking into account factors including appropriateness of the role for telecommuting, tenure, seniority, employee performance, prior ~~corrective disciplinary~~ action, flexibility, the reason(s) for remote work and the ability to work independently. Employees who are permitted to work remotely must sign a Remote Work Agreement and, if approved to work remotely, will be expected to communicate with the Fresno Economic Opportunities Commission at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved. Fresno EOC reserves the right to modify or retract any remote work arrangements at any time without written or prior notice. This may occur based on operational needs, changes in job requirements, performance concerns, or any other reason deemed appropriate by Fresno EOC management.

Employees must successfully complete their introductory period before requesting remote work.

III. EQUIPMENT AND SUPPLIES

On a case-by-case basis, and subject to change at any time, Fresno EOC will determine what equipment, if any, to provide to the employee to facilitate the remote working arrangement. The Agency accepts no responsibility for theft, loss, damage or repairs to employee-owned equipment. Any equipment that the Agency provides to an employee as part of a remote working arrangement shall remain the property of the Agency, and the Agency will maintain that equipment. This equipment must be used for business purposes only. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to the Agency. Fresno EOC will supply the employee with appropriate office supplies (e.g., pens, paper, printer ink) for successful completion of job responsibilities. Fresno EOC will also reimburse the employee for certain business-related expenses (e.g., phone plan, shipping costs) that are reasonably incurred in accordance with

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job responsibilities. Unless otherwise agreed to in advance in writing, the Agency will not be responsible for any other costs the employee may incur while working remotely.

IV. REMOTE WORK SITE

An employee approved to work remotely should designate a workspace, at the off-site work area, for installation of any equipment to be used while working remotely. This workspace should be maintained in a safe condition, free from hazards to people and equipment. The employee will immediately report any injury sustained while working remotely immediately to the employee's supervisor. Prior to granting approval to remote work, Fresno EOC reserves the right to require that the employee provide a floor plan of their remote work sites and/or be subject to a visit by a representative of the Fresno EOC to determine the appropriateness and viability of the remote working space from a technical standpoint. Given a minimum of 24 hours advance notice, a representative of Fresno EOC, trained for the purpose of the visit, may make on-site visits to the remote worker's work site, including residence. The purpose of the visit would be to determine that the work site is safe and free from hazards and, where appropriate, to maintain, repair, inspect or retrieve equipment, software, data and supplies owned by the Fresno Economic Opportunities Commission.

V. ALL OTHER POLICIES APPLY

Fresno EOC's remote employees must continue to abide by all other policies and procedures including those in regard to computer use, social media and confidentiality. As a condition of remote work, all employees who receive permission to work remotely under this Policy must first sign a remote work agreement.

VI. REQUESTS FOR LEAVE

Unless a flexible schedule is agreed to, employees should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Requests to use sick leave, vacation or other leave must be approved in the same manner as the employee who does not work remotely. If a non-exempt employee is unable to work at an alternate work location due to illness or other reason, the employee must report the hours actually worked and use accrued time for those hours not worked.

VII. NONEXEMPT EMPLOYEES

Employees ~~that-who~~ are non-exempt under the Fair Labor Standards Act or California Industrial Welfare Orders are not exempt from the overtime requirements and therefore must comply with all recordkeeping requirements. Non-exempt remote employees must accurately record and timely report all working time as a condition of continued participation in the remote work program. A supervisor must approve, in advance, any hours worked in excess of those specified per day and per week, in accordance with local, state and federal requirements. Fresno EOC reserves the right to revoke the remote working privileges of any employee failing to comply with this requirement.

VIII. TAX IMPLICATIONS

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Employees who work remotely from another state or work in several states are responsible for determining their taxes correctly. Employees are encouraged to consult a tax professional to determine the correct method for withholding income taxes.

IX. DURATION OF THE REMOTE WORKING ARRANGEMENT

All remote working arrangements are granted on a revocable basis. Consequently, in its sole discretion, Fresno EOC may discontinue any remote working arrangement at any time, although reasonable advance notice will be provided where practicable. Unless other arrangements have been made, upon termination of the remote working arrangement or employment, whichever is first, the employee must return all ~~agency~~company property to the Fresno EOC in good working order, less any normal wear and tear.

This Policy is not intended to alter the employment at-will relationship in any way. Accordingly, unless an employee has a valid written and signed contract of employment stating otherwise, employment is at-will and can be terminated by the employee or by Fresno EOC at any time.

POLICY 5130 – RETENTION POLICY

PURPOSE: To define strategic actions to keep employees motivated and focused so they elect to remain employed and fully productive for the benefit of the organization.

POLICY: It is the policy of Fresno EOC to show our employees that we care for them and that we are committed to providing a culture that attracts and retains employees.

PROCEDURES:

I. DEFINITION

Employee retention is the number of employees that stay with the ~~agency~~ company in a given period of time. Typically, these employees only count as retained if they are happy, engaged, productive, and not looking for other work. Employee retention strategies help organizations prevent high turnover, usually through improving employee engagement and providing competitive benefits.

II. VALUING OUR EMPLOYEES

Fresno EOC understands how internal policies and practices reflect an organization's culture, which in turn can shape turnover. In general, a culture that supports retention employs the following practices:

- employees are treated with dignity and respect;
- there are open lines of communication among organizational levels;
- employees can participate in decisions affecting their jobs;
- policies and rules are applied fairly and consistently;
- there is a shared understanding of how to advance one's career;
- there is work-life balance; and
- employees are treated as organizational assets and not costs.

III. POLICIES TO PROMOTE A HEALTHY WORKPLACE

Creating psychologically healthy workplaces, coupled with the ability for employees to perform their jobs successfully and thereby receive ample rewards, results in a high-performance work culture. This, in turn, results in an organization that retains top performers and that replaces those employees who cannot meet its ever-increasing standards.

Fresno EOC is proud that the following policies support a high performance and retention culture:

- ~~diversity, equity and inclusion~~representation;
- preventing workplace discrimination, harassment and retaliation;
- pay;
- open door;
- professional development
- sick leave;

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- physical and emotional wellness;
 - flexible work schedules;
 - remote work;
 - accountability; and
 - Employee feedback

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~~POLICY 5140 – EMPLOYEE REFERRAL INCENTIVE PROGRAM~~

~~PURPOSE:~~ The purpose of the Employee Referral Incentive Program is to provide an incentive to ~~current employees for referring new talent to Fresno EOC. This policy encourages employees to refer qualified applicants, whom the employee knows personally and/or professionally, will share in Fresno EOC's values and vision, and will demonstrate the competencies for an opportunity to become employed with Fresno EOC.~~

~~POLICY:~~ It is the policy of Fresno EOC to provide an incentive to employees for referring applicant(s) that result in successful hires within the Agency.

~~PROCEDURES:~~

~~I. DEFINITION(S)~~

- ~~A. Referring Employee – the current Fresno EOC employee that completes the referral form (Refer a Friend) providing the name of the applicant referred.~~
- ~~B. Successful Referral/Hire – an applicant who applied for a position at the recommendation of a referring employee, makes it through the recruitment process and is hired to fill the vacancy. A successful hire/referral cannot be a current or previous employee of the agency.~~

~~II. ELIGIBILITY~~

- ~~A. All full time, part time, and temporary employees and paid interns are eligible to receive a referral incentive with the exception of the following:~~
 - ~~i. Hiring Managers (including direct reports and anyone with influence in the hiring process) for the position in question~~
 - ~~ii. Human Resources staff with direct involvement or who have staff involved in the recruitment duties for a vacancy.~~
 - ~~iii. Executive level staff are not eligible to participate in the Employee Referral Reward Program.~~
- ~~B. Incentive Eligibility:~~
 - ~~i. In the event more than one employee completes a referral, the first employee to complete the referral and is listed as the referral source on the successful hire's application will receive the referral incentive.~~
 - ~~ii. The referral incentive reward will be provided to the referring employee following completion of 1,000 hours of employment by the successful hire. Both the referring employee and successful hire must be in the employment of Fresno EOC at the time the referral incentive is awarded.~~

~~III. REFERRAL PROCESS~~

A. ~~Only open positions, which have gone through the approved Fresno EOC recruitment process, will be eligible for the Employee Referral Incentive Program (see Policy 1090, Recruitment and Selection).~~

B. ~~The referring employee must complete referral electronically by logging into the ADP entering the applicant's name in the "refer a friend" option in the career center.~~

C. ~~The applicant must complete the referral section of the employment application with the name of the current Fresno EOC employee to be eligible to participate in the Employee Referral Incentive Program.~~

~~IV. INCENTIVE PROCESS AND REDEMPTION~~

A. ~~Referral incentive rewards are paid out utilizing a gift redemption method. The referring employee will be notified via email or phone once the incentive has been activated and have 90 days to redeem the gift option of their choice (gifts have a cash equivalent up to \$300.00)~~

~~V. HUMAN RESOURCES DEPARTMENT HUMAN RESOURCES OFFICE ROLE AND RESPONSIBILITY~~

~~The Human Resources Department Human Resources Office will ensure that this policy is implemented as equally and fairly as possible, and that all employees eligible for the referral incentive are offered the incentive as outlined in this policy.~~

~~Any questions or policy clarifications arising from the application or administration of this program will be reviewed by the Human Resources Department Human Resources Office.~~

POLICY 514050 – CHILD SUPPORT REFERRAL

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PURPOSE: To provide guidance on Fresno EOC's responsibility to clients regarding Child Support Services in the state of California.

POLICY: It is the policy of Fresno EOC to comply with the Community Services Block Grant Act Child Support Services regulations regarding referrals to Child Support Services for custodial parents in single-parent families.

REFERENCE: 42 U.S. Code § 9919

PROCEDURES:

If a client is a single parent, who has custody of a child under the age of 18, the client may be eligible for help from CA Child Support Services.

I. ELIGIBILITY DETERMINATION PROCESS FOR STAFF

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If a client indicates that they have custody of their child/children on an intake form and the client does not live with the other parent, the staff providing eligibility/enrollment services must:

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1. Offer the client information such as a copy of the application for such services to be submitted to CA Child Support Services, an informational brochure and/or where someone could obtain additional information.

2. Enter applicable tracking codes for the services rendered into Fresno EOC's intake software.

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POLICY 6010 COMMITMENT TO SAFETY

PURPOSE: To establish Fresno EOC's commitment to safety and to providing a work environment as free as practical from all recognized safety and health hazards.

POLICY: It is the policy of Fresno EOC to be committed to providing and maintaining a healthy and safe working environment for all employees. Accordingly, Fresno EOC has instituted a Safety Program designed to protect the health and safety of all personnel. Employees are expected to comply with all safety and health requirements whether established by Fresno EOC or by federal, state, or local laws.

REFERENCE: California Labor Code §§ 6401, 6401.7; 8 Cal. Code Reg. § 3203; California Labor Code § 6404.5.

PROCEDURES:

I. RESPONSIBILITIES

A. All Employees: Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, Fresno EOC emphasizes "safety first" and expects all employees, including supervisors and management, to take steps to promote safety in the workplace. All employees are encouraged to submit suggestions to their supervisor or the Human Resources Department/Human Resources Office concerning safety and health matters in the workplace.

Compliance with safety requirements is a condition of employment and will be evaluated, together with other aspects of an employee's performance, as a part of the performance evaluation process. Due to the importance of safety considerations to Fresno EOC, employees who violate safety standards, who cause hazardous or dangerous situations, or who allow such conditions to remain when they could be effectively remedied, may be subject to discipline-corrective action up to and including termination.

Therefore, it is essential that all employees comply fully with standards and practices established by Fresno EOC that are designed to promote a safe and healthy working environment. Fresno EOC has established a program to train and retrain employees as appropriate to assist them to avoid dangerous and unhealthful conditions and to remedy problems of hazards before they cause accidents or injuries.

B. Supervision: Supervisors are expected to facilitate compliance with all Fresno EOC safety rules, regulations, and procedures. Supervisors' safety responsibilities include: (1) being familiar with all safety and health procedures relevant to their operation; (2) inspecting their work areas periodically; (3) training their employees in safety matters; (4) identifying unsafe conditions; and (5) reporting accidents and injuries to the Safety Specialist immediately; and (6) ensuring that any injured employee is referred to appropriate medical care.

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C. Safety Coordinator: The Safety Coordinator is in the ~~Human Resources Department~~Human Resources Office and oversees Fresno EOC's safety policies and procedures. The Safety Coordinators responsibilities include but are not limited to (1) monitoring compliance with safety rules and regulations; (2) developing and implementing written safety plans or programs as needed; (3) investigating and ensuring that safety and health hazards are corrected; (4) conducting periodic safety and health inspections; (5) representing Fresno EOC during investigations conducted by Cal OSHA; (6) organizing safety training; (7) monitoring compliance with various requirements established by law or by the workers' compensation insurance carrier; (8) investigating accidents and hazardous incidents when necessary; (9) ensuring that all required notices are posted; and (10) evaluating the effectiveness of Fresno EOC's safety program.

II. REPORTING INJURIES AND UNSAFE CONDITIONS

Employees are required to immediately report all injuries to their supervisor. If an employee identifies an unsafe condition or an occupational safety and health risk, the matter should be immediately reported to the employee's supervisor. If the supervisor is not readily available, the condition may be reported to the Safety Specialist. Fresno EOC strongly encourages employees to report any situations of this nature.

Fresno EOC will not retaliate, nor will it tolerate retaliation, against any employee who reports any safety issue.

In compliance with Proposition 65, the Agency will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

III. THE INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

An Injury and Illness Prevention Program (IIPP) has been developed to comply with state rules and requires safety meetings, training programs, posting safety notices and safety tips, and providing periodic written communications to employees regarding safety matters.

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IV. SMOKING

In keeping with the commitment to a philosophy of providing a work environment free of safety and health hazards, smoking is not permitted in the workplace. Accordingly, smoking including cigarettes, e-cigarettes, using dip or chew, or other nicotine-delivery devices such as vaporizers, is prohibited inside all Fresno EOC buildings, rented, leased, or owned; transportation vehicles; restrooms; elevators; outside entrances to offices, or any other work areas. Employees who wish to smoke must limit smoking to break and meal periods and only in authorized areas. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of co-workers and the public regarding the smoking policy.

Employees who violate this policy will be subject to ~~discipline~~corrective action up to and including termination.

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V. FIRST AID

For basic First Aid & Universal Precautions see the Medical Emergency First Aid Program on the Safety Section of the Fresno EOC Intranet or contact the Safety Coordinator.

VI. WORKER'S COMPENSATION

Worker's Compensation is a system whereby an employer must provide insurance to pay the lost wages and medical expenses of an employee who is injured on the job.

VII. EMERGENCY CONDITION

In the event of an "emergency condition," the Agency will not take or threaten adverse action against any employee for (1) refusing to report to, or leaving, a workplace or worksite within the affected area because the employee has a reasonable belief that the workplace or worksite is unsafe; (2) preventing any employee from accessing the employee's mobile device or other communication device from seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. When feasible, an employee must notify the employer of the "emergency condition" prior to leaving the workplace or refusing to report and, if not feasible beforehand, then the employee must notify the employer as soon as possible. For these purposes, an "emergency condition" means the existence of either of the following: (1) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; and/or (2) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act." "Emergency condition" explicitly excludes a health pandemic. "A reasonable belief that the workplace or worksite is unsafe" means that a reasonable person, under the circumstances known to the employee at the time, would conclude there is a real danger of death or serious injury if that person enters or remains on the premises.

POLICY 6020 WORKPLACE VIOLENCE PREVENTION

PURPOSE: To maintain a safe working environment where employees and non-employees are free from the threat of workplace violence.

POLICY: ~~It is the policy of Fresno EOC to maintain a safe, violence-free workplace. To this end, the organization strictly prohibits any form of violent, intimidating, or threatening behavior by employees, Board of Commissioners, consultants, clients, visitors, or any individuals participating in Fresno EOC-related activities or present on Fresno EOC premises. In alignment with this policy, Fresno EOC prioritizes the prevention of workplace violence and reserves the right to address behaviors that indicate a potential for violence, even in the absence of actual violent conduct. It is the policy of Fresno EOC to be committed to providing a safe, violence-free workplace and strictly prohibits employees, Board of Commissioners, consultants, clients, visitors, or anyone else on Fresno EOC premises engaging in a Fresno EOC-related activity from behaving in a violent, intimidating, or threatening manner. As part of this policy, Fresno EOC seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.~~

REFERENCE: Cal/OHSA Guidelines for Workplace Security; California Labor Code §§ 6310, 6311; Workplace Violence Safety Act of 1994.

PROCEDURES: Fresno EOC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence. ~~The Agency's Workplace Violence Prevention Plan is available for review by employees and/or employee representatives in Human Resources Office and on the intranet. [Option 1: within the Agency's Injury Illness Prevention Program described above] [Option 2: [describe if standalone document]].~~

I. WORKPLACE VIOLENCE DEFINED

Workplace violence includes:

- Threats of any kind.
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others.
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Fresno EOC property, or a demonstrated pattern of refusal to follow Fresno EOC policies and procedures.
- Defacing Fresno EOC property or causing physical damage to the facilities; or
- With the exception of public safety personnel, bringing weapons or firearms of any kind on Fresno EOC premises, in Fresno EOC parking lots, or while conducting Fresno EOC business.

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II. ~~II.~~ TRAINING

Employees are required to complete Workplace Violence Prevention training annually.

III. REPORTING

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, commissioner, client, consultant, visitor, or anyone else, the employee's supervisor must be notified immediately. The supervisor will immediately notify the Director or designee, and Human Resources, who will take the necessary action steps to report a potential violence issue. The following contacts should be used to report critical situations.

- Imminent danger – dial 911
- Facilities – 559-263-1207
- Executive Plaza Site – building security as contracted by Fresno EOC or Fresno Police Department Dispatch 621-7000

AND

- Human Resources – 263-1070

Employees are encouraged to notify their supervisor and the ~~Human Resources Department~~ Human Resources Office if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

III. INVESTIGATION

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the Director or appointee. In the appropriate circumstances, Fresno EOC will inform the reporting individual of the results of the investigation. To the extent possible, Fresno EOC will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Fresno EOC will not tolerate retaliation against any employee who reports workplace violence. A report will be made to law enforcement if a violent act is suspected to be a criminal act or a violation of a restraining order.

IV. ~~CORRECTIVE~~ DISCIPLINARY ACTION

If Fresno EOC determines that workplace violence has occurred, the employee will be subject to ~~discipline~~ corrective action up to and including termination. Fresno EOC may request that the employee participate in counseling as a condition of continued employment. Any employee who may have a problem that could lead to violent behavior is encouraged to use the Employee Assistance Program.

If the violent behavior is that of a non-employee, Fresno EOC will take appropriate action to ensure that such behavior is not repeated.

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POLICY 6030 INFECTIOUS DISEASE CONTROL

PURPOSE: To establish guidelines and protocols during an infectious disease outbreak.

POLICY: Fresno EOC will take proactive steps to protect employees and the workplace in the event of an infectious disease outbreak in accordance with local, state, and federal guidelines. It is the goal of Fresno EOC during any such period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

REFERENCE: Center for Disease Control and Prevention, California Department of Public Health, Fresno County Department of Public Health, Occupational Safety and Health Administration

PROCEDURES:

Fresno EOC is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Violations of this policy may lead to discipline up to and including termination.

I. PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE

Fresno EOC will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules and guidelines that could be implemented to promote safety through infection control as outlined by local, state, and federal agencies.

Fresno EOC asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Fresno EOC will also install alcohol based hand sanitizers throughout the workplace and in common areas.

Unless Fresno EOC communicates otherwise, the normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the possibility to work from home temporarily or on an alternative work schedule. An employee may also be eligible for leave as described in Fresno EOC leave policies. (see Policy 4010, Family and Medical Leave and California Family Rights Act and Policy 403020 Leaves of Absences.)

All employees working with clients or the public as part of an essential job function shall ensure to take all necessary precautions as outlined by local, state, and federal agencies.

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Technology should be optimized to offer clients virtual, telephonic, or other electronic means to continue to seek and/or receive services.

II. — PERSONAL PROTECTIVE EQUIPMENT (PPE)

When required, Fresno EOC shall provide personal protective equipment (PPE) to all employees working onsite. Employees are required to use PPE in accordance with established protocols and guidelines of Fresno EOC and local, state, and federal agencies. All employees working with clients or the public as part of an essential job function shall take all necessary precautions.

III. — LIMITING TRAVEL

All nonessential business travel shall be immediately suspended until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Employees should avoid crowded public transportation when possible. Alternative scheduling options should be discussed with the supervisor.

IV. — TELECOMMUTING

Requests to work remotely will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration (see Policy 5110 Remote Work Access Guidelines)

V. — STAYING HOME WHEN ILL

Many times, with the best of intentions, employees report to work even though they feel ill. Fresno EOC provides paid sick time to compensate employees who are unable to work due to illness (see Policy 3030, Sick Time and Policy 3040, Paid Sick Leave).

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. While subject to change, the Centers for Disease Control and Prevention (CDC) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever reducing medications. Employees who report to work ill will be sent home in accordance with current health guidelines as provided by the CDC, California Department of Public Health or other local health agencies.

VI. — REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION

It may become necessary to request information from an employee and/or their health care provider if an employee is out sick or shows symptoms of being ill. In general, the supervisor or agency may request medical information to confirm the employee's need to be absent, to

show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work with or without accommodation. If a national or state of emergency is declared, Fresno EOC reserves the right to request alternative documentation, including if an employee is unable to see a health care provider.

VII. ~~CONFIDENTIALITY OF MEDICAL INFORMATION~~

It is the policy of Fresno EOC to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

VIII. ~~SOCIAL DISTANCING GUIDELINES FOR WORKPLACE INFECTIOUS DISEASE OUTBREAKS~~

In the event of an infectious disease outbreak, Fresno EOC may implement social distancing guidelines to minimize the spread of the disease among the staff.

A. ~~During the workday, employees are requested to:~~

- ~~1. Avoid meeting people face to face. Employees are encouraged to use the telephone, online conferencing, e mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.~~
- ~~2. If a face to face meeting is unavoidable, limit the size of the meeting, minimize the meeting time, choose a large meeting room, and sit at least six (6) feet from each other; avoid any person to person contact such as shaking hands.~~
- ~~3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.~~
- ~~4. Do not congregate in break rooms, copier rooms or other areas where people socialize.~~
- ~~5. Consider taking your meal periods and rest breaks away from others (avoid lunchrooms and crowded restaurants).~~

IX. ~~OUTSIDE ACTIVITIES~~

A. ~~Employees might be encouraged to the extent possible to:~~

- ~~1. Avoid public transportation (by walking, cycling, or driving a car) to avoid rush-hour crowding on public transportation.~~
- ~~2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.~~

POLICY 7010 LEARNING AND DEVELOPMENT

PURPOSE: To establish Fresno EOC's commitment to learning and development of employees' career and advancement opportunities.

POLICY: It is the policy of Fresno EOC to encourage employees to use the process of learning and development to explore new opportunities in managing career progression. Training will commence with the initial orientation process and may include developmental steps towards a career path and increased responsibilities in a current position. ~~Underrepresented communities will be given opportunities to improve their education and skills to help them compete on level playing grounds with other employees.~~

PROCEDURES:

The benefits to Fresno EOC of effective and timely employee training and development programs are numerous:

- Confident and satisfied employees who will treat clients and co-workers with care and efficient service,
- Cross-training in other positions,
- Increased competitive advantage and responsibilities in current position,
- Lower employee turnover,
- Employees who follow safe work procedures, and
- Competent, promotable employees.

Training and development opportunities at the Agency may include:

I. EMPLOYEE ORIENTATION

The Agency employee orientation training program provides new employees with information concerning Agency policies, procedures, safety and employee benefits. Supervisors will conduct an initial orientation and training to give an employee the information needed to conduct business in their new position.

II. STAFF AND MANAGEMENT DEVELOPMENT SEMINARS

Management and regular employees are provided periodic training opportunities on a variety of subjects, from personal and professional development topics (customer service, multi-cultural awareness, computer courses, etc.) to informational programs (group insurance, retirement plan updates, etc.).

III. SAFETY TRAINING

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Fresno EOC offers training at both the Agency and program level on a variety of safety related topics.

IV. OUTSIDE SEMINARS AND CONFERENCES

The Agency supports employee attendance and participation in professional seminars and conferences offering general topics or specialized information in the employee's field. Each program establishes an annual budget for staff development seminars/conferences, within the program's financial resources.

V. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

The Agency encourages employee membership in professional organizations. Networking provides a cost-effective opportunity to share knowledge, resources and experiences with professionals.

POLICY 7020XXX PROFESSIONAL CERTIFICATION REIMBURSEMENT

PURPOSE: To provide guidelines for Fresno EOC's approved professional certification and license.

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POLICY: Fresno EOC supports to employees in furthering their professional skills in their current positions to better prepare employees for their roles within the agency by providing reimbursements for professional certification and licenses to full-time employees in regular status.

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PROCEDURE:

I. ELIGIBILITY

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The following eligibility requirements will apply to certification reimbursement:

- a. Employees in a position that have a required or preferred certification requirement in their job or position descriptions, or employees whose manager and program director signs the reimbursement form and validates it is Fresno EOC's best interest for the employee to have/maintain the designated certification.
- b. Regular full-time employees who have completed their introductory period 90 days of employment with Fresno EOC will receive up to 100% reimbursement for renewing or obtaining a certification within their role.

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II. PAYMENT

Based on the program discretion, reimbursement will cover:

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- a. The cost of certification exams only, or
- b. The cost of certification exams and all preparation materials.

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III. PAYMENT EXCLUSIONS:

The following exclusions apply and will not be reimbursed certification reimbursement:

- a. Late fees
- b. Employee who did not pass the requirements to obtain certification

IV. PROCEDURE:

When an employee requests reimbursement for certification, the employee must:

- a. Ensure that he/she is qualified to sit for the desired certification the accrediting school, association, or organization.
- b. Satisfactorily complete all the requirements for the certification.
- c. Complete the Certification Reimbursement Application, attach documentation that the certification has been awarded and an itemized paid receipt for the certification fee.
- d. Submit the completed application materials to his/her Program-Manager Director for review and approval.

e. Send the completed, signed application and supporting materials to Human Resources for payment as soon as the certification has been received. Incomplete applications will be returned to the employee. The deadline for submitting completed certification reimbursement forms to Human Resources is 30 days following certification notification.

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V. REPAYMENT:

Employees will be expected to repay Fresno EOC the amount of certification reimbursement if the employee's employment ends within one (1) year following the completion of the certification. The employee must repay the certification reimbursement provided based the amount of passed time from certification/licensing date:-

- A. 1 – 3 months worked, 100%
- B. 4 – 6 months worked, 75%
- C. 7 – 9 months worked, 50%
- D. 10 – 12 months worked, 25%

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VI. REIMBURSEMENT PRACTICE: An issuance of reimbursement by Fresno EOC for a specific certification or license does not guarantee future reimbursement or the rate paid for previous or future similar certifications or licenses.

POLICY 703020 SUCCESSION PLANNING

PURPOSE: Recognizing that changes in management are inevitable, Fresno EOC has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. Fresno EOC's succession plan is designed to identify and prepare candidates for high-level management positions that become vacant due to retirement, resignation, death, or new business opportunities.

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POLICY: It is the policy of Fresno EOC to assess the leadership needs of the ~~agency~~company to ensure the selection of qualified leaders that are ~~diverse-representative~~ and a good fit for the organization's mission and goals and have the necessary skills for the organization.

PROCEDURES:

The CEO is responsible for Fresno EOC's succession plan. The CEO chairs the succession planning committee, which also includes ~~Officers and Directors, the Executive Officers, Chief Operation Officer, Chief Program Officer, Chief Finance Officer, and the Human Resources Officer~~Human Resources Office.

A. TIMELINE

Each January, a succession planning committee meeting will be held. At each meeting, each program director will:

- Present to the committee a review of the program succession plan.
- Identify key positions and incumbents targeted for succession planning. This should include an analysis of planned retirements, potential turnover, etc.
- Identify individuals who show the potential needed for progression into the targeted positions and leadership within the ~~company~~agency.
- Outline the actions taken in the previous six months to prepare identified individuals to assume a greater role of responsibility in the future.

By the end of February each year, the committee will approve targeted candidates.

By the end of March each year, the committee will approve an outline of actions that will be taken in the following six months to prepare individuals to assume a greater role of responsibility in the future.

The CEO will periodically request updates from senior management on the development process for each targeted candidate.

The committee establishes a succession plan that identifies critical executive and management positions, forecasts future vacancies in those positions and identifies potential managers who would fill vacancies. Vacancies will be filled from within or, in the event no viable candidate is available, on an "acting" basis while an external recruitment effort is conducted.

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POLICY 704030 PERFORMANCE EVALUATIONS

PURPOSE: To motivate employees, assess job performance and progress, communicate expected standards of performance, and discuss future objectives and goals.

POLICY: It is the policy of Fresno EOC that the job performance of each employee should be evaluated regularly by their supervisor. Performance evaluations are a management tool and provide an objective and consistent process to measure each employee's performance. The evaluation process should inform employees of their employment standing and communicate expected standards of performance. It is also used to discuss work standards, areas where improvement is needed, corrective plans, development and growth opportunities.

PROCEDURES:

I. EVALUATION SCHEDULE

A. **Introductory Period and Evaluation:** The introductory period applies to all employees, commences on the employee's seniority date and lasts six (6) months. During this time, supervisors should carefully observe the performance of the employee. Where appropriate, weaknesses in performance and behavior are to be brought to the employee's attention for correction.

A formal evaluation will be conducted by the supervisor at the midpoint of the introductory period, and a full written performance evaluation will be completed at the end of the six (6) month period. The employee will transition from introductory status when they have received a satisfactory evaluation and recommendation of status change from their supervisor and approval by the Program Manager/Director (see policy 1140, Introductory Period).

B. Annual Evaluation: Performance evaluations will occur on an annual (12 month) basis from the employee's seniority date.~~Common Date Evaluation: Performance evaluations will occur on a common date basis, January 1, annually thereafter.~~

II. PERFORMANCE FACTORS TO BE CONSIDERED IN EVALUATIONS

When evaluating employees, supervisors should consider factors such as experience and training, commitment to continuing education, job duties and responsibilities, and attainment of previously set objectives and goals. Other factors to be considered include but are not limited to knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

III. PERFORMANCE EVALUATION PROCESS

A. **Written Evaluation:** In conjunction with established timelines, supervisors should prepare a written evaluation of each employee's job performance using the approved performance evaluation template. The evaluation should include the supervisor's comments

and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.

B. Evaluation Review with Employee: The supervisor should review the evaluation with the next level of management prior to meeting with the employee to discuss the evaluation. During the meeting the employee and supervisor should assess the employee's strengths and weaknesses in a constructive manner and set objectives and goals for the period ahead. The employee should be given the opportunity to review the evaluation and make written comments about any aspect of it. The evaluation is signed by the supervisor and employee. A copy of the evaluation will be provided to the employee. The evaluation is forwarded to the ~~Human Resources Department~~Human Resources Office for processing and ~~inclusion~~placement in the employee's personnel file. An approved Employee Form should accompany the performance evaluation, if necessary.

An employee who contests the evaluation may file a written response to the performance evaluation within thirty (30) days of receiving the performance evaluation. The response will be attached to the performance evaluation and included in the personnel file.

C. Effects of Performance Evaluations: Information derived from the performance evaluation will be considered when making decisions affecting training, pay, promotion, transfer, or continued employment. An employee will not be eligible for a pay increase if the overall evaluation of an employee is unsatisfactory, ~~or improvement is needed~~. A Performance Improvement Plan (PIP) will be developed by the employee's supervisor, and the employee will be reviewed again within ninety (90) days. If no improvement is shown, the employee will be subject to ~~discipline~~corrective action up to and including termination in accordance with the corrective action procedure (see Policy 5030, ~~Progressive Discipline~~Corrective Action).

IV. PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is a formal process wherein the supervisor meets with the employee to provide structured counseling and feedback regarding performance and conduct.

~~If the employee fails to successfully complete the PIP, the supervisor will follow the discipline procedures. An employee may be placed on a PIP lasting in increments of thirty (30), sixty (60) or ninety (90) days. The duration of one Performance Improvement Plan, including extensions, cannot exceed , up to a maximum of ninety (90) days. The supervisor must schedule weekly meetings with the employee to follow up on areas needing improvement if the PIP is thirty (30) days. If the PIP is more than 30 days, the supervisor must meet at least bi-weekly. During the PIP, the supervisor must evaluate the employee at the midpoint and at the end of the period.~~

The supervisor will review the outcome of PIP with the employee, ~~and either end or extend the PIP up to a maximum of ninety (90) days~~. The employee may be terminated at any point during the PIP for failure to demonstrate immediate and sustained improvement in job performance and/or conduct.

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POLICY 7040 EMPLOYEE ASSISTANCE PROGRAM

PURPOSE: The Employee Assistance Program is a confidential resource that helps employees deal with life's challenges and the demands that come with balancing home and work. The program provides professional counseling and referrals for a wide array of personal and work-related concerns.

POLICY: It is the policy of Fresno EOC to recognize that personal problems may have a negative impact on an employee's attendance, job performance, or behavior at work. Employees may occasionally benefit from professional assistance with personal problems. Accordingly, Fresno EOC provides an Employee Assistance Program (EAP) for all employees.

REFERENCE: California Labor Code §§ 1025-1026, Civ. Code § 56 et seq., California Constitution, Article 1, § 1.

PROCEDURES:

I. — EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is administered by an outside employee assistance firm. The EAP provides confidential and professional counseling and when appropriate, referral to other services to address personal problems. The EAP is offered to enhance personal well-being.

Employees who need assistance with a personal life situation should contact EAP. Although employees are encouraged to use the EAP, participation in the program does not relieve an employee of their obligation to perform their work in a satisfactory manner and to comply with other Fresno EOC rules and guidelines including Fresno EOC's Alcohol/Drug-Free Workplace policy.

If a violation of Fresno EOC's Alcohol/Drug-Free Workplace policy occurs, subsequently using the EAP will not necessarily lessen discipline and may, in fact, have no bearing on the determination of appropriate discipline (see Policy 5040, Alcohol/Drug-Free Workplace). The employee's decision to seek assistance from the EAP will not be used as a basis for discipline and will not be used against the employee in any disciplinary proceeding. On the other hand, using the EAP will not be a defense to the imposition of discipline where facts proving a violation of the Alcohol/Drug-Free Workplace policy are obtained outside of the EAP. Accordingly, the purpose and practice of the Alcohol/Drug-Free Workplace policy and an employee's use of the EAP are not in conflict and are distinctly separate in their application.

II. — ELIGIBILITY

The Employee Assistance Program is offered to all employees and all household members.

III. — COUNSELING AND REFERRAL SERVICES

The EAP program provides for up to three (3) free visits per six (6) month period for problem assessment, professional consultation, counseling, information, and/or referral. EAP counseling is typically a three stage process that includes (1) clarifying the problem, (2) identifying the possible solutions, and (3) developing an action plan. If the action plan calls for treatment by another resource, participating employees will be responsible for paying those fees or some of the costs may be covered under the group health plan. EAP brochures and information for online resources are available from the Human Resources Department Human Resources Office.

IV. USE OF THE EAP

Employees should make every effort to schedule EAP appointments before or after working hours, or during meal periods. EAP appointments scheduled during working hours will be treated the same as medical appointments and may be charged against sick time unless it is employer mandated.

V. SELF-REFERRAL

Any employee or dependent who desires confidential assistance with a personal problem should call EAP directly. The EAP will arrange for a counselor to see the individual for confidential consultation.

VI. SUPERVISOR REFERRAL

In collaboration with the Human Resources Department Human Resources Office, supervisors may refer an employee to the EAP when the supervisor has reason to believe that an attendance, behavior, or work performance problem may be the result of a personal problem. Employees may be required to attend the EAP as a condition of employment when deemed necessary. Fresno EOC, however, may take such steps as it deems appropriate in response to the underlying attendance, behavior, or work performance problem.

VII. CONFIDENTIALITY

All EAP records and services are treated confidentially. The EAP will not share information concerning an individual's involvement in the program without the individual's written permission unless life, safety, or national security is seriously threatened, or disclosure is otherwise required by law.

If an employee is referred to the EAP by the employee's supervisor because of an attendance, behavior, or work performance problem, the EAP will confidentially inform Human Resources whether the employee attends the EAP session(s) and cooperates with the counseling plan. However, no further information will be shared by EAP without the employee's written permission.

VIII. EMERGENCY RESPONSE TO CRITICAL INCIDENTS

~~In the event of a crisis or a critical incident (e.g., suicide or death of a co-worker, critical accident), the EAP's Critical Incident Response Team responds by debriefing the individuals involved in the traumatic event.~~

~~IX. QUESTIONS REGARDING EAP PROGRAM~~

~~Questions regarding EAP services should be directed to the Human Resources Department Human Resources Office or the EAP.~~

DRAFT

POLICY 7050 SEPARATION OF EMPLOYMENT

PURPOSE: To define the types of separations of employment from Fresno EOC and the process.

POLICY: Employees separate from employment with Fresno EOC by resignation, discharge, a reduction in the work force, reorganization, or retirement. This policy is only a guideline and shall not be construed to act as or create any type of employment contract with any employee of Fresno EOC. Fresno EOC reserves the right to implement its policies and procedures in the best interest of the Agency.

REFERENCE: California Labor Code §§ 201 and 201.5; § 227.3; §§ 221, 224, and 225.5.

PROCEDURES:

I. DEFINITIONS

A. Voluntary Separation: Fresno EOC will consider an employee to have voluntarily ended their employment if they:

1. Elect to resign or retire; or
2. Fail to return from an approved leave of absence on the date specified by medical certification paperwork and is not otherwise extended as a reasonable accommodation; or
3. Fail to provide the required certification or forms for approval of a leave of absence when such forms are required to be submitted; or
4. Fail to report for work without notice to Fresno EOC for three consecutive days.

B. Involuntary Termination: An employee may be terminated, at-will, with or without cause, with or without notice at any time (see Policy 1010, At-Will Employment).

Notice of termination should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and representative of Human Resources.

C. Layoff Due to Reorganization, Job Elimination, or Lack of Work: From time to time, Fresno EOC may need to separate an employee as a result of reorganization, consolidation, job elimination, lack of work, or when funds are withdrawn or reduced (see Policy 70760, Layoffs).

II. VOLUNTARY SEPARATION PROCESS

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Employees are encouraged to give two weeks' written notice prior to resignation. During this notice period, employees are expected to work their full remaining schedule to ensure a smooth transition and the completion of outstanding tasks. The supervisor or manager will prepare a Personnel Termination Form as the first step in the separation process. The form should be accompanied by supporting documents, such as a letter of resignation and final timesheet. All documents will be forwarded to the ~~Human Resources Department~~Human Resources Office for processing.

III. INVOLUNTARY TERMINATION PROCESS

All involuntary terminations must be approved at the executive management level and by the responsible Officer or designee. The supervisor should contact the ~~Human Resources Department~~Human Resources Office to start the termination process.

The supervisor will be required to complete the Personnel Separation Form accompanied with the timesheet, performance evaluation, ~~discipline corrective action~~ or other supporting documentation. All documents will be forwarded to the ~~Human Resources Department~~Human Resources Office for processing. In addition, all terminations of Head Start/Early Head Start employees must be accepted by the Head Start Policy Council. The ~~Human Resources Director/Officer~~Human Resources Office or Manager should review the termination requests to ensure proper documentation and procedures have been followed and to ensure compliance with any state and/or federal laws.

IV. EXIT PROCESS

Employees must return all Fresno EOC-furnished property, such as uniforms, tools, equipment, I.D. cards, keys, key cards, credit cards, and other Fresno EOC documents. Arrangements for clearing any outstanding debts with Fresno EOC such as travel advances, or petty cash must be made prior to the date of termination.

V. BENEFITS

The ~~Human Resources Department~~Human Resources Office is responsible for notifying employees who are covered by Fresno EOC's group health plan of their right to continue coverage under that plan. Information regarding other benefits such as retirement life insurance conversion, etc. will also be provided. The employee may be eligible for unemployment benefits; determination of benefits will be made by Employment Development Department.

VI. PAYMENT ON RESIGNATION OR TERMINATION

If an employee resigns, a final paycheck will be available on the final day of work, provided the employee has given at least seventy-two (72) hours' prior notice. If an employee resigns without giving seventy-two (72) hours' notice or fails to return to work, a final paycheck will be made available for the employee to pick up no later than seventy-two (72) hours after the date when an employee is considered to have resigned, unless the employee consents to Human Resources that their final paycheck may be mailed.

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If an employee is terminated involuntarily, the final paycheck will be available at the time of discharge.

The employee's final paycheck will include payment for all wages due and for unused vacation time, minus authorized deductions. Sick time and PSL are not compensable and will not be paid upon separation of employment.

VII. REQUESTS FOR REFERENCES

Requests for employment references or verifications of employment should be directed to the ~~Human Resources Department~~Human Resources Office.

POLICY 7060 LAYOFFS AND FURLOUGHS

PURPOSE: To establish a fair and consistent procedure for determining and notifying employees of pending layoffs or furloughs.

POLICY: It is the policy of Fresno EOC to recognize that layoffs or furloughs may become necessary due to (1) job elimination, (2) lack of work, (3) reorganization, (4) consolidation, or (5) when funds are withdrawn or reduced, resulting in the phasing out of positions or programs or (6) budget constraints.

REFERENCE: Worker Adjustment and Retraining Notification Act (WARN Act) (U.S.C. § 2101-2109 et seq.), Consolidated Omnibus Budget Reconciliation Act of 1985

PROCEDURES:

I. LAYOFFS

A. Factors Used to Determine Order of Layoffs: If a layoff is determined to be necessary, the Director shall consult the ~~Human Resources Department~~ Human Resources Office to develop a layoff plan to be approved by the responsible Officer. This plan shall include the anticipated number and classifications of employees to be laid off and a plan for conducting an orderly layoff plan to minimize adverse effects on the employees to be laid off. Once the scope of the layoff is determined, employees will generally be laid off in the following order:

1. Temporary and on-call employees;
2. Introductory employees;
3. Regular Part-Time employees; and
4. Full-Time employees

Fresno EOC reserves the right to deviate from this order whenever it concludes that circumstances warrant such a deviation.

Within each of the classifications noted above, employees shall be selected for layoff based on a combination of factors, including, but not limited to: the ability to perform the work required, past performance, qualifications, attendance, punctuality, and length of service with the Agency and the program.

B. Interview Priority: An employee who has successfully completed their introductory period and who is ~~identified~~ selected for layoff may apply for any open position for which they are qualified. An application must be submitted no later than ninety (90) days after the date of layoff (see Policy 1090, Recruitment, Selection, and Employment). Affected employees who meet the qualifications for the open positions will be automatically considered a finalist, will be entitled to an interview and will be required to go through the selection process along with other candidates.

C. Separation Process: see Policy 7050, Separation of Employment, sections IV - VI.

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II. FURLOUGHS

A. Fresno EOC may initiate and approve furlough leaves of absence. Furlough reasons include but are not limited to when financial conditions and make it necessary for the Agency to do so when the program temporarily stops operations.

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-A furlough is a temporary period of leave, that places affected employees on a reduced schedule or a leave of absence/non-paid status for a limited and specific period of time. Employee furloughs are subject to the following:

- The employee remains employed with the Agency and maintains their hire/rehire date (see Policy 1070 Employment Classifications).
- ~~The employee may choose to use any accrued vacation or sick time available during this period. If an employee will be on a temporary furlough leave of absence that extends beyond the current payroll period the furlough is scheduled to begin, the employee will be paid all accrued vacation along with the final paycheck on the date of the furlough. Further, the employee may be eligible for unemployment insurance benefits.~~
- The Agency shall continue to pay the full employee share of health premiums for those employees and dependents who are enrolled, during the furlough period and the employee shall continue to be eligible for such benefits, not to exceed four months. The employee can remit the monthly insurance premium amount while on furlough or upon returning to work, the premiums shall be reimbursed by payroll deductions. If the furlough leave extends beyond four months, employees will receive notification to elect to continue coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA).

Furlough leave provisions do not apply to employees on worker's compensation leave due to an industrial illness or injury.

POLICY 7070 – SEVERANCE PAY

PURPOSE: The purpose of this policy is to outline discretionary severance pay benefits that may be implemented at the discretion of Fresno EOC.

POLICY: This policy, when implemented at the discretion of Fresno EOC, applies to all exempt and non-exempt, full-time and part-time employees. Part-time employees may receive severance pay on a pro-rated basis in accordance with their scheduled hours. Severance pay benefits are also subject to program restrictions and funding.

PROCEDURES:

In the event of an involuntary termination due to a reduction in force/downsizing, change in program or agency direction, job elimination, or as otherwise deemed appropriate by Fresno EOC, the Agency may provide a severance benefit for the affected employees. This does not apply to terminations for cause, refusal to be reassigned, or refusal to be relocated.

A. SEVERANCE PRACTICE: An issuance of severance pay by Fresno EOC for a specific event does not guarantee future severance pay or the rate paid for previous or future similar events.

B. SEVERANCE RATES: Criteria for the rate of severance pay are:

- ~~1). Non-exempt staff and non-supervisory exempt: severance pay equivalent to two weeks' pay.~~
- ~~2). Exempt management staff: severance pay equivalent to one month's pay.~~
- ~~3). Exempt director staff: severance pay equivalent to two months' pay.~~
- ~~4). Officers: severance pay equivalent to three months' pay.~~
- ~~5). Chief Officers: severance pay equivalent to four months' pay.~~

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BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Human Resources
Consent Agenda Item #: 7_7	Director: N/A
Subject: Job Description Update	Officer: Brian Angus

Recommended Action

The Human Resources/Pension Committee recommends approval to remove all Diversity, Equity, and Inclusion (DEI) related verbiage from all agency job descriptions in compliance with the recent Executive Order signed by the President.

Background

This item was presented during the April 7, 2025, Human Resources/Pension Committee meeting.

This item was previously presented at the March 17, 2025, Board meeting, where Board Members provided feedback to incorporate for future consideration. The board requested the following considerations:

- Use of alternative language in place of “diversity” that better reflects the agency’s values and mission.

In alignment with Fresno EOC’s values and mission, we will adopt the phrase, “Fresno EOC is reflective of the communities it serves” as our preferred language. This better represents our agency’s commitment to inclusivity and our ongoing efforts to serve all communities with equity and respect.

In accordance with the Executive Order issued by the President on January 20, 2025, the agency must ensure all job descriptions align with the new federal directives. As part of this compliance measure, all references to DEI-related language will be removed from agency job descriptions while maintaining the agency’s commitment to fair and inclusive hiring practices in accordance with applicable laws.

Fiscal Impact

There is no anticipated fiscal impact associated with this action.

Conclusion

If approved by the Board, staff will proceed with updating all job descriptions to remove DEI-related language, ensuring full compliance with the Executive Order. If not approved, the agency will be out of compliance with the Executive Order, which could impact funding.



Job Title:	Account Clerk III	
Alignment:	Account Clerk III	
Program:	Head Start 0 to 5	
Reports To:	Finance Manager	
FLSA Status:	Non-Exempt	
Grade:	Yya/Agency Table Grade 5	
Job Code:	04342	NewRevised: 04/07/20259/5/2023

SUPERVISORY RESPONSIBILITIES

None

SUMMARY

Responsible for computing, recording and verifying data used in maintaining accounting records for the Head Start 0 to 5 Program under the direction of the Finance Manager.

DUTIES AND RESPONSIBILITIES

Reads, compiles, sorts and inputs financial information and documentation needed by the Head Start 0 to 5 Program.

Works with spreadsheet software and computerized accounting systems (ex: Financial Edge, Excel Spreadsheets import and export) and similar application apps. Uses Microsoft Office software to enter and merge data from documents and forms to various databases and spreadsheets.

Prepares reports of data entry and reviews for accuracy. Reports to include in-kind, project coding and ensure compliance.

Reviews and corrects all fiscal-related errors on Head Start 0 to 5 financial documents.

Accurately reviews, processes, files and maintains records related to Head Start 0 to 5 staff mileage, reimbursements and Save Mart receipts.

Assist in monitoring all Head Start 0 to 5 fiscal activity-budget items/accounts, accounts payable systems, contracts, parent involvement funds, etc. within COUPA.

Assists in maintaining purchase order system consistent with agency accounting procedures. Ensures that all invoices for Head Start 0 to 5 are processed timely and all discrepancies researched and corrected within COUPA.

Assists in researching accounts for proper payments, changes and statements; adjusting accounts and balancing, resolving or reconciling discrepancies between payments, receipts or accounts.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

Adheres to the American with Disabilities Act (ADA-2010) which prohibits discriminatory actions toward children and/or adult with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Fresno EOC Job Description

Account Clerk III (04342), Head Start 0 to 5

~~Actively encourages and embraces diversity. Fresno EOC is reflective of the communities it serves.~~

Maintains strict compliance with universal precautions.

Maintains confidentiality of records and information on Head Start 0 to 5 staff, children and families.

Travels for agency business using reliable transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully; an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

High School Diploma or GED.

EXPERIENCE:

Three (3) years of account clerk related experience required.

OTHER REQUIREMENTS:

Proficient in Microsoft Office Suites and related business software.

Operate a ten key calculator to perform mathematical operations.

Effective presentation, written and verbal communication skills.

Maintain a valid California driver's license, reliable transportation and adequate auto insurance as required by State law. Proof of insurance will be required.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Completion of Preventative Health & Safety Training along with the Childcare Center Application Orientation Part II: Operations & Record Keeping required.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Fresno EOC Job Description

Account Clerk III (04342), Head Start 0 to 5

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1st through December 1st. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physical declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.
3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Former Head Start 0 to 5 parents preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a general office environment, while performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.

Program Approval: _____ Date: _____	ID #: _____	Human Resources: _____ Date: _____	ID #: _____

For Head Start Use Only
Revised and approved by CWPC Personnel Committee /CWPC
[9/5/23][3/4/25]

(ACCOUNT CLERK III 2025) rev eg 2/24/25 ~ JOB DESCRIPTIONS (CWPC APPROVED 2025) ~



Job Title: Building Maintenance/Repairs Specialist
Program: Head Start 0 to 5
Reports To: Support Services Manager
FLSA Status: Non-Exempt
Grade: BE
Job Code: 04277

New/Revised: ~~04/07/2025~~11/4/21

SUPERVISORY RESPONSIBILITIES

None.

Limits of Authority:

Able to implement with little supervision the standards mandated by Head Start Program Performance Standards.

SUMMARY

Assists the Support Services Manager in the implementation of the daily activities and services to support the Head Start 0 to 5 centers/satellite offices operation, especially in the areas of maintenance & repairs per the Head Start Program Performance Standards, philosophy and mission.

Assist in achieving the agency's vision, "For Those We Serve," by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Electrical

1. Reads blueprints, diagrams, and related manufacturer's specifications.
2. Repairs and/or installs outlets, switches, minor electrical repairs, air conditioner/heating system, lights and electrical appliances.

Plumbing and Repair

1. Installs restroom equipment, sinks, water fountains, faucets, evaporative coolers, sprinkler heads, etc.

Skilled in finish carpentry

1. Builds or rebuilds simple items, i.e. building eaves, window replacements, cupboard hinges/shelves; trim molding, and refinishing of furniture.

Paint, Concrete and Masonry

1. Matches colors, repaints existing painted surfaces, and applies new paint as needed.
2. Cuts to fit and installs dry wall, do tape and texture finish work.
3. Mix and pours cement, repairs existing concrete.
4. Repairs or replaces floor or sink tile.
5. Paints rails & playground equipment at all Head Start 0 to 5 facilities as determined by quarterly facilities assessments.

Fresno EOC Job Description

Building Maintenance/Repairs Specialist (04277), Head Start 0 to 5

Roof

1. Makes non-structural minor roofing repairs.

Fire Protection

1. Maintains fire detection systems and fire extinguishers to state requirements.

Warehouse

1. Maintains in a clean and orderly fashion the contracted space for Head Start 0 to 5 at the Fresno EOC HS Warehouse.

General

1. Maintains and repairs building fixtures, fences equipment including, but not limited to: locks, windows, doors, door closures, screens, blinds, gutters, drains and such furniture items as casters on chairs, drawers, file cabinets, etc.
2. Maintains current inventory of commonly-used hardware items and building materials.
3. Responds to maintenance requests at Head Start 0 to 5 sites.
4. Uses company vehicle and assorted equipment/tools to effectively perform duties. Ensures security and safety of all equipment.
5. Ensures all work includes proper clean-up and disposal of debris.
6. Drives company vehicle during regular and on call working hours.
7. Responds to emergency break-in and breakdowns, and assesses need for repairs.
8. Assists in set-up of new facilities per Community Care Licensing requirements.
9. Attends meetings, trainings and in-services as required.
10. Performs landscaping duties as needed.
11. Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

~~Actively encourages and embraces diversity.~~ Fresno EOC is reflective of the communities it serves.

Adheres to the American With Disabilities Act (ADA-2010) which prohibits discriminatory actions toward children and/or adult with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Maintains strict compliance with universal health precautions including home visits, group socializations, and when administering first aid.

Maintains confidentiality of records and information on Head Start 0 to 5 staff, children and families.

Travels to all Head Start 0 to 5 centers/sites.

Travels for agency business using reliable transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

Fresno EOC Job Description

Building Maintenance/Repairs Specialist (04277), Head Start 0 to 5

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

High school graduate or GED.

Associate's Degree in Construction Management or related field.

Or

Certification from an accredited trade school required. (i.e: HVAC II or III, Sheet Metal)

Or

Five (5) years' related work experience in HVAC, Plumbing, Electrical, Remodeling will be accepted in lieu of Degree/Certification. Must complete a two (2) year HVAC or Electrical certification course within three (3) years of date of hire, required.

EXPERIENCE:

Three (3) years' work experience in the repair and maintenance of building, electrical, plumbing and mechanical equipment required.

OTHER REQUIREMENTS:

Proficient in Microsoft Office Suite and related business software.

Willing to work non-traditional hours and days to meet the needs of this position.

Ability to work well with preschool children/families, ~~and diverse population, and with~~ contracted service providers and representatives of collaborating agencies.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles. Proof of insurance will be required.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1 through December 1. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physician declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.

Fresno EOC Job Description

Building Maintenance/Repairs Specialist (04277), Head Start 0 to 5

3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Former Head Start 0 to 5 parents referred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.

Program Approval: _____ Date: _____	ID #: _____	Human Resources: _____ Date: _____	ID #: _____

For Head Start Use Only
Revised and approved by CWPC Personnel Committee /CWPC
[8/14/03] [3/25/09] [11/10/10][11/1/13;11/20/13] [8/14/14;8/20/14] [4/6/17; 4/19/17] [6/19/19] [3/4/25]



Job Title: Center Director I – V
Program: Head Start
Reports To: Early Childhood Education (ECE) Specialist
FLSA Status: Non-Exempt
Grade: BA
Job Code: 04266, 04267, 04269, 04270, 04273 **Revised:** ~~2/19/2020~~ 04/07/2025

SUPERVISORY RESPONSIBILITIES

Teachers (Teacher Assistants, Bus Drivers, Custodians, Food Services Assistants and Disabilities Assistants indirectly).

Limits of Authority:

Able to implement with little supervision the standards mandated by Head Start Program Performance Standards and Community Care Licensing.

SUMMARY

Overall responsibility for the operation of a Head Start center with six or more classes at a site that provides transportation services. Responsible for the coordination of entire center operations in accordance with Community Care Licensing and per Head Start Program Performance Standards, philosophy and mission.

Assist in achieving the agency's vision, "For Those We Serve," by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Adult Supervision Responsibilities:

Directly supervises and evaluates teachers and supervises the evaluations of teacher assistants.

Conducts training and provides guidance/feedback to classroom staff relative to education service goals, objectives and operation.

Reviews teachers' files and reports weekly to ensure that they are accurate and up-to-date.

Reviews teachers' posted Weekly Activity Plans for developmental appropriateness and for compliance with the Fresno EOC Head Start curriculums.

Coordinates and monitors nutrition compliance and activities at the center.

Reviews and approves assigned staff's time records/reports.

Administrative Responsibilities:

Regularly communicates and collaborates with Supervisor/ECE Specialist to ensure the delivery of quality services to children, families and the community.

Serves as a Bus Monitor as needed.

Fresno EOC Job Description

Center Director I – V (04266, 04267, 04269, 04270, 04273), Head Start

Coordinates work schedules with center staff to ensure that the office is staffed during the hours the center is officially open.

Coordinates the scheduling of site activities involving all Head Start program service areas including trainings, meetings, orientation etc.

Coordinates education staff's activities including staff meetings, scheduling work hours and assigning job tasks.

Ensures that classes are staffed to meet the necessary staff/child ratio mandated by Community Care Licensing and Head Start Program Performance Standards.

Coordinates with ECE Specialist in overseeing the implementation of the Head Start curriculum and training of teaching staff.

Organizes and maintains accurate records and appropriate files as mandated by Community Care Licensing and the Head Start program (reviews and maintains required Community Care Licensing personnel files).

Submits reports and evaluations as required in a timely manner.

Promotes parent engagement by attending parent and LPC meetings to share information and provide resources when appropriate.

Promotes parent/family engagement in various program activities, such as volunteering in the classroom, family/child home activities, attending program workshops and meetings, etc.

Coordinates with the Family/Community Services staff in setting up personnel, budget, and other parent committees.

Responsible for maintaining a safe environment and for center security (LIC 610, evacuation/disaster drills, lockdowns, etc.).

Develops transportation routes, schedules, bus stops and maintains compliance with all rules and regulations governing the transportation of children in collaboration with Consolidated Transportation Service Agency (CTSA) and assigned bus driver.

Coordinates preparation and monitoring of site budget.

Orders and maintains adequate classroom, nutrition and maintenance supplies.

Attends and participates in Teacher/Center Director meetings, site meetings, case conferences, parent LPC meetings, and other meetings as required.

Schedules and conducts monthly education staff meetings and center safety meetings.

Adheres to the American With Disabilities Act (ADA-1992) which prohibits discriminatory actions towards children and/or adult with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Maintains confidentiality of records and information on Early Head Start/Head Start staff, children and families.

Fresno EOC Job Description

Center Director I – V (04266, 04267, 04269, 04270, 04273), Head Start

Classroom Support Responsibilities

Serves and substitutes in classrooms as needed to maintain required ratios, supervision, health and safety, etc.

Ensures that the center has a safe and healthy environment for children.

Monitors and observes classroom on a routine basis and provides written reports and guidance/feedback as required.

CENTER DIRECTOR I:

Is responsible for Two (2) classes of 17-20 children per classroom.

Two (2) six (6) hour classes, two (2) Full Day/Full Year OR One (1) Full Day/Full Year and one (1) six (6) hour class.

CENTER DIRECTOR II:

Is responsible for Three (3) classes of 17-20 children per classroom.

Three (3) six (6) hour classes, two (2) three in a half (3.5) hour classes and One (1) six (6) hour class OR Two (2) six (6) hour classes and one (1) Three in a half (3.5) class.

CENTER DIRECTOR III:

Is responsible for Four (4) to Five (5) classes of 17-20 children per classroom.

Four (4) three in a half (3.5) hour classes, four (4) six (6) hour classes, Three (3) three in a half (3.5) classes and one (1) six (6) hour class.

- Any combination of four (4) to five (5) classes consisting of six (6) hour classes, three in a half (3.5) hour classes seven in a half (7.5) hour classes and Full Day/Full Year classes

CENTER DIRECTOR IV:

Is responsible for six (6) to seven (7) classes of 17-20 children per classroom.

- Any combination of six (6) to seven (7) classes consisting of six (6) hour classes, three in a half (3.5) hour classes, seven in a half (7.5) hour classes and Full Day/Full Year classes

CENTER DIRECTOR V:

Is responsible for nine (9) to twelve (12) classes of 17-20 children per classroom.

- Any combination of nine (9) to twelve (12) classes consisting of six (6) hour classes, three in a half (3.5) classes, seven in a half (7.5) hour classes and Full Day/Full Year classes.

Other Responsibilities

Attends and participates in conferences, meetings and trainings, as required.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

~~Actively encourages and embraces diversity. Fresno EOC is reflective of the communities it serves.~~

Maintains strict compliance with universal precautions and when administering first aid.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintains confidentiality of records and information on Early Head Start/Head Start staff, children and families.

Travels for agency business using personal transportation.

Fresno EOC Job Description

Center Director I – V (04266, 04267, 04269, 04270, 04273), Head Start

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

High school diploma or GED.

Bachelor's Degree in Child Development/Early Childhood Education or related field. Must include a minimum of 24 units in CD/ECE, 6 administration units and 2 adult supervision units.

EXPERIENCE:**CENTER DIRECTOR I:**

Thirty-six (36) working months experience equivalent to that gained as a Fresno EOC Head Start Center Director I.

Thirty-six (36) working month's adult supervisory experience.

CENTER DIRECTOR II:

Forty-eight (48) working months experience equivalent to that gained as a Fresno EOC Head Start or Center Director I.

Forty-eight (48) working month's adult supervisory experience.

CENTER DIRECTOR III:

Sixty (60) working months experience equivalent to that gained as a Fresno EOC Head Start Center Director I.

Sixty (60) working month's adult supervisory experience.

CENTER DIRECTOR IV AND V:

Seventy-two (72) working months experience equivalent to that gained as a Fresno EOC Head Start Center Director I.

Seventy-two (72) working month's adult supervisory experience.

OTHER QUALIFICATIONS:

California Community Care Licensing Regulations

Proficient in Microsoft Office Suites and related business software (i.e. MS Office, Word, Excel etc.) and database software as needed. Ability to accurately type 40 words per minute.

Bilingual English/Spanish or other secondary language preferred based on the needs of the clients and the program.

Fresno EOC Job Description

Center Director I – V (04266, 04267, 04269, 04270, 04273), Head Start

Effective presentation, written and verbal communication skills.

Ability to work well with preschool children/families, ~~and diverse population, and with~~ contracted service providers and representatives of collaborating agencies.

CPR and First Aid Certified.

Maintain a valid California driver's license, reliable transportation and adequate auto insurance as required by State law. Proof of insurance will be required.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Attend and pass the Family Development Credentialing Program within 18 months of employment.

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1st through December 1st. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physical declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.
3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Former Early Head Start/Head Start parents preferred.

Employment in Head Start 0 to 5 is contingent upon approval of the County-Wide Policy Council (CWPC).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Fresno EOC Job Description

Center Director I – V (04266, 04267, 04269, 04270, 04273), Head Start

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: *The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

Program Approval: _____ Date: _____	ID #: _____	Human Resources: _____ Date: _____	ID #: _____

For Head Start Use Only
Revised and approved by CWPC Personnel Committee/CPWC
[9/10/14;9/17/14] [7/15/16;7/20/16][2/19/20] [3/4/25]

(CENTER DIRECTOR I-III, IV 2025) rev eg 02/24/25

~JOB DESCRIPTION (APPROVED BY CWPC 2025)~



Job Title: Communications Specialist II
Job Alignment: Coordinator II
Program: Head Start 0 to 5
Reports To: Head Start Director/Marketing and Communications Director
FLSA Status: Non-Exempt
Grade: 10
Job Code: 04258

NewRevised: ~~7/2/24~~04/07/2025

SUPERVISORY RESPONSIBILITIES

None.

SUMMARY

Under the general direction of the Head Start Director and Marketing and Communications Director, coordinates planning, development, and implementation of communications and community relations activities to support Fresno EOC Head Start 0 to 5 program. This includes developing and executing strategic social media and digital initiatives, including creating awareness campaigns and integrating media into the overall outreach strategies. This position focuses on written content creation.

Assist in the fulfillment of the Agency's vision, "A strong Fresno County where people have resources to shape their future free from poverty."

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Coordinates planning, development, and implementation of marketing and public relations activities to support Fresno EOC Head Start 0 to 5 families and children. This includes developing and executing strategic social media and digital initiatives, including creating marketing campaigns and integrating media into the program's overall marketing and outreach strategies.

Works with all Head Start 0 to 5 service area managers and in conjunction with the Head Start Director and Marketing and Communications Director to develop, assess and coordinate strategic, creative concepts and marketing plans that effectively increase the Head Start 0 to 5 Program's public image in a cost-effective and innovative manner.

Advises and supports Head Start 0 to 5 service area managers related to marketing and promotional needs.

Provides education and outreach support in a strategic and planned manner, including community presentations or meetings.

Assists Service Area Managers with identifying and pursuing innovative communication and marketing opportunities.

Responsible for communicating all marketing campaigns and media relations to Head Start Director and Marketing and Communications Director to assure all campaigns, media relations and communications meet Fresno EOC guidelines.

Organizes, coordinates and oversees the marketing activities for the Head Start 0 to 5 Program. Develops public relations and marketing concepts to help enhance Head Start 0 to 5 Program's internal and external

Fresno EOC Job Description

Communications Specialist II (04258), Head Start 0 to 5

communication efforts in accordance with Fresno EOC and Head Start Program Performance Standards directives.

Oversees and coordinates all outreach activities and functions performed, including direct supervision, strategizing, planning, development and implementation of outreach & fundraising activities to increase Head Start 0 to 5 participation rates, and secure alternate funding sources.

Seeks out compelling program stories through photos, words and video, creates public relations materials that effectively describes, promotes and enhances programs internal and external communication efforts to raise community awareness of the Head Start 0 to 5 program services.

Creates professional outreach and marketing materials including but not limited to: television and radio scripts, media advisories, annual required public service announcements, brochures, fact sheets, printed advertisements, newsletters and presentations.

Writes press releases, editorials, articles, web content, social media posts and email blasts and obtains approval for dissemination of information from Head Start Director and Marketing and Communications Director.

Increases outreach opportunities by researching, soliciting and visiting with media outlets.

Captures dynamic images that tell the stories of our programs and clients.

Develops impactful video content for social media, TV advertisements and funder needs.

Develops digital and print content for all communications needs.

Regularly posts relevant content on all designated social media outlets and tracks corresponding metrics.

Represents the Program and Agency at outreach activities and media events with the goal of increasing positive awareness of Head Start 0 to 5 Program Services.

Responds to public inquiries in a timely and effective manner.

Available in media/public relations crises as needed to make recommendations as to course of action.

Provides event coordination and outreach assistance.

Ensures proper branding identity throughout all communications and materials.

Assists in the development and implementation of special events and promotional activities.

Proofreads and revises communications as needed.

Participates in and spearheads special projects as assigned.

Collaborates with Fresno EOC, Head Start staff and outside agencies on assigned projects with strict deadlines and goals.

Makes recommendations to Head Start Director and Marketing and Communications Director to address any concerns with ongoing projects or communication pieces.

Establishes community connections that can help push forward program initiatives.

Fresno EOC Job Description

Communications Specialist II (04258), Head Start 0 to 5

Creates engaging, informational, presentations to be utilized by the programs as needed.

Translates communication materials into secondary language such as Spanish to serve client needs as required.

Participates in and leads presentations, orientations, meetings, conference calls, as directed.

Works with staff to use the intranet to increase internal communications, including event calendaring.

Works with program staff to write and acquire content for the web site, communicating with staff to edit/approve content.

Represents Fresno EOC Head Start 0 to 5 in a positive and professional manner at all times.

Ensures confidentiality of participants, clients, programs, employees, co-workers, the agency and other related information.

Complies with all agency, state, and federal policies, procedures, protocols, and regulations.

Actively engages in staff meetings.

Analyzes data and prepares reports on the effectiveness of promotional materials and efforts.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

Travels on short notice for assignments between work locations within Agency service area and occasionally travels outside of Fresno County to attend meetings, conferences, participate in workshops, and conduct presentations.

Tracks projects and time spent.

~~Actively encourages and embraces diversity. Fresno EOC is reflective of the communities it serves.~~

Adheres to the American with Disabilities Act (ADA-2010) which prohibits discriminatory actions toward children and/or adult with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Maintains strict compliance with universal precautions.

Maintains confidentiality of records and information on Head Start 0 to 5 staff, children and families.

Travels for agency business using personal transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

Fresno EOC Job Description

Communications Specialist II (04258), Head Start 0 to 5

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor's degree in Mass Communication, Journalism, Marketing, Graphic/Web Design, related field, from an accredited college or university required. Additional work experience may substitute required education on a year-by-year basis.

EXPERIENCE:

Three (3) years of related journalism, marketing, communications, outreach, event planning, coordinating and managing projects in a fast paced, deadline-driven environment with limited supervision experience required.

Six (6) months professional social media (Facebook, Instagram) experience required.

One (1) Year of experience working with Fresno EOC Head Start 0 to 5 or other non-profit organization preferred.

OTHER QUALIFICATIONS:

Proficient in Microsoft Office Suite and related business software. Adobe Creative Suite knowledge preferred.

Ability to connect with, convince and elicit action from an audience.

Ability to multitask and prioritize workload.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures.

Bilingual in English and Spanish strongly preferred based on the needs of the clients and the agency.

Effective presentation and verbal communication skills.

Must possess strong written communication skills.

Self-starter, able to identify and complete projects to specifications on time and with limited supervision.

Ability to work and interact with populations to develop and maintain supportive, respectful, and empowering relationships with families, co-workers, and the community.

Proven record of helping others and making a positive impact in our community.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles. Proof of insurance will be required.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Fresno EOC Job Description

Communications Specialist II (04258), Head Start 0 to 5

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1st through December 1st. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physical declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.
3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Former Head Start 0 to 5 parents preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.

Program Approval: _____	ID #: _____	Human Resources: _____	ID #: _____
Date: _____		Date: _____	

Fresno EOC Job Description

Communications Specialist II (04258), Head Start 0 to 5

For Head Start Use Only
Revised and approved by CWPC Personnel Committee/CWPC
[7/2/24] <u>[3/4/25]</u>

(COMMUNICATION SPECIALIST II (~~NEW~~ 20242025) rev eg 7/2/2402/24/25 ~JOB DESCRIPTIONS (APPROVED BY CWPC 20242025)) ~



Job Title: Braided Funding Coordinator
Program: Head Start 0 to 5
Reports To: Education Director
FLSA Status: Exempt
Grade: TBD
Job Code: 04348

Revised: 04/07/2025~~2/4/2025~~

SUPERVISORY RESPONSIBILITIES

Supervises California State Preschool Program (CSPP)/General Child Care Development (CCTR) Family Support Assistants

SUMMARY

Assists in the overall management, planning, organization, and implementation of all CSPP/ CCTR Head Start services. Assists in reviewing, compiling data and a variety of administrative duties. This position works closely with Education staff to ensure quality assurance and compliance with CSPP/CCTR and HS services.

Assist in the fulfillment of the Agency's vision, "A strong Fresno County where people have resources to shape their future free from poverty."

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Assists in establishing and licensing centers in accordance with Head Start Program Performance Standards and Community Care Licensing Regulations.

Reviews and analyzes directives, reports and records related to the operation and delivery of services.

Evaluates practices and procedures as part of continued improvement plan and ongoing effort.

Responsible for attending orientation, in-service trainings, educational programs, conferences and workshops as assigned and/or required.

Collaborates with Early Childhood Education (ECE) Specialists in maintaining compliance with Head Start Program Performance Standards, State Licensing Regulations and State Preschool Regulations by monitoring, evaluating and submitting required documentation specific to CSPP, CCTR and Head Start

Supervises and provides input into purchasing of equipment and materials for sites.

Maintains an accurate and up-to-date record keeping system as deemed necessary for meeting program objectives for CSPP, CCTR and Head Start.

Prepares and submits accurate reports as required, such as Monthly Information Systems (MIS) reports, Fiscal reports specific to CSPP, CCTR Head Start.

Provides training and orientation of new staff as it pertains to CSPP and CCTR.

Fresno EOC Job Description

Braided Funding Coordinator, Head Start 0 to 5

Plans, conducts and participates in scheduled in-service training concerned with child development and early childhood education to improve teaching skills and increase knowledge of child growth and development.

Monitors CSPP/CCTR classrooms on a periodic basis to make observations and provides help and direction in the areas of curriculum, classroom organization, guidance, discipline and use of materials and equipment.

Participates in program planning/coordination with other Service Areas.

Develops yearly Education Plans incorporating recommendations from local Parent Education Committee.

Evaluates, develops and revises educational curriculum and forms periodically as required for CSPP/CCTR.

Travels to assigned Head Start 0 to 5 centers to communicate, monitor and visit each site periodically using a reliable vehicle.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

Adheres to the American with Disabilities Act (ADA-2010) which prohibits discriminatory actions toward children and/or adult with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

~~Actively encourages and embraces diversity. Fresno EOC is reflective of the communities it serves.~~

Maintains strict compliance with universal precautions.

Maintains confidentiality of records and information on Head Start 0 to 5 staff, children and families.

Travels for agency business using reliable transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor's degree in Early Childhood Education, Child Development or a related field required.

Program Director Permit from the State of California Credential Department, required.

Fresno EOC Job Description

Braided Funding Coordinator, Head Start 0 to 5

EXPERIENCE:

Five (5) increasingly responsible experience working in Child Development or Child Care programs required.

Three (3) years direct supervisory experience required.

Two (2) years of budget development and/or fiscal management experience, required.

Experience working with Community Care Licensing, California State Preschool Program, Head Start Performance Standards and California Child Development Permit required.

OTHER QUALIFICATIONS:

California Community Care Licensing Regulations CSPP/CCTR Contracts.

Proficient in Microsoft Office Suites and related business software.

Effective presentation, written and verbal communication skills.

Bilingual in English and Spanish or other secondary language preferred based on the needs of the clients and the program.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

Proof of insurance will be required.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Completion of Preventative Health & Safety Training along with the Childcare Center Application Orientation Part II: Operations & Record Keeping required.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1st through December 1st. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physical declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.
3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Former Head Start 0 to 5 parents preferred.

Fresno EOC Job Description

Braided Funding Coordinator, Head Start 0 to 5

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.

Program Approval:	ID #: _____	Human Resources:	ID #: _____
Date:		Date:	

For Head Start Use Only
Revised and approved by CWPC Personnel Committee/CWPC
[10/11/24] [2/4/25] [3/4/25]

(CSPP BRAIDED FUNDING COORDINATOR 2025) rev eg 2/24/25

~ JOB DESCRIPTIONS (CWPC APPROVED 2025) ~



Job Title: Custodian
Program: Head Start
Reports To: Teacher Director/Center Director
FLSA Status: Non-Exempt
Grade: G
Job Code: 04121

Revised: ~~9/18/2019~~04/07/2025

SUPERVISORY RESPONSIBILITIES

None.

Limits of Authority:

Able to implement, with little supervision, the standards mandated by Head Start Program Performance Standards and Community Care Licensing per Head Start Program Performance Standards, philosophy and mission.

SUMMARY

The Custodian has overall responsibility for the daily cleaning of a Head Start center.

Assist in achieving the agency's vision, "For Those We Serve," by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Daily Cleaning:

- A. Empties, cleans and sanitizes trashcans. Replace liners.
- B. Sweeps and mops floors in classrooms, office areas, bathrooms, entryways and kitchens (where applicable).
- C. Spot cleans and vacuums all carpets daily.
- D. Refills dispensers (soap, paper towels, toilet paper, toilet covers, etc.)
- E. Spot cleans walls to remove food, smudge marks, etc.
- F. Sweeps walkways.
- G. Picks up trash and debris on grounds.
- H. Cleans and sanitizes sinks and toilets in both staff and children's bathrooms daily.
- I. Cleans classroom and children's bathrooms between A.M. and P.M. classes.

Monthly Cleaning:

- A. Cleans and dusts windows sills, ledges, counters and other hard surfaces.
- B. Removes spider webs.
- C. Takes inventory of cleaning supplies and submit order request as needed.

General Maintenance and Yard/Lawn Maintenance:

- A. Sweeps cement areas around playground equipment daily.
- B. Conducts daily safety inspection/correction of buildings and grounds.
- C. Removes weeds in a safe manner from the yard, playground, under the equipment and in the sand area at least once every week and more often as needed.
- D. Prunes small trees and shrubbery in the yard and on the playground as needed.

Fresno EOC Job Description

Custodian (04121), Head Start

- E. Waters lawn/grass/shrubbery and maintains in healthy condition in accordance with local city regulations.
- F. Performs minor maintenance of sprinklers, such as replacing heads to keep them in good working order.

Other Duties:

- A. Changes filters in heating/air conditioning units (ground units only).
- B. Replaces light bulb as needed.
- C. Performs emergency cleanups (spills, accidents, etc.)
- D. Removes debris from sand walkways, parking lots, etc. (as applicable).
- E. Washes all interior and exterior windows, as needed.
- F. Maintains storage of equipment and supplies.
- G. Sets up facility for meetings, as needed.
- H. Locks and secures premises as directed.
- I. Submits written reports and documentation as required.
- J. Strips, waxes and seals floors as directed (winter, spring breaks and summer).
- K. Make minor repairs.

Handles power tools and equipment used in waxing, stripping and yard maintenance.

~~Actively encourages and embraces diversity. Fresno EOC is reflective of the communities it serves.~~

Attends and participates in conferences, meetings and trainings, as required.

Models professionalism for staff, parents, children, clients, and community members. Promotes a collaborative environment within the service areas, program, and agency.

Adheres to the American With Disabilities Act. (ADA-2010), which prohibits discriminatory actions towards children and/or adults with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Maintains strict compliance with universal precautions in the classroom or when administering first aid.

Maintains confidentiality of records and information on Early Head Start/Head Start staff, children and families.

Travels for agency business using personal vehicle.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fresno EOC Job Description

Custodian (04121), Head Start

EDUCATION:

High School graduate or GED.

EXPERIENCE:

Two (2) years' custodial/janitorial experience required.

One (1) year experience in general maintenance preferred.

OTHER REQUIREMENTS:

Effective presentation, written and verbal communication skills.

Maintain a valid California driver's license, reliable transportation and adequate auto insurance as required by State law. Proof of insurance will be required.

Obtain a valid AB 1207 Mandated Reporter Certification prior to first day of employment.

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Physical examination and TB screening clearance and signed federal criminal record declaration are required within 7 days after employment

Immunized against influenza (flu), pertussis (whooping cough) and measles. The influenza vaccination must be obtained annually during flu season, August 1 through December 1. A person is exempt from the immunization requirements for the following circumstances:

1. The person submits a written statement from a licensed physician declaring that because of the person's physical condition or medical circumstances, the immunization is not safe.
2. The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis (whooping cough) and/or measles.
3. The person submits in writing declaration that he or she has declined the influenza (flu) vaccination. This exemption only applies to the influenza (flu) vaccine.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Former Early Head Start/Head Start parents preferred.

Employment in Head Start (0 to 5) is contingent upon approval of the County-Wide Policy Council (CWPC).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Fresno EOC Job Description
Custodian (04121), Head Start

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.

Program Approval: _____ Date: _____	ID #: _____	Human Resources: _____ Date: _____	ID #: _____

For Head Start Use Only
Revised and approved by CWPC Personnel Committee /CWPC
[7/16/98] [9/9/02] [11/10/10][9/10/14;9/17/14] [7/15/16;7/20/16][9/18/19] [3/4/25]

(CUSTODIAN 2025) rev eg 02/24/25 ~JOB DESCRIPTION (APPROVED BY CWPC 2025)~



Job Title: Coordinator
Job Alignment: Coordinator I
Program: Food Services
Reports To: Program Director
FLSA Status: Non-Exempt
Grade: 8
Job Code: 02124

New: ~~11/25/2024~~ 04/07/2025

SUMMARY

Under general supervision of the assigned supervisor, the Coordinator is responsible for providing administrative and operational support within the designated program or department. Assisting in coordinating various tasks, projects, and initiatives to ensure smooth operations and efficient workflows.

Assist in the fulfillment of the Agency's vision, "A strong Fresno County where people have resources to shape their future free from poverty."

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Oversees the coordination of administrative services across services, ensuring consistency in policies, procedures, and performance standards among staff.

Researches, plans, develops, implements, and evaluates goals, objectives, standards, forms, department policies, and procedures in accordance with program and agency standards.

Responds to inquiries from clients and agency partners.

Creates menus and temperature sheets as required for food deliveries.

Communicates food order and delivery needs to staff.

Oversees route scheduling to ensure efficiency and route coverage.

Tracks food counts into appropriate databases.

Ensures compliance with regulatory requirements related to program processes and devises strategies to meet mandated performance standards of the agency.

Designs and delivers trainings programs for program staff and supervisors, covering new procedures and responsibilities.

Leads special projects such as clients and employee focus groups and customer/employee surveys to enhance program awareness, assessment of new procedures, and report preparation.

Collaborates with program management and other agency departments to identify priorities and implement operational processes that meet the Agencies' mission and community needs.

Fresno EOC Job Description

Coordinator (02124), Food Services

~~Actively grow and enhance a culture of diversity, equity and inclusion at each site. Work with Fresno EOC's diversity and inclusion staff to establish unique and supportive initiatives to enhance the total Agency experience. Fresno EOC is reflective of the communities it serves.~~

As needed, designs support materials such as training manuals, posters and client satisfaction surveys.

Ensure confidentiality of clients and program information, including employee information.

Comply with all Agency, state, and federal policies, procedures, protocols, and regulations.

Engages actively in staff meetings and represents program in a professional manner. Communicates in a professional and effective manner; develops and maintains effective working relationships with clinic staff and others.

Maintains a friendly and professional atmosphere. Represents Fresno EOC in a positive and professional manner at all times.

Attends training and meetings pertaining to program needs or professional development.

Demonstrates outstanding customer service and maintains confidentiality at all times.

Operate office machines such as photocopiers and scanners, fax machines, multiple phone lines and voice mail systems, and personal computers.

Travels for agency business using reliable transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Proficient in Microsoft Office Suite and related business software.

Effective presentation, written and verbal communication skills.

Bilingual in English and Spanish or other secondary language preferred based on the needs of clients and the program.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

QUALIFICATIONS

Successful execution of this job necessitates satisfactory performance of each essential duty, with requirements reflecting the necessary knowledge, skills, and abilities, with a high school diploma or GED required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Associate degree or college coursework in related field is preferred.

Fresno EOC Job Description
Coordinator (02124), Food Services

Experience: One (1) year of related experience is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: *The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

Program Approval: _____	ID #: _____	Human Resources: _____	ID #: _____
Date: _____		Date: _____	



Job Title: WIC Program Director
Program: Women, Infants and Children (WIC)
Reports To: Program Officer
FLSA Status: Exempt
Grade: WE16.0
Job Code: 01161

Revised: ~~2/27/2024~~04/07/2025

SUPERVISORY RESPONSIBILITIES

Provides direct supervision of WIC Assistant Director, Marketing and Local Vendor Liaison Coordinator, Community Outreach Specialist, RD Manager-Breastfeeding Services, RD Coordinator-Nutrition Education and Training, Program Assistant, and other staff as assigned.

SUMMARY

Provides overall administration on budgetary, contractual, and personnel aspects of the WIC Program.

Assist in the fulfillment of the Agency's vision, "For Those We Serve," by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Responsible for supervising assigned staff, interns and volunteers; recruitment, performance management and other personnel processes.

Abides by, embraces and integrates established Core Values into everyday interactions within the work environment including interaction with co-workers, as well as WIC participants, as defined within the Employee Standards of Excellence.

Meets regularly with staff to ensure compliance with all policies, procedures, protocols, and regulations.

Ensures WIC Program is providing nutrition education, issuing supplemental foods, supporting breastfeeding, and making health referrals for all eligible participants.

Monitors operational details for all sites including productivity, scheduling, staffing, and quality improvement.

Oversees growth of WIC Program to meet needs of participants including development of innovative methods to provide value added services.

Reviews and make recommendations for rental agreements and subcontracts for opening of new WIC sites.

Develops Memorandums of Understanding and other agreements with community providers to expand delivery of WIC services.

Guides implementation of technology initiatives such as Videoconferencing, Autodialer, Web Information System Exchange, Doxy.me and Electronic Benefits Transfer.

Manages activities related to outreach, marketing, and public relations with the goal of optimizing WIC Program participation.

Fresno EOC Job Description

WIC Program Director (01161), Women, Infants and Children

Supervises nutrition education activities and submission of annual Nutrition Services Plan.

Directs all aspects of WIC Program contract including funding applications, procurements, invoices, amendments, allowable costs, Authority-to-Spend letters, Report of Actual Expenditures, audits, and reimbursements.

Promotes an organizational philosophy that understands, values, and supports ~~diversity and inclusion in~~ its workforce and utilizes it as a path towards greater impact in the communities the agency serves. Fresno EOC is reflective of the communities it serves.

Develops approved program budget in consultation with accounting staff and Chief Programs Officer.

Prepares program for biannual program evaluations (Program Monitor Visits) and submit corrective action plan for any required action findings.

Maintains accurate and current personnel documents on all employees including copies of state/professional certifications and required training logs.

Monitors caseload benchmarks and ensure program is meeting state-mandated caseload requirements.

Supports customer service and wellness projects.

Composes grant proposals as additional revenue sources for special projects.

Approves revisions to the Fresno EOC WIC Program Operations manual.

Completes Weekly Activity and other reports as required.

Advocates for the WIC Program through community partnerships and collaborations.

Participates in Fresno EOC leadership activities such as workgroups, agency tours, and board meetings/retreats as WIC Program representative.

Promotes breastfeeding practices in all interactions.

Ensures confidentiality of participant, program, and employee information.

Complies with all agency, state, and federal policies, procedures, protocols, and regulations.

Travels between work locations within Fresno County and occasionally travel outside of Fresno County to attend conferences, participate in workgroups, and conduct presentations.

Engages actively in staff meetings and represent program in a professional manner.

Serves as part of WIC Administrative Team to make managerial decisions and provide visionary leadership to optimize the program.

Travels for agency business using reliable transportation.

Performs other duties as assigned.

Fresno EOC Job Description

WIC Program Director (01161), Women, Infants and Children

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor's degree in dietetics or related field required. Master's degree in nutrition, business administration or public health preferred.

EXPERIENCE:

Four years of experience in a WIC Program or other public health program required.

Three years of supervisory experience required.

Three years of experience in training and development required.

Three years of experience using Microsoft Office programs and mainframe data entry software preferred

OTHER QUALIFICATIONS:

Possess and maintain credential as a Registered Dietitian/Nutritionist by the Commission on Dietetic Registration of the American Dietetic Association required.

Ability to provide outstanding customer service in everyday interactions.

Ability to communicate in a professional and effective manner.

Ability to work independently on multiple tasks.

Ability to make sensitive and complex management decisions.

Proficient in Microsoft Office Suite and related business software.

Effective presentation, written and verbal communication skills.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Fresno EOC Job Description

WIC Program Director (01161), Women, Infants and Children

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Note: *The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

Program Approval: _____ ID #: _____ Date: _____	Human Resources: _____ ID #: _____ Date: _____



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Human Resources
Consent Agenda Item #: 7_8	Director: N/A
Subject: HR Reports	Officer: Nelson Dibie

Recommended Action

The following information is provided to keep the Board apprised with a high-level overview of Human Resources activities. This report includes updates in the following key areas:

Background

This item was presented during the April 7, 2025, Human Resources/Pension Committee meeting.

Staff is presenting the Board with a summary of Human Resources activity, highlighting key trends and data points. Detailed findings are outlined in the sections below:

- **Employee Overview**
 - Active Staff
 - Employee Separations
- **Talent Acquisition**
 - New Hires
- **Benefits Enrollment**
 - Enrollment Rates
- **Safety & Workers' Compensation**
 - Reported Injuries
 - Near Misses

This report compares data from January–February 2025 to the same period in 2024. Notable highlights include:

- The total number of active staff declined by approximately 2.9% in January and 2.6% in February 2025 compared to the same months in 2024.
- Terminations and turnover rates were higher in both January and February 2025 compared to 2024.
- Reported injuries and near misses decreased in January 2025 compared to January 2024.
- Benefits enrollment rates showed a significant decline in both January and February 2025 compared to the previous year.

Fiscal Impact

Action on this agenda item will have no fiscal impact.



Conclusion

This item is for informational purposes only.

Year

2025

MonthNumber

1

-5.4% vs previous year

677

Medical Enrollments



-2.9% vs previous year

1070

Staff Count YTD



-6.7% vs previous year

699

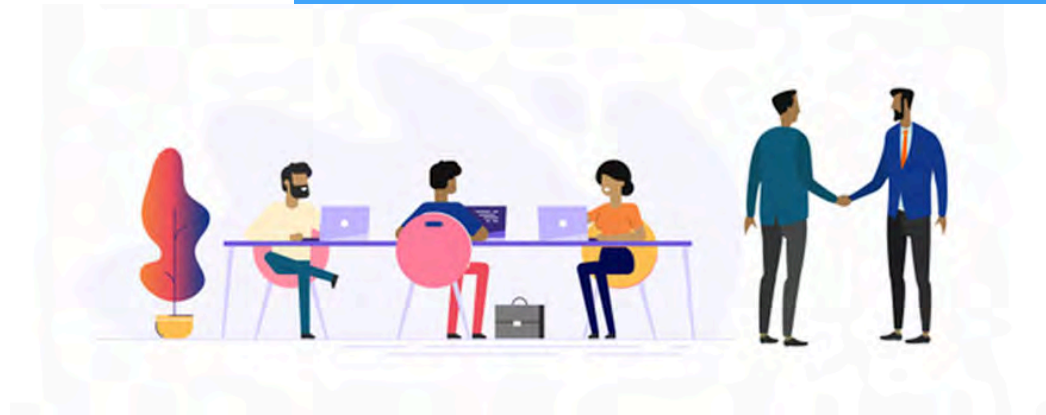
Dental Enrollment



-33.3% vs previous year

16

New Hires YTD



+33.3% vs previous year

16

Terminations YTD



Benefit Enrollment (%)

69%)

(Medical)

71%)

(Dental)

1.50%

Turnover Rate YTD

5

Injuries YTD



3

Near Miss YTD

Year

2024

MonthNumber

1

+0.8% vs previous year

716

Medical Enrollments



+5.1% vs previous year

1102

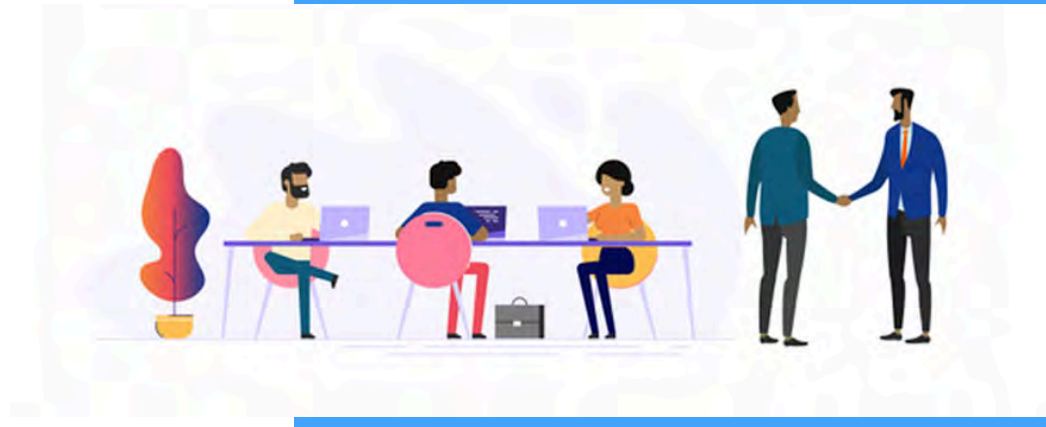
Staff Count YTD



-36.8% vs previous year

24

New Hires YTD



-47.8% vs previous year

12

Terminations YTD



1.10%

Turnover Rate YTD



8

Injuries YTD



4

Near Miss YTD



-0.5% vs previous year

749

Dental Enrollment

Benefit Enrollment (%)

79%

(Medical)

82%

(Dental)

Year

2025

MonthNumber

2

-6.1% vs previous year

677

Medical Enrollments



-2.6% vs previous year

1062

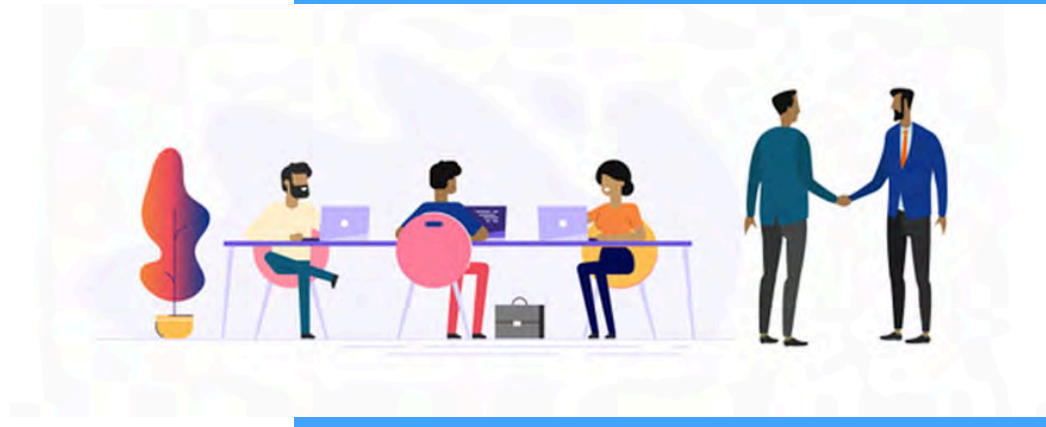
Staff Count YTD



+32.4% vs previous year

45

New Hires YTD



+55.9% vs previous year

53

Terminations YTD



4.98%

Turnover Rate YTD



-7.9% vs previous year

698

Dental Enrollment



Benefit Enrollment (%)

69%

(Medical)

71%

(Dental)

7

Injuries YTD



17

Near Miss YTD

Year

2024

MonthNumber

2

+1.8% vs previous year

721

Medical Enrollments



+3.7% vs previous year

1090

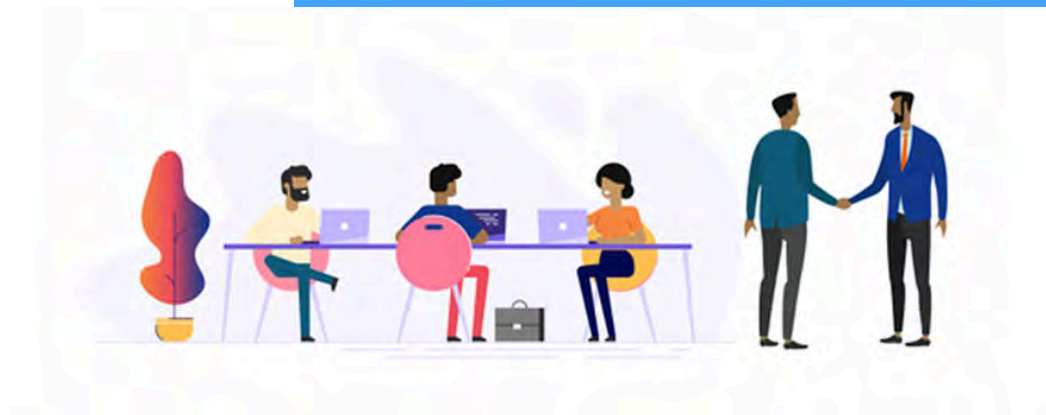
Staff Count YTD



-37.0% vs previous year

34

New Hires YTD



-10.5% vs previous year

34

Terminations YTD



3.13%

Turnover Rate YTD



14

Injuries YTD



10

Near Miss YTD



+1.1% vs previous year

758

Dental Enrollment

Benefit Enrollment (%)

82%

(Medical)

85%

(Dental)

PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: March 12, 2025

Time: 12:00 PM

Location: 1920 Mariposa Street, Suite 310 Fresno, CA 93721

MINUTES

1. CALL TO ORDER

Alena Pacheco, Chair, called the meeting to order at 12:00 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:

Alena Pacheco
Brian King
Diane Lira

Teleconference:

Jalyssa Jenkins-McGill

Absent:

Robert Pimentel

Staff:

Brian Angus
Sherry Neil
Jack Lazzarini
Nelson Dibie
Greg Streets
Ana Medina
Jane Thomas
Julio Romero
Patrick Turner
Misty Gattie-Blanco
Elisa Sgambellone

Thomas Dulin
Jon Escobar
Princess Kosinski
Andy Arredondo
Gilda Arreguin
Latisha Conway
Angela Riofrio
Augie Quiroz
Stephanie Buelna
Elionora Vivanco

3. 2025 PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING SCHEDULE

Committee Chair Pacheco provided an overview of the proposed 2025 Program Planning and Evaluation (PP&E) Committee Meeting schedule. The Committee has motioned for the PP&E Committee meeting to meet on the third Wednesday of the month at 12 noon.

Public Comments: None heard.

Motion by: Lira **Second by:** Pacheco

Ayes: All in favor

Nays: None

4. PROGRAM PLANNING AND EVALUATION COMMITTEE CHARTER

Brian Angus, Interim Chief Executive Officer, provided an overview of the redline recommendation changes to the PP&E Committee charter. Angus stated he would revisit the charter and make necessary changes once the agency is back on track.

Public Comments: None heard.

Motion by: Pacheco **Second by:** King

Ayes: All in favor

Nays: None

5. CALIFORNIA ADVANCING AND INNOVATING MEDI-CAL (CaIAIM) INITIATIVES

Jane Thomas, Health Services Director, provided a detailed overview of entering into multiple contracts with Anthem Blue Cross and CalViva, as well as submitting a Providing Access and Transforming (PATH) Capacity and Infrastructure Transition, Expansion, and Development (CITED) grant application in the amount of \$1,852,741 to become a CaIAIM provider. Thomas stated this grant is a collaboration with Sanctuary Support Services and Food Services.

Thomas, Misty Gattie-Blanco, Sanctuary Director, and Jon Escobar, Food Services Director, provided a presentation of the goals and impact of the potential contracts to provide Community Health Worker (CHW), Community Supports (CS), Enhanced Care Management (ECM) services and PATH CITED, to enhance health outcomes, improve service delivery, and expand access to care for our communities.

Chair Pacheco, inquired for clarification to understand what is being asked for the Board to approve at the next Board Meeting. Brian Angus, Interim Chief Executive Officer, stated the Board is approving the post to ensure we are meeting grants deadlines. Ana Medina, Program Planning & Development Director, stated the Program Director is asking for the Board to approve CHW, CS, and ECM to become a provider and negotiate the rates with the health plans, and to submit the PATH CITED grant.

Chair Pacheco and the Commission, inquired about the possibility of adding a description of “Other Cost” to the budget and updating the staff reports for the full board consideration. Angus stated, moving forward a footnote will be added with a description for “Other Cost” on the budget.

The Committee and staff engaged in further discussion and recommended this item move forward as presented.

Public Comments: None heard.

Motion by: Pacheco **Second by:** King

Ayes: All in favor

Nays: None

6. CONTINUATION APPLICATIONS

Thomas, provided a brief overview of the following two continuation applications to allow Health Services to continue operating the CA PREP and I&E Program in addition to the FUSD Comprehensive Sexual Health Education Program.

1. California Personal Responsibility Education Program (CA Prep) and Information & Education (I&E) Program
2. FUSD Comprehensive Sexual Health Education Program

Chair Pacheco asked when renewing these contracts, we do it because it's good for the agency's financials. Thomas stated yes, these contracts are great services to provide for the community and bring profit to the agency.

Public Comments: None heard.

Motion by: Lira **Second by:** Pacheco

Ayes: All in favor

Nays: None

7. ENERGY SERVICES: EQUITABLE BUILDING DECARBONIZATION DIRECT INSTALL PROGRAM – CENTRAL REGION

Latisha Conway, Weatherization Director, provided an overview of the subaward agreement in the amount of \$565,676 with the Center for Sustainable Energy and California Energy Commission.

Chair Pacheco inquired if we are required to advertise in the central area of town or does it depend on the zip code. Conway stated is based on the disadvantaged community in the Fresno County area.

Public Comments: None heard.

Motion by: King **Second by:** Lira

Ayes: All in favor

Nays: None

8. ADVANCE PEACE COMPREHENSIVE MONITORING VISIT

Patrick Turner, Training & Employment Services Director, provided an overview of the 2024 State of California Bureau of State and Community Corrections onsite monitoring visit. Turner stated the monitoring visit demonstrated that the agency is in compliance with federal and state laws with no findings and that the agency met the requirements and is eligible to apply for the California Violence Intervention and Prevention (CalVIP) Cohort 5 grant.

Chair Pacheco asked if the state discussed any issues or questions regarding the process with Dr. Alfonzo Tucker's contract. Turner stated no issues or questions from the state.

Public Comments: None heard.

No action required.

9. ADVANCE PEACE CALIFORNIA VIOLENCE INTERVENTION AND PREVENTION GRANT PROGRAM - COHORT 5

Turner, stated Advance Peace intends to submit a Non-binding Letter of Intent and apply for the CalVIP Cohort 5 grant in an amount up to \$5,000,000 for a three-year period. If funded, these funds will transform lives and build healthier, safer, and more equitable communities.

Angus, stated holding monthly Committee meetings helps keep the Board informed of upcoming grants, as this information item will be brought back to the committee for approval or ratification in the next few months.

Public Comments: None heard.

No action required.

10. 2024 CSBG MONITORING REPORT UPDATE

Andy Arredondo, Evaluation Director, provided an overview of the 2025 Community Services Block Grant onsite monitoring visit. Arredondo stated the monitoring report C-24-015 had one finding about untimely contract execution and deliverable submission but that the findings have been resolved and closed.

Chair Pacheco asked when the 2025 CSBG grant was submitted. Arredondo responded that the full Board approved the 2025 CSBG grant at the January 13, 2025, Board meeting and was submitted by January 17, 2025.

Public Comments: None heard.

No action required.

11. 2026 -2027 COMMUNITY ACTION PLAN PROCESS

Arredondo, provided an overview on the Community Action Plan and timeline, to be in compliance with the State of California Department of Community Services and Development.

Public Comments: None heard.

No action required.

12. GRANT TRACKER

Ana Medina, Program Planning & Development Director, provided an update on the Grant Tracker for the month of January 27, 2025.

Public Comments: None heard.

No action required.

13. PUBLIC COMMENTS

Misty Gattie-Blanco, Sanctuary Director, shared with the Commission the National Safe Place taking place the week of March 16-22, 2025, and provided a flyer with additional details.

Chair Pacheco, inquired about an update on the article about Head Start 0 to 5 closing in rural areas due to under-enrollment. Angus stated that under-enrollment is a California state issue with serving 3 and 4 year olds due to competing with schools.

Commissioner Lira, stated we need to take into consideration that some of the schools are not built to meet the high demand of housing these children.

Angus inquired about the possibility of the Fresno County Superintended Dr. Michele Cantwell-Copher leading a meeting between Fresno EOC and Golden Plain Unified School District. Commissioner Lira invited Angus to attend the Fresno County Board of Education meeting for further discussion.

Public Comments: None heard.

No action required.

14. ADJOURNMENT

The meeting adjourned at 1:10 p.m.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Local Conservation Corps
Consent Agenda Item #: 7_10	Director: Shawn Riggins
Subject: Local Conservation Corps CalRecycle RCL 40 Grant	Officer: Sherry Neil

Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Local Conservation Corps (LCC) CalRecycle RCL 40 grant application to CalRecycle in the amount of \$2,282,789 over a 24-year project period from July 1, 2025, to June 30, 2027.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

This grant will continue CalRecycle's efforts to include all 14 California Local Certified Community Conservation Corps in the collection and education activities of four (4) material types: CRV Beverage Containers, Used Oil, Used Tires, and E-waste. LCC maintains partnerships with the cities and counties of Fresno and Madera by collaborating on used tire and e-waste Amnesty days. LCC will collect CRV beverage containers from schools, bars/restaurants and special events. LCC will also visit used oil Certified Collection Centers throughout the county to ensure state mandated signage is posted and accurate, in addition to collecting e-waste from businesses and residential homes. LCC continues to operate a Buyback/Recycling Center in the rural community of Friant, which redeems bottles and cans from the public for cash and accepts used tires and e-waste, in addition to exploring a potential second buyback site.

Per state statute, the CalRecycle grant is the program that enables youth serving programs to be considered an official "Corps" and provides funding for various LCC staff. The Buyback component helps provide funding for many corps needs, not usually included in grant budgets.

The short- and long-term goals for this project include providing opportunities for local residents to help divert recyclable materials from local landfills, while also providing vocational training opportunities for young adults, ages 18-26.

The grant application is due on April 17, 2025.

Fiscal Impact

This funding will support 30 corpsmember positions, seven (7) Crew Supervisors, a Program Assistant, an Outreach and Recruitment staff member, a Transitional Support Advisor (TSA) and a Program Manager as well as provide partial funding for additional LCC staff members, including the LCC Director, LCC Assistant Director, LCC Operations, Administration Manager, and a Facilities and Safety Coordinator. No match required.

Fresno EOC Local Conservation Corps 07/01/2025 - 06/30/2026 \$2,282,789			
CalRecycle RCL 40		GRANT	
PROJECT SALARIES	FTE	AMOUNT	
LCC Director	0.30	\$	34,947
LCC Assistant Director	0.25	\$	26,969
LCC Admin/Operation Manager	0.40	\$	31,976
LCC CalRecycle Program Manager	1.00	\$	66,755
LCC Case Manager	0.25	\$	19,624
LCC Transitional Student Advisor	1.00	\$	52,211
LCC CalRecycling Coordinator	1.00	\$	58,031
LCC Facilities/Safety Coordinator	0.30	\$	18,932
LCC Outreach/Recruitment	1.00	\$	45,026
LCC Program Assitant III	1.00	\$	41,926
Program Assitant II	1.00	\$	36,076
CalRecycling Supervisors	7.00	\$	253,760
FRINGE BENEFITS		\$	291,750
TOTAL PROJECT SALARIES		\$	977,983
PROGRAM EXPENSES			
PROJECT STAFF TRAVEL		\$	14,050
EQUIPMENT		\$	57,400
SUPPLIES		\$	38,761
CONTRACTUAL & CONSULTANT SERVICES		\$	30,000
OTHER COSTS*		\$	443,790
PARTICIPANT COSTS**		\$	507,634
INDIRECT COSTS		\$	213,171
TOTAL BUDGET		\$	2,282,789

* Other Costs Vehicles- Gas & fule, Insurance, Maintenance, etc. (\$93,000); Uniform (\$30,000); Outreach/Advertising (\$30,000); Telephone, Internet, mobile stipend (\$18,480); General liablity, Property Excess, Cyber Insurance (\$39,750); CALCC Membership Due (\$10,000); State Annual CalRecycle Audit Report (\$5,000); Utilities - PG & E, Water sewer (\$51,000); Security Services (\$99,600); Lease Rent - Buy back center (\$14,160); and Facilities Maintenance (\$52,800)

**Participiant Costs (31) Corpsmembers- wages (\$423,162); and (31) Corpsmembers- Taxes (\$84,472)



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Women, Infants & Children
Consent Agenda Item #: 7_11	Director: Annette Thornton
Subject: WIC Funding Award	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the Women, Infants and Children (WIC) funding award to the California Department of Public Health (CDPH) in the amount of \$23,493,890 over a three-year term from October 1, 2025, to September 30, 2028.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

On March 5, 2025, Fresno EOC WIC received a funding award letter from CDPH WIC Division for Federal Fiscal Year (FFY) 2026 – 2028. Funding description and yearly amounts are listed in the table below.

Description of Funding	FFY 2026 (Year 1)	FFY 2027 (Year 2)	FFY 2028 (Year 3)	Total Funding FFY 2026-2028
Nutrition Services and Administration (NSA) Base	\$7,309,940	\$7,309,940	\$7,309,940	\$21,929,820
NSA Special Project	\$50,652	\$46,486	\$46,486	\$143,624
Farmers Market Nutrition Program (FMNP)	\$1,150	\$1,150	\$1,150	\$3450
Breastfeeding Peer Counseling (BFPC) Program	\$472,332	\$472,332	\$472,332	\$1,416,996
Annual Funding	\$7,834,074	\$7,829,908	\$7,829,908	\$23,493,890

NSA Base Funding is determined by caseload assignment, which is 28,600 participants. This is an increase of 280 participants compared to our current assignment. Funds are used for operational costs to serve WIC participants, including personnel and indirect costs.



NSA Special Project Funding covers expenses for Local Vendor Liaison job duties and one-time funds for two employees serving on State WIC Committees during FFY 2026.

FMNP funds are for administrative costs to distribute farmers market benefits.

BFPC funds cover the personnel costs of Breastfeeding Peer Counselors.

The signed contract was submitted to CDPH WIC on April 11, 2025.

Fiscal Impact

Fresno EOC will receive the full WIC allocation for FFY 2026–2028, ensuring that low-income families in Fresno County continue to have access to essential supplemental nutrition. The proposed budget reflects a \$21,423 increase over FFY 2025.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Program Planning & Development
Consent Agenda Item #: 7_12	Director: Ana Medina
Subject: Funding Proposals for Amounts Under \$150,000	Officer: Brian Angus

Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the following grant application totaling less than \$150,000.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

	Name	Funder	Amount	Program
A.	Anthem 2025 Food Insecurity Grants	Anthem Blue Cross	\$10,000	Food Services - Food Distribution Program

Funding will support current agency initiatives to combat food insecurity such as purchasing food, equipment to prepare food, capital costs, and staffing cost to prepare and deliver food.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Program Planning & Development
Consent Agenda Item #: 7_13	Director: Ana Medina
Subject: Funding Proposals for Amounts Under \$150,000	Officer: Brian Angus

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the following grant applications, each totaling less than \$150,000.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

	Name	Funder	Amount	Program
A.	Charitable Grant Application for the Wipfli Foundation - 2025	Wipfli Foundation	\$25,000	Food Services – Food Distribution Program
Funding supports social services and education initiatives in locations where Wipfli operates.				
B.	Kaiser Permanente Food & Nutrition Security Grant	Kaiser Permanente	\$25,000	Food Services – Food Distribution Program
Funding to support strengthening current Food Distribution services.				
C.	Fansler Foundation	Fansler Foundation	\$50,000	Sanctuary & Support Services - Homeless Services
Funding will benefit developmentally challenged or socioeconomically disadvantaged children (ages 0 to 18) in the Fresno, Kings, Tulare, Merced, Madera, or Mariposa Counties.				
D.	Basic Needs and Income Creation - RFP	Bank of America Charitable Foundation	\$40,000	Training and Employment
Funding will provide support for the Internship Program for students ages 17 to 26 with a high school diploma or equivalent.				



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Sanctuary and Support Services
Consent Agenda Item #: 7_14	Director: Misty Gattie-Blanco
Subject: Fresno County Human Trafficking Support Services Grant	Officer: Sherry Neil

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Human Trafficking Support Services grant application to the County of Fresno in the amount of \$1,250,000 over a five-year project period from July 1, 2025, to June 30, 2030.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

Since 2009, Fresno EOC has been running the Central Valley Against Human Trafficking (CVAHT) program, providing support to over 2,100 survivors of human trafficking, including more than 500 minors.

The County of Fresno is seeking an organization interested in forming a close partnership with the Fresno County Department of Social Services (DSS) Child Welfare Services Division. This collaborative program aims to support up to 100 at-risk youth and 50 identified victims of human trafficking each year within Fresno County. Additionally, the program will offer specialized training on human trafficking to DSS personnel.

The grant application was submitted on April 9, 2025.

Fiscal Impact

This funding will be used to provide comprehensive services, covering personnel expenses, operational and supportive service costs, as well as indirect costs.

Sanctuary and Support Services - CVAHT 7/1/25 - 6/30/30 \$1,250,000			
	Fresno County Human Trafficking Supportive Services		GRANT
PROJECT SALARIES		FTE	AMOUNT
	Anti-Human Trafficking Case Manager/Advocate	1.00	\$ 268,379
	Human Trafficking Coordinator	1.00	\$ 315,414
	FRINGE BENEFITS		\$ 311,118
TOTAL PROJECT SALARIES			\$ 894,911
PROGRAM EXPENSES			
	PROJECT STAFF TRAVEL		\$ 12,600
	EQUIPMENT		\$ 4,000
	SUPPLIES		\$ 15,000
	CONTRACTUAL & CONSULTANT SERVICES		\$ -
	OTHER COSTS*		\$ 75,760
	PARTICIPANT COSTS**		\$ 131,004
INDIRECT COSTS			\$ 116,725
TOTAL BUDGET			\$ 1,250,000
*Other Costs	Office Rent (\$58,800); Leased Copier (\$3,000); Insurance (\$3,600); Staff Clearance (\$360); Facilitator Training (\$1,000); and Telecommunication (\$9,000)		
** Participant Costs	Survivor Stipends (\$9,000); Managed Flex Account (\$75,000); and Program/Client Supplies (\$47,004)		



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Sanctuary and Support Services
Consent Agenda Item #: 7_15	Director: Misty Gattie-Blanco
Subject: Housing and Homelessness Incentive Program	Officer: Sherry Neil

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to enter into a contract agreement with CalViva and Health Net and approval to enter into a contract agreement with Kaiser Permanente for the Housing and Homelessness Incentive Program (HHIP) in the amount of \$305,948 over a 24-month project period from July 1, 2025, to June 30, 2027.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

HHIP is an incentive program that aims to improve health outcomes and access to whole care services by addressing housing insecurity and instability as a social determinant of health for Medi-Cal members. The goals of HHIP are to:

1. Reduce and prevent homelessness; and,
2. Ensure that Medi-Cal Managed Care Plans (MCPs) develop the necessary capacity and partnerships to connect their members to needed housing services.

As a long-standing member of the Fresno Madera Continuum of Care (FMCoC) and primary youth serving provider, Fresno EOC will use these funds to support one Lived Experience Liaison to work directly with Lived Experience experts and develop and assist with a Youth Action Board. Funds will also be used to directly support the experts and youth with stipends.

Fiscal Impact

This funding will support personnel and stipends for Lived Experience experts. Cal Viva and Health Net together will fund \$206,890 and Kaiser Permanente will fund \$99,058.

The Kaiser Permanente contract is currently pending. It has been incorporated into the following budget, as all Managed Care Plans (MCPs) funding is accounted for within the budgets of the CalViva and Health Net contract.

Sanctuary and Support Services 7/1/25 - 6/30/27 \$305,948			
Housing and Homelessness Incentive Program			GRANT
PROJECT SALARIES		FTE	AMOUNT
Lived Experience Liaison		1.00	\$ 106,745
	0	0.00	\$ -
FRINGE BENEFITS			\$ 45,484
TOTAL PROJECT SALARIES			\$ 152,229
PROGRAM EXPENSES			
PROJECT STAFF TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL & CONSULTANT SERVICES			\$ -
OTHER COSTS*			\$ 1,650
PARTICIPANT COSTS**			\$ 136,220
INDIRECT COSTS			\$ 15,849
TOTAL BUDGET			\$ 305,948
*Other Costs	Cell Phone Stipend (\$1,050) and Liability Insurance (\$600)		
**Participant Costs	(12 participants) \$25/hour stipends incentivize attendance to meetings, workgroups, and orientation; covers cost for transportation, childcare, food, internet/technology access		



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Food Services
Consent Agenda Item #: 7_16	Director: Jon Escobar
Subject: Chick-fil-A True Inspiration Awards	Officer: Jack Lazzarini

Recommended Action

The information presented below is intended to keep the Board apprised of the Chick-fil-A True Inspiration Awards Grant Program.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

The Chick-fil-A True Inspiration Awards is an annual grant program that supports nonprofit organizations in the United States, Canada, the United Kingdom, and Singapore across five categories: Caring for People, Caring through Food, Caring for Communities and Caring for our Planet, which supports organizations nominated by local Chick-fil-A Operators. The program recognizes organizations that align with Chick-fil-A's corporate social responsibility mission to uplift youth and underserved communities.

Food Services intends to apply under the "Caring through Food" category for initiatives aimed at combating hunger and food insecurity among children and their families. This funding opportunity aligns with two of the agency's six strategic focus areas: health and wellness and food insecurity. The funding will enable Food Services to enhance ongoing community-based rapid response initiatives to effectively address food insecurity in Fresno County.

The grant application is due on May 1, 2025.

Fiscal Impact

Food Services seeks funding to enhance the Free and Healthy Meals for Kids program by replacing the non-operational green Mobile Food Bus. This will help maintain food access for rural and urban children during school breaks. We are requesting a total of \$200,000 for a one-year project period from January 1, 2026, to December 31, 2026. No match is required.

Conclusion

The Chick-fil-A True Inspiration Awards present a valuable opportunity for Food Services to secure essential funding aimed at addressing the critical issue of hunger and food insecurity among children and their families in Fresno County.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Training and Employment
Consent Agenda Item #: 7_17	Director: Patrick Turner
Subject: Urban East Youth Services Monitoring	Officer: Sherry Neil

Recommended Action

The information presented below is intended to keep the Board apprised of the Fresno Regional Workforce Development Board (FRWDB) program monitoring visit.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

On March 31, 2025, the FRWDB issued a final determination letter to Fresno EOC regarding Program Year (PY) 2024-2025 Urban East Youth Services, Agreement Number 310-301. This letter served to communicate that three of eight files submitted and reviewed by the FRWDB monitoring department did not have sufficient documentation resulting in repayment of unbillable costs to the FRWDB in the amount of \$5,830.19.

The FRWDB monitoring team reviewed all of our responses and corrective action plan for each of the other minor findings and found it acceptable to close all of them. An additional 80 eligibility files were reviewed for program year 2024-25 and zero files were found to be ineligible.

Fiscal Impact

Fresno EOC sent a payment of \$5,830.19 to FRWDB on March 14, 2025, in settlement of the disallowed costs, paid by non-federal funds. The initial funds were used to pay the wages of program participants, who were entering the workforce for the first time through the work experience program. However, since the FRWDB determined these youth ineligible, Fresno EOC was required to reimburse those wages.

Conclusion

In response to the programmatic monitoring findings and eligibility issues, program managers have been retraining all workforce staff, implementing controls to ensure component compliance. We are confident that our corrective action plan is addressing the issues at hand, and we anticipate being in full compliance by the next monitoring cycle in November 2025.

March 31, 2025

Brian T. Angus
Intermin CEO
1920 Mariposa Street, Suite 300
Fresno, CA 93721

Re: Final Determination
Program Monitoring Review
Program Year 2024-2025
Agreement Number: 310-301
Urban East Youth Services

Chair
Edgar Blunt

First Vice Chair
Stephen Avila

Second Vice Chair
Alisha Morgan

Board Members
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Wyatt Meadows
Terry Metters, Jr.
Scott Miller
Dennis Montalbano
Joe Olivares
Chuck Riojas
Vasili Sotiropoulos
Sandra Vicente
Lydia Zabrycki
Chris Zeitz

Executive Director
Blake Konczal

Dear Mr. Angus:

This letter is to inform you of the results of the Fresno Regional Workforce Development Board's (FRWDB's) review of Fresno Economic Opportunities Commission (FEOC's) agreement for the program period of July 1, 2024, to the present.

Our determination is based on the information provided in FEOC's response dated March 14, 2025, to our Initial Determination Letter dated February 27, 2025.

MINOR FINDINGS:

1. Non-Adherence to Operational Directive (OD) #09-17, Revision F, Measurable Skill Gain (This is a repeat finding from Program Year (PY) 23-24)

Six (6) or 15% of the 40 files were missing or had incorrect documentation to show a participant is making progress. In some cases, the Measurable Skill Gain was not recorded in CalJOBS.

Agency Response:

FEOC concurs with this finding. The timeframe between the approval of our corrective action plan and the implementation of our training and the next monitoring review was only four months. Given our workload, including maintaining current enrollments and activities, staff prioritized new files while also reviewing existing files for corrections. With exited files and current files, there are a large number of files to review. Due to these constraints, we were unable to fully review and correct all files before the monitoring resumed.

Further, during this period, our program experienced staff transitions, including the loss of our Program Coordinator and the hiring of a new Quality Assurance Analyst - both key roles responsible for file reviews.

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While training was conducted in July and monitoring resumed in November, corrections to older files remain ongoing.

Agency Corrective Action Plan:

To address this issue, FEOC conducted a comprehensive staff training on 07/29/24, enhanced its internal monitoring process, and developed a reporting tool for tracking challenges. Following the implementation of these measures, staff were instructed to adhere to the updated procedures.

FEOC remains committed to ensuring compliance and improving documentation practices to prevent future findings. We will continue to implement our enhanced processes to strengthen oversight, ensure accurate reporting, and support staff in maintaining compliance moving forward.

FRWDB Final Determination:

FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

2. Non-Adherence to OD #14-21, Youth Job Ready Preparation Process

Four (4) or ten percent (10%) of the 40 files did not become ready within the appropriate timeframe. In some cases, participant files were missing waivers.

Agency Response:

FEOC concurs with this finding. To address the issue, FEOC has implemented a new procedure to ensure participants complete the job-ready preparation process within the appropriate timeframe.

Agency Corrective Action Plan:

Our Quality Assurance (QA) Team has developed a tracking sheet that records the completion date of WorkKeys for each participant, along with an estimated deadline for completing the job - ready preparation process. This tracking tool will be reviewed weekly during staff meetings to ensure timely follow-ups and compliance. Additionally, the QA Team and Project Coordinator will conduct monthly reviews to monitor progress and address any discrepancies.

FEOC remains committed to maintain compliance and improving our tracking and monitoring processes to prevent future occurrences.

FRWDB Final Determination:

FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

3. Non-Adherence to OD #05-21, WIOA Young Adult Services Digital Eligibility Process

Three (3) or eight percent (8%) of the 40 files did not provide detailed case notes of documents that were deleted from CalJOBS.

Agency Response:

FEOC concurs with this finding. Staff no longer have the ability to delete documents due to restrictions set by CalJOBS administration. However, during the exit interview, staff met with Program Monitor and received clarification on the level of detail required in case notes when documents are removed. The three (3) files identified have been corrected.

Agency Corrective Action Plan:

Moving forward staff will continue reviewing and updating existing files where deletions occurred to ensure that all necessary documentation is properly recorded. FEOC remains committed to maintaining compliance and improving documentation accuracy.

FRWDB Final Determination:

FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

FINDINGS:

1. Non-Adherence to OD #03-16, Revision O, Young Adult Services Codes (This is a repeat from PY 23-24)

Nineteen (19) or 48% of the 40 files did not open service codes for various service activities.

Agency Response:

FEOC concurs with this finding. Our team initially misinterpreted OD #03 - 16 regarding the use of service codes 433, believing it served as an umbrella code for mock interviews and checklists and only needed to be opened once. Upon further review, FEOC identified this issue on 12/10/24, and made necessary process changes.

Agency Corrective Action Plan:

Prior to the exit interview, staff received direction to address this concern, and they continue to case note previous occurrences where the code was not opened.

FRWDB Final Determination:

FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

2. Non-Adherence to OD #13-15, WIOA Youth Program Flow (In School Youth 14-21 and Out of School Youth 16-18) and OD #11-17 WIOA Youth Program Flow (Out of School 18-24) (This is a repeat from PY 23-24)

Twenty-four (24) or 60% of the 40 files are not proceeding through the program flow efficiently. Service codes 413, 434 and 435 are being used frequently to keep the participants in the program.

Agency Response:

FEOC concurs with this finding. To address this issue, FEOC conducted a training on 07/25/24, and implemented new processes to ensure participants move through the program as intended.

Agency Corrective Action Plan:

Since the training, staff have been consistently reviewing older files to identify participants who should be exited. Nine (9) participants were already slated for closure and have since been exited. The remainder will be exited by the next quarter.

Additionally, FEOC is actively tracking the total number of participants exited since 07/25/24 to monitor progress and ensure compliance. We have exited a total of 92 files through the program year from which a large number have been participants that were inactive.

FRWDB Final Determination:

FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

3. Non-Adherence to OD #03-15, Revision C, Fresno County Title I Eligibility Technical Assistance Guide (TAG) (This is a repeat from PY 23-24)

Of the initial eight (8) files listed in the chart below, FEOC provided documentation for all eight (8) files. Of these, three (3) did not have sufficient documentation. Below are the results showing the unbillable cost amount of \$5,830.19.

STATE ID	DOCUMENTS ACCEPTED	REASON	AMOUNT OF DISALLOWED COSTS
1005517150	No	Insufficient documentation	\$0
1005748593	Yes	Accepted	\$0
1005835681	Yes	Accepted	\$0
1005441971	No	Insufficient documentation	\$2,373.47
1005890304	Yes	Accepted	\$0
1005837495	No	Insufficient documentation	\$3,456.72
1004983870	Yes	Accepted	\$0
1005122488	Yes	Accepted	\$0
8 FILES		TOTAL AMOUNT:	\$5,830.19

Agency Response:

FEOC concurs with this finding. The three (3) eligibility determinations that resulted in disallowed costs were created by former staff who are no longer with the organization and utilized the previous incorrect process. Previous eligibility findings have been closed, and new processes have been implemented to prevent future occurrences.

Agency Corrective Action Plan:

To strengthen compliance, FEOC had conducted eligibility training for new staff and established a Quality Assurance team to review eligibility files and ensure adherence to program requirements. Additionally, the Program Monitor stated that she conducted a review of 80 additional files, on top of the original 40 that were pulled, all of which were processed under our new procedures. The review confirmed that no errors were found, demonstrating the effectiveness of our updated processes. We continue to strive to improve and are ensuring that files are brought up to standard.

FRWDB Final Determination:

FRWDB received the check on March 14, 2025, in settlement of the disallowed costs. In addition, FRWDB has reviewed your response and corrective action plan and find it acceptable to close this finding.

Brian T. Angus
March 31, 2025
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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions pertaining to this matter, please contact Rebecca Moncivais, FRWDB Monitoring Manager at rmoncivais@workforce-connection.com

Regards,



Blake Konczal
Executive Director

bk:rg

c: Patrick Turner
Sherry Neil
Phyllis Stogbauer
Cheryl Beierschmitt
Va Xiong
FRWDB Monitoring Department



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Program Planning & Development
Consent Agenda Item #: 7_18	Director: Ana Medina
Subject: Grant Tracker	Officer: Brian Angus

Recommended Action

The information presented in the Grant Tracker is intended to keep the Committee apprised of program grant activity.

The grants highlighted on the grant tracker are updates from the Grant Tracker presented to the full Board on March 17, 2025.

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

2025 AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
9/10/2024	Transit Systems	EnergIIZE EV Jump Start Year 3	EnergIIZE Commercial Vehicles (California Energy Commission)	\$750,000	Funding for commercial fleets, site owners, or others who seek to deploy charging infrastructure for Medium-Duty and Heavy-Duty (MDHD) electric vehicles (EVs).	8/5/2024	3/24/2025	\$750,000
1/24/2025	Health Services - Community Health Clinic	FUSD Comprehensive Sexual Health Education Program	Fresno Unified School District (FUSD)	\$1,152,946	Health Services provides Comprehensive Sexual Health Education, in accordance with the mandatory requirement set forth by the California Healthy Youth Act (CHYA). Health Services staff is responsible for implementing five out of the fourteen lessons from the Positive Prevention PLUS (PPP) curriculum to seventh and ninth-grade students across 18 middle schools in the fall semester and 15 high schools/specialty schools in the spring semester.	3/12/2025	3/13/2025	\$1,152,946
7/26/2024	Sanctuary and Support Services - Homeless Services	City of Fresno Homeless Youth Services	City of Fresno	\$2,134,500	Funding will support Bridge Housing to young adults.	8/5/2024	9/16/2024	\$395,332
9/12/2024	Energy Services	Equitable Building Decarbonization Direct Install Program- Central Region	Center for Sustainable Energy (CSE)	\$565,676	The Equitable Building Decarbonization Program seeks to mitigate greenhouse gas emissions by implementing energy-efficient and electrification measures in residential buildings across underserved and disadvantaged communities in Central California. Fresno EOC is a sub-contractor for the project awarded to Center for Sustainable Energy.	3/12/2025	2/15/2025	\$565,676
6/28/2024	Foster Grandparent - Senior Tech Program	CA Advanced Services Fund (CASF) Adoption Account - Digital Literacy	CA Public Utilities Commission	\$1,168,652	Funds will allow the Senior Tech Program to continue for two more years, serving approximately 2,500 seniors.	10/7/2024	1/16/2025	\$1,168,652
12/24/2024	Food Services - Food Distribution Program	Bob CareBob's Discount Furniture	Smart & Final Charitable Foundation	\$2,500	Funds will support the Food Distribution Program.	N/A	1/7/2025	\$3,500
10/21/2024	Sanctuary and Support Services - Homeless Services	Project Hearth	U.S. Department of Housing and Urban Development (HUD), Continuum of Care (CoC)	\$325,490	Funding will support tenant based rental assistance.	10/7/2024	3/19/2025	\$375,642

10/21/2024	Sanctuary and Support Services - Homeless Services	Project Phoenix	U.S. Department of Housing and Urban Development (HUD), Continuum of Care (CoC)	\$487,032	Funding will support tenant based master leasing.	10/7/2024	3/19/2025	\$565,578
10/21/2024	Sanctuary and Support Services - Homeless Services	Project Rise Expansion	U.S. Department of Housing and Urban Development (HUD), Continuum of Care (CoC)	\$682,100	Funding will support tenant based master leasing.	10/7/2024	3/19/2025	\$779,877
10/21/2024	Sanctuary and Support Services - Homeless Services	HERO Team 2 Expansion	U.S. Department of Housing and Urban Development (HUD), Continuum of Care (CoC)	\$525,000	Funding will support Coordinated Entry and supportive services.	10/7/2024	3/19/2025	\$558,816
10/21/2024	Sanctuary and Support Services - Homeless Services	Project Home	U.S. Department of Housing and Urban Development (HUD), Continuum of Care (CoC)	\$490,290	Funding will support tenant based master leasing.	10/7/2024	3/19/2025	\$542,405
5/31/2024	Agency Wide - Navigation Center & Planning	Brownfields Planning Grant Community Engagement	City of Fresno	\$29,000	Fresno EOC will conduct outreach on behalf of the City of Fresno to gain community and stakeholder support and input for addressing brownfields issues in SW Fresno.	N/A	1/16/2025	\$29,000
Total Amount Requested				\$8,313,186		Total Amount Awarded		\$6,887,424

2025 NOT AWARDED							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
2/21/2025	Energy Services	Power Saver Rewards Grant Program	CA Public Utilities Commission	\$75,000	The Power Saver Rewards Grant Program provides grants to CBO's to educate Californian's about the Power Saver Rewards program and motivate them to take action by reducing their energy use during a Flex Alert. The program enables utility customers to get a bill credit for reducing their energy use while a Flex Alert is in effect.	N/A	4/1/2025
8/20/2024	Sanctuary and Support Services - Homeless Services	Eviction Protection Grant Program FR-6800-N-79	U.S. Department of Housing and Urban Development	\$224,500	Fresno EOC is a community partner with CCLS to provide no cost legal assistance to low-income tenants at risk of or subject to eviction.	N/A	1/9/2025
11/8/2024	Health Services - Community Health Center	Ending California's Tobacco Epidemic In Every Community RFA 24-10095	California Department of Public Health	\$900,000	Tobacco prevention for a period of 36 months to accelerate momentum toward ending California's tobacco epidemic through policy, system, and environmental change strategies by increasing community engagement within populations that have been disproportionately targeted by the tobacco industry.	11/4/2025	2/4/2025
Total Amount Requested				\$1,199,500.12			

IN PROGRESS GRANTS							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
4/17/2025	Local Conservation Corps	Local Conservation Corps CalRecycle RCL 40 Grant	CalRecycle	\$2,282,789	This grant continues CalRecycle's efforts to include all 14 California Local Certified Community Conservation Corps in collection and education activities of four (4) material types: CRV Beverage Containers, Used Oil, Used Tires, and E-waste.	4/16/2025	TBD
5/1/2025	Food Services	Chick-fil-A True Inspirations Awards	Chick-fil-A	\$200,000	Programs or projects focused on addressing hunger and food insecurity facing children and their families.	4/16/2025	TBD
5/2/2025	Health Services - Community Health Center	PATH CITED Round 4	CA Department of Health Care Services (DHCS)	\$1,852,741	The PATH CITED initiative provides funding to build the capacity and infrastructure of on the ground partners, including community based organizations, hospitals, county agencies, Tribes, and others, to successfully participate in Medi-Cal system. The initiative enables the transition, expansion, and development of Enhanced Care Management (ECM) and Community Supports capacity and infrastructure.	TBD	TBD
5/30/2025	Food Services - Food Distribution Program	Anthem 2025 Food Insecurity Grants	Anthem Blue Cross	\$10,000	Funding can support current agency initiatives to combat food insecurity such as purchasing food, equipment to prepare food, capital costs, and staffing cost to prepare and deliver food.	4/16/2025	TBD
8/18/2025	Advance Peace	CalVIP - California Violence Intervention & Prevention Grant - Cohort 5	California Board of State and Community Corrections	\$2,500,000	CalVIP grants are used to support, expand and replicate evidence-based violence reduction initiatives.	5/14/2025	TBD
Total Amount Requested				\$6,845,530			

SUBMITTED GRANTS							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
4/9/2025	Sanctuary & Support Services	Fresno County DSS (Human Trafficking Support Services)	Fresno County DSS	\$750,000	Funding to provide supportive services and education of harm reduction tools to youth impacted by human trafficking, and youth at risk of human trafficking including victims of both sexual trafficking and/or labor trafficking.	4/16/2025	TBD
3/15/2025	Food Services	Charitable Grant Application for the Wipfli Foundation - 2025	Wipfli Foundation	\$25,000	Funding supports social services and education initiatives in locations where Wipfli operates.	4/16/2025	TBD

3/31/2025	Food Services	Kaiser Permanente Food & Nutrition Security Grant	Kaiser Permanente	\$25,000	Funding to support strengthening current Food Distribution services.	4/16/2025	TBD
3/31/2025	Sanctuary & Support Services - Homeless Services	Fansler Foundation	Fansler Foundation	\$50,000	Deliverables directly benefit developmentally challenged or socioeconomically disadvantaged children that are infant through eighteen years of age in the Fresno, Kings, Tulare, Merced, Madera, or Mariposa Counties.	4/16/2025	TBD
3/4/2025	Health Services - Community Health Center	California Responsibility Education Program (CA PREP) and I&E	California Department of Public Health, Maternal, Child and Adolescent Health Division (CDPH/MCAH)	\$1,875,000	CA PREP is intended to educate at-risk youth, ages 10 - 19 years and up to 21 years, for expecting or pregnant female youth in Fresno County on pregnancy prevention and sexually transmitted infections through replicating evidence-based program models which have been proven to change sexual risk-taking behavior, including delaying sexual activity, and increasing	3/12/2025	TBD
3/3/2025	Training and Employment	Basic Needs and Income Creation - RFP	Bank of America Charitable Foundation	\$40,000	Will provide funding for Internship Program for students ages 17 to 26 with a high school diploma or equivalent.	N/A	TBD
2/28/2025	Health Services - Community Health Center	Enhanced Care Management (ECM) Provider Certification Applications	CalAIM - Anthem/CalViva	TBD	Enhanced Care Management (ECM) is a statewide Medi-Cal benefit that provides person-centered, community-based management to the highest need members.	3/12/2025	TBD
2/18/2025	Agency Wide	FUSD RFQ No. 25-02 Services for Community Schools	Fresno Unified School District (FUSD)	N/A	The RFQ is to pre-qualify a pool of vendors under Fresno Unified for direct/indirect Student and Family Services and Professional Learning under four pillars: Integrated Student Supports, Expanded and Enriched Learning Opportunities, Family and Community Engagement, and Collaborative Leadership and Practices.	N/A	TBD
1/27/2025	Sanctuary & Support Services - CVAHT	Human Trafficking Victim Assistance Program	Cal OES	\$566,666	The purpose of the program is to provide comprehensive safety and supportive services to all survivors of human trafficking by enhancing access to essential direct services.	1/27/2025	TBD
1/24/2025	Sanctuary & Support Services - CVAHT	Flexible Assistance for Survivors (FA) Pilot Grant Program	Cal OES	\$250,000	Improve safety, healing, and financial stability for victim/survivors of crime and their family members through direct cash/financial assistance.	1/27/2025	TBD
1/1/2025	Agency Wide - Information Technology (IT)	CASF Broadband Adoption Account Grant-Digital Literacy	CA Public Utilities Commission	\$150,000	This grant will provide funding to provide Digital Literacy classes in rural communities, which include Mendota, Huron, Orange Cove, Sanger, San Joaquin and Parlier.	1/27/2025	TBD

12/23/2024	Health Services-Community Health Clinic	Community Supports Provider Certification Tool Application	CalAIM + Healthnet + Anthem	TBD	Application to become a Healthnet Community Supports provider offering Medically Tailored Meals (MTM), Housing Tenancy and Sustaining Services, and Housing Transition Navigation Community Supports.	2/18/2025	TBD
11/4/2024	Health Services - Tobacco Education Program	Community Outreach, Engagement, Education and/or Climate Resilience Service	City of Fresno	\$400,000	The city is interested in partnering with a diverse range of organizations on this project. The services to be performed by the subgrantee(s) include community outreach, engagement, education, and climate resilience activities designed to involve community members living and/or working in the project area.	TBD	TBD
10/2/2024	Health Services	HRSA-25-085 New Access Points Department of Health and Human Services Health Resources and Services Administration	US Department of Health and Human Services, Health Resources and Services Administration (HRSA)	\$650,000	To support new health center service delivery sites to expand affordable, accessible, and high-quality primary health care for underserved communities.	8/5/2024	11/20/2024
6/3/2024	EOC Other	ICARP Adaptation Planning Grant Program	County of Fresno	\$50,000	Fresno EOC will be a County of Fresno sub-awardee providing outreach and facilitating community input on climate resiliency needs and strategies.	N/A	TBD
2/27/2024	Training and Employment - Valley Apprenticeship Connections (VAC)	Career Skills Training	Department of Energy	\$536,626	Funding for job training to gain industry-recognized certifications in energy efficiency sector.	1/22/2024	5/20/2024
Total Amount Requested			\$5,368,292				

LETTERS OF INTENT SUBMITTED							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
1/9/2025	Sanctuary & Support Services	California Endowment Letter of Intent	California Endowment	TBD	Funding will support case management, mental health services, and educational outreach for the LGBTQ+ Resource Center.	N/A	TBD
11/20/2024	Advance Peace	CDC (RO1) Research Grants to Rigorously Evaluate Innovative and Promising Strategies to Prevent Firearm Related Violence and Injuries	CDC	\$50,000	In partnership with MPHl and UC Berkley, funding will be used to demonstrate the effectiveness of the Advance Peace strategy, using a casual research design examining the relationship between stipend reinforcements and long term behavior changes.	N/A	TBD
7/15/2024	EOC Other	BID OPPORTUNITY - Community Outreach and Education Services Master	State of California, Department of General Services Procurement	\$0	CBO specific Master Service Agreements (MSAs) for Community Outreach and Education Services.	N/A	TBD
Total Amount Requested			\$50,000				



COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
MARCH 4, 2025

CALL TO ORDER	The meeting was called to order at 6:04 p.m. by Aldo Alvarado Rebolledo, CWPC Chairperson. Mr. Alvarado Rebolledo informed the CWPC that there was a revision to the agenda, Action Item D. was added.
ROLL CALL	Roll Call was called by Adriana Cuevas, CWPC Secretary. The following Representatives were present: Aldo Alvarado Rebolledo, Adriana Cuevas, Anna Fernandez, Emily Ramirez, Viridiana Estrada Alvarado, Ashley Prendez, Laura Barnes, Juana Garcia, Cynthia Espindola, Liliana Hernandez, Jackeline Miranda, Michelle Taylor, Destiny Campos, Meagan Esqueda Bonilla, Mariana Herrera, Alma Martinez Guillen, Jacqueline Avila, Shiann Sandoval, Monica Guzman, Juana Garcia, Yajaira Medina, Maria Padilla, Amy Nuno, Maria Cervantes, Mariana Mena, Elaine Melendez, Gloria Martinez, Matilde Ocegueda, Adrianna Mendoza, Deserae Price, Rosa Hermenegildo, Gurpreet Aulak, Sarah Hernandez, Desiree Miller, Karina Padilla, Natisha Goins, Liliana Gervacio, Steven Taylor, Jimi Rodgers, Diane Lira and Earl Brown.
APPROVAL OF PREVIOUS CWPC MINUTES	<u>Motion</u> to approve February 4, 2025, CWPC Minutes and February 11, 2025, Executive Board Minutes as written and read was made by Laura Barnes and seconded by Jasmine Arreola. Motion carried.
FRESNO EOC PROGRAM REPORT – SCHOOL OF UNLIMITED LEARNING (SOUL)	Dr. Dion Varnado, Chief Academic Officer/Principal of SOUL, informed the CWPC of a variety of programs and opportunities offered at the school. SOUL has a small classroom setting of about 10 students per class. It provides personalized learning for students ages 14-22. The goal is for students to receive an education to move on to enter the workforce, military, or further their education. Advanced classes with college credit are also offered. SOUL is not a continuation or disciplinary school. It allows students to get back on track. Work study partnerships offer opportunities for students to develop work skills and volunteer at city organizations. Also, it is a comprehensive opportunity for students to receive college credits. Flyers were provided to the CWPC.
COMMUNITY REPRESENTATIVE REPORTS FOR MARCH 2025	Karina Padilla, CVRC Community Representative, announced that they will be hosting a town hall meeting on March 5, 2025, from 11am-12pm. It is a zoom meeting in which various agency representatives will speak about the services offered through CVRC, and any updates occurring at the state level. Flyers were provided at the back table.
FRESNO EOC COMMISSIONERS REPORT FOR JANUARY 2025	Jimi Rodgers, EOC Commissioner, stated the Fresno EOC Board held a special meeting on January 13, 2025, to approve the Community Service Block Grant (CSBG). Brian Angus, CEO of Fresno EOC, was present and conducted the meeting. <u>Motion</u> to approve the Fresno EOC Commissioners Report for January 2025 was made by Meagan Esqueda Bonilla and seconded by Laura Barnes. Motion carried.
MONTHLY FINANCIAL STATUS REPORTS FOR JANUARY 2025	Jackeline Miranda, CWPC Treasurer, stated staff recommends approval of Head Start and Early Head Start's Monthly Financial Status Report for January 2025. This report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of January 2025 which also includes credit card expenses for the month of January 2025 as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance. This funding will support personnel and operating expenses totaling \$47,579,061 (\$38,504,223 - Head Start; \$8,577,640 - Early Head Start), and the Non-Federal Share match is \$11,894,766 (\$9,707,012.50 - HS; \$2,187,752.75 - EHS) for the Fiscal year.

Motion to approve the Monthly Financial Status Reports for January 2025 was made by Mariana Mena and seconded by Sara Hernandez. Motion carried.

IN-KIND MONTHLY STATUS
REPORT FOR JANUARY
2025

Jennifer Tillman, Finance Manager, informed Representatives that staff recommends approval of the Head Start 0 to 5 Monthly In-Kind Status Report for January 2025.

The Monthly In-Kind Status Report for the month of January 2025 consists of \$280,726 Head Start. Early Head Start's In-Kind Status Report for the month of January 2025 is \$214,140. Head Start 0 to 5 Non-Federal share should be \$11,894,765.25 annually. Year to Date for Head Start and Early Head Start from January to December 2025 In-Kind is \$494,866 (\$280,726 – HS; \$214,140 – EHS). This indicates that Head Start 0 to 5 has met 4% of the \$11,894,765.25 Non-Federal share goal.

Failing to reach our In-Kind goal for the 2025 fiscal year may affect funding. However, we have the ability to request a non-federal share waiver for the unmatched funds.

AVERAGE DAILY
ATTENDANCE (ADA)
REPORTS FOR JANUARY
2025

Jackeline Miranda, CWPC Treasurer, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of January 2025 for Head Start and Early Head Start. Head Start's monthly ADA for January 2025 for Center Base was 82.46%. Head Start Home Base visits completed were 204. Early Head Start's monthly ADA for January 2025 for Center Base was 85.07%. Total Early Head Start Home Base visits completed were 796

Motion to approve the ADA Reports for January 2025 as made by Mariana Mena and seconded by Laura Barnes. Motion carried.

HEAD START 0 TO 5
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
JANUARY 2025

Michael Balderas, Interim Head Start Director, shared some of the highlights throughout the month of January. On January 6th Focus Area 2 Monitoring took place to determine if the program meets the requirements of the Head Start Program Performance Standards (HSPPS). Those monitoring viewed the programs finances, teacher interaction, and Health Screenings. Details of the findings will be shared at the next CWPC meeting.

On January 18th a Job Fair was held at Franklin Head Start. Eighteen individuals were hired on the spot with conditional job offers.

Communication Guidance from the United States Health and Human Services (HHS) Secretary encouraged employees to review the updated HSPPS on HeadStart.gov. A memorandum was sent to show Monitoring changes. The memo also speaks about updates with the Classroom Assessment Scoring System (CLASS).

Head Start and Early Head Start continues to recruit children for Center-Based and Home-Based program options.

Motion to approve the Head Start 0 to 5 PUR for the Month of January 2025 was made by Mariana Mena and seconded by Meagan Esqueda Bonilla. Motion carried.

COUNTY-WIDE POLICY
COUNCIL APPOINTMENT OF
THE NEW PERSONNEL
CHAIRPERSON 2024-2025

Olga Jalomo-Ramirez, Family/Community Services Manager, stated Deserae Price was promoted to Vice-Chairperson, which left her previous position, Personnel Committee Chairperson, vacant. According to the CWPC Bylaws, Mr. Alvarado Rebolledo as Chairperson has the authority to appoint an individual to an Executive Board position. He appointed Laura Barnes as Personnel Committee Chairperson. Ms. Jalomo-Ramirez stated as of today she will become the Personnel Committee Chairperson.

Motion to approve the CWPC Appointment of The New Personnel Chairperson 2024-2025 was made by Jasmine Arreola and seconded by Mariana Mena. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the recruitment data attached includes our recruitment efforts for the program term 2024-2025. With the approval of the Change of Scope, our total funded enrollment is 2120 for Head Start 0 to 5. As of February 20, 2025, Head Start Center Based has 1377/1590 children enrolled. Head Start Home Based has 96/100 children enrolled. Early Head Start Center Based has 71 children enrolled. Early Head Start Home Based has 263 children enrolled. This gives us a total of 1807 children for Head Start 0 to 5.

PROPOSED BUDGET
REVISION FOR AMERICAN
RESCUE PLAN ACT (ARPA)
AND CORONAVIRUS
RESPONSE AND RELIEF
SUPPLEMENTAL
APPROPRIATIONS ACT
(CRRSA) – JULY 1, 2024,
THROUGH JUNE 29, 2025

Nidia Davis, Assistant Head Start Director, stated on August 6, 2024, during the CWPC meeting, the program director presented a budget revision of the American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). At that time, we stated that we would spend funds by June 2025. The program is no longer able to purchase land in Sanger due to the landlords backing out because of a price increase. Now we are looking to repurpose the funds, and an itemized budget was provided to the CWPC to review what the program would like to spend the monies on. We are asking to repurpose the funds into supplies, bungalows and play area structures. The columns of the breakdown are split between EHS and HS. Repairs, countertops, cabinets, flooring, etc. need to be upgraded at specific centers. The money will be used to increase the aesthetics of our centers. The money must be spent by June 29, 2025.

PERSONNEL COMMITTEE
REPORT FOR JANUARY
2025

Aldo Alvarado Rebolledo, CWPC Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations, and new hires are to be presented to the CWPC monthly, as an informational item.

For the month of January 2025 there were 16 Hiring/Personnel Action Positions with 2 pending, 19 Promotions/Status Changes, 5 Resignations/Separations and 1 updated Job Description.

HEAD START 0 TO 5
CHANGE OF SCOPE

Michael Balderas, Interim Head Start Director, stated on February 10, 2025, he spoke with our Region 9 Specialist, Dow-Jane Pei, to review and discuss the recommended reductions in the Change of Scope. Ms. Pei recommended that we reinstate 36 Head Start home-based slots so that children and families in the rural areas can continue to be served. The recommended changes were presented and approved at an Emergency Executive Board meeting on February 11, 2025.

The revised Change of Scope reflects the following: reducing 290 center-based HS slots, 64 home-based HS slots, and 96 home-based EHS slots and the program is looking to increase staff salaries and improve current facilities. The total slot reduction is 450. Fresno EOC HS will serve 1,670 children.

This item was approved by the Fresno EOC Board of Commissioners on February 24, 2025. Now we are in the negotiation period with the Office of Head Start (OHS). The OHS would like the Locally Design Option (LDO) and the Change of Scope combined into one application. We will keep the CWPC updated throughout the process.

ANNOUNCEMENTS

Aldo Alvarado Rebolledo, CWPC Chairperson, made the following Announcements:

Jennifer Tillman, Finance Manager, announced that March 7th and 10th there will be a Budget Training from 8:30am-12pm. Breakfast will be served, and participants will take a deep dive into Center Budgets and indirect direct costs. Flyers were provided at the back table.

- A. March 14, 2025 – All Staff In-Service
- B. March 31, 2025 – Cesar Chavez Day Holiday – No School
- C. April 1, 2025 – Next County-Wide Policy Council Meeting will take place at 6:45 p.m. The Community Action Plan is open to the public and takes place at 5:30 p.m. in the Franklin Head Start Auditorium. The CWPC meeting will take place immediately after the Community Action Plan meeting.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Mariana Mena and seconded by Meagan Esqueda Bonilla. Motion carried.

The meeting adjourned at 7:11 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES MARCH 4, 2025 FINAL) bw 3/18/25 ~ CWPC (2024-2025 (CWPC MINUTES)) ~



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Consent Agenda Item #: 7_20	Interim Director: Michael Balderas
Subject: Program Update Report (PUR) for February 2025	Officer: Brian Angus

Recommended Action

The County-Wide Policy Council recommends acceptance of the Head Start 0 to 5 Program Update Report (PUR) for the month of February 2025.

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).

This item was presented and approved by CWPC on April 1, 2025.

The February 2025 Program Update Report is attached for review.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the full Board, the February 2025 PUR will be retained for record keeping verifying the County-Wide Policy Council and the Fresno EOC Board of Commissioners had timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. If not accepted, the Interim Head Start Director will review and make recommended changes.



**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT**

REPORT MONTH: FEBRUARY 2025

I. Head Start 0 to 5

Program Information Summary:

1. February 10, 2025 - President Lincoln's Birthday Holiday observed. All offices and sites were closed in observance.
2. February 17, 2025 - President's Day Holiday observed. All offices and sites were closed in observance.
3. February 18, 2025 - Training & Technical Assistance provided on-site to Directors and Managers for the Full Enrollment Initiative.
4. February 25, 2025 - The agency received notification of our performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other regulations.

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

On February 10, 2025, the program received notification that Fresno EOC was randomly selected to participate in an Improper Payment Review for Fiscal Year 2024 to ensure that Federal funding was expended, and associated programs were implemented, in full accordance with statutory and public policy requirements as outlined in 45 C.F.R. §75.300.

On February 19, 2025, the program received notification that the Office of Head Start (OHS) will conduct a Classroom Assessment Scoring System (CLASS) monitoring review for Fresno County Economic Opportunities Commission (09CH012031) during the week of April 7, 2025. The review dates are firm and OHS will not authorize date changes.

III. Early Head Start

Program Information Summary:

1. The program continues to recruit children and families to participate in the 24/25 program year.
2. EHS Curriculum Fidelity- February 10-12th on-site coaching was provided to staff.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 353; Monthly ADA: Center Base: 81.69%, Home Base: N/A

Wait List Total: 138

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

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 909 Lunches: 970 Snacks: 849

IV. Head Start

Program Information Summary:

1. The program continues to recruit children and families to participate in the 24/25 program year.
2. February 18th and February 20th – CPR/First Aid Certification Training took place for Head Start staff.
3. February 27, 2025 - Interim Health Services Manager conducted a Health Services training for all Family Support Assistants at College Community.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,496; Monthly ADA: Center Base 81.25%; Home Base: N/A

Wait List Total: 373

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

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,816 Lunches: 17,505 Snacks: 15,482

Submitted by:

Michael Balderas
Interim Head Start Director

Nidia Davis
Program Support Director



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Consent Agenda Item #: 7_21	Interim Director: Michael Balderas
Subject: Head Start 0 to 5 Recruitment and Enrollment Policy	Officer: Brian Angus

Recommended Action

The County-Wide Policy Council recommends approval for full Board consideration of the Head Start 0 to 5 Recruitment and Enrollment Policy.

Background

Annually, the Head Start 0 to 5 Recruitment and Enrollment Policy is reviewed and updated with the CWPC ERSEA Committee. This process affords us the opportunity to ensure that we are recruiting and accepting children most in need of Head Start 0 to 5 services. Per Performance Standard 1302.13, a program must develop and implement a recruitment process designed to reach those most in need of services. In addition, a program must include specific efforts to actively recruit children with disabilities and other vulnerable children, such as homeless children and children in foster care.

This item was presented and approved by CWPC on April 1, 2025.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the Board, this item will go into effect and utilized for the recruitment of children and families for the 2025-2026 program year. If not approved, staff will review recommendations and make changes accordingly for reconsideration of approval.



POLICY: RECRUITMENT AND ENROLLMENT POLICY Part § 1302 Subpart A

Eligible children will be enrolled in Fresno EOC Head Start 0 to 5 Program regardless of race, sex, creed, color, national origin, or disability.

I. COMMUNITY ASSESSMENT

Fresno EOC Head Start 0 to 5 uses the information from the Community Assessment in the Recruitment & Enrollment for:

- A. Determining the program options that will be implemented.
- B. Determining the recruitment areas that will be served by the grantee.
- C. Determining appropriate locations for centers and the areas to be served by the Home Base program option.
- D. Identifying family and community strengths, concerns and the support network of resources.
- E. Identifying the number of Early Child Care Providers and/or potential partners that will assist our program to meet funded enrollment levels.
- F. The Community Assessment and Selection Criteria form will be presented annually to the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee for review and/or approval proposed changes. If revisions are proposed, the revisions will be presented on a separate occasion for approval to the County-Wide Policy Council (CWPC) and the Fresno EOC Board.

II. RECRUITMENT

The goal of recruitment is to achieve 100% enrollment at both center and home based options.

- A. Although recruitment is the responsibility of all Fresno EOC Head Start 0 to 5 staff, Family Services staff, Home Based staff and Inclusion staff take the lead in recruitment efforts.
- B. Applications for enrollment in the Fresno EOC Head Start 0 to 5 Program will be accepted year-round.
- C. An active recruitment drive will be conducted by the Family/Community Services staff, Home Based staff and Inclusion staff during the months of March through July.
- D. Recruitment efforts include the following: Fresno EOC Website Online Referrals, distribution of flyers and posters to businesses, churches, health care providers, etc., door to door recruitment in target areas/neighborhoods, participation in community events, block parties, presentations at regional, community and service organizations that provide services to children and families and utilizing Public Service Announcements through media outlets.

III. ELIGIBILITY

A. Age

- 1. All applicants will be required to provide proof of a child's age by birth certificate or court document. If providing such documents creates a barrier for the family, other documents will be considered on an individual basis.
- 2. To be eligible for Early Head Start, applicants must be pregnant or have a child under 3 years of age. For Head Start, child must be at least 3 years old or turn 3 years old by September 1st

(§1302.12 (b) (2) (i)).

3. Fresno EOC Head Start 0 to 5 children in braided California State Preschool Program (CSPP) must turn 3 years old on or before September 1st to be considered for enrollment in our extended hours/braided programs.
4. Fresno EOC Head Start 0 to 5 Children in California General and Development Program (CCTR) must be two years old to be considered for enrollment.
5. Children who will be entering public school the following school year are given priority for enrollment based on selection criteria points.
6. All Fresno EOC Early Head Start children transitioning to Head Start will be given priority for enrollment based on selection criteria points.

B. Income Eligibility Requirements

1. As defined in the Head Start Program Performance Standards §1302.12 (c) pregnant women or a child is eligible if:
 - a) The family's income is equal to or below the Federal Poverty Guidelines, or,
 - b) The family is eligible or, in the absence of child care, would be potentially eligible for public assistance (Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF), or,
 - c) The child is homeless, or,
 - d) The child is in foster care.
2. Fresno EOC Head Start 0 to 5 must use new and revised income definitions as defined in the Head Start Program Performance Standards 1305. *Income* means gross income and only includes wages, business income, unemployment compensation, pension or annuity payments, gifts that exceed the threshold for taxable income, and military income (excluding special pay for a member subject to hostile fire or imminent danger under 37 U.S.C. 310 or any basic allowance for house under 37 U.S.C. 403 including housing acquired under the alternative authority under 10 U.S.C. 169 or any related provision of law). Gross income only includes sources of income provided in this definition; it does not include refundable tax credit nor any forms of public assistance.

C. Additional Allowances for Programs Over Income Eligibility Requirements

1. As defined in §1302.12 (d) (1) (2) and after outreach to ensure we are meeting the needs of all eligible children.
 - a) Families whose income is between 100 and 130 percent of the Federal Poverty Guidelines will be considered for enrollment per the Selection Criteria. These families can only make up to 35 percent of our program's enrollment.
 - b) Families whose income is above 130 percent of the Federal Poverty Guidelines will be considered for enrollment per the Selection Criteria. These families can only make up to 10 percent of our program's enrollment.

D. Verifying Eligibility

1. The total family income to be used in determining the eligibility of new children in the program should be based on the prior calendar year, or the 12-month period immediately preceding the month in which the application or reapplication for enrollment in Fresno EOC Head Start

0 to 5 is made, whichever more accurately reflects the family's needs.

2. The family income must be verified by the Fresno EOC Head Start 0 to 5 Program before determining that a child is eligible to participate in the program.
3. Parents/Guardians shall be required to provide verification of income by presenting to Fresno EOC Head Start 0 to 5 staff income verification which shall include the collection of any of the following: Individual Income Tax Form 1040, W-2 forms, documentation showing current status as recipients of public assistance, or pay stubs, written statement from employers with year-to-date income. (Refer to the Definition of Income)
4. A program may adjust 30% of a family's annual income to account for excessive housing costs when determining eligibility.
5. A Head Start Eligibility Verification form will be attached to the enrollment application and signed by the employee identifying the family's income and how the family's total income was calculated.
6. Children from families that are homeless or children that are in foster care are considered categorically eligible.
7. If a child is determined eligible and is participating in Early Head Start Program, he or she will remain eligible until the child ages out and/or seamlessly transitions into Head Start up to 6 months following child's 3rd birthday.
8. **Infant to Toddler Classroom Transition:** When a child enrolled in an Infant class turns two years old, they may remain in the class until a vacancy becomes available in the Toddler class.
9. **Toddler to Head Start Classroom Transition:** When a toddler turns three years old, they may remain in the Toddler class for up to six additional months or until a vacancy becomes available in a Head Start classroom.
10. If a child is determined eligible and is participating in a Head Start Program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
11. Fresno EOC Head Start children who will be enrolling for a 3rd year of Head Start must verify eligibility again.
12. When a child moves from the Fresno EOC Early Head Start Program to Fresno EOC Head Start, the family income must be re-verified. At the Parent/Guardian's request, Fresno EOC Head Start 0 to 5 will ensure, whenever possible, that the child receives Head Start services until enrolled in school, seamless services 0 to 5 years.

E. Children with Disabilities

1. Every effort will be made to ensure that children who have a certifiable disability are enrolled in order to meet the mandated 10% disability requirement (HSPPS 1302.14 (d) (1).
2. The same policies governing the Fresno EOC Head Start Program eligibility requirements apply to children with disabilities as to all children served in Fresno EOC Head Start 0 to 5.
3. No child may be denied admission to Fresno EOC Head Start 0 to 5 solely on the basis of the nature or extent of a disabling condition unless there is a clear indication that such a program experience may not be in the best interest of the child.
4. Fresno EOC Head Start and transitioning Early Head Start children with verified disabilities who meet eligibility requirements and whose parents desire the child's participation will be given every opportunity to participate in the program.

F. Compliance of Eligibility Regulations

1. Failure of staff to follow the above written policy and who intentionally violate Federal and program eligibility determination regulations are subject to disciplinary actions as outlined in the Fresno EOC Personnel Policies and Procedures Manual.

G. Training on Eligibility (HSPPS 1302.12 (m) (1))

1. A program must train all governing body, policy council, management and staff who determine eligibility on applicable federal regulations and program policies and procedures annually.
2. A program must train staff members who make eligibility determination within 90 days of hiring new staff. Ongoing training will be provided on an individual and group basis. Annual training takes place in the first quarter of the calendar year.
3. Governing body and policy council members must be trained within 180 days of the beginning of the term of a new governing body or policy council.

IV. SELECTION CRITERIA

- A. To ensure the neediest families are enrolled in the program, Fresno EOC Head Start 0 to 5 uses a point-based Selection Criteria form based on family income, age, other factors, disability and parental status to select children for enrollment in the Fresno EOC Head Start 0 to 5 Program, including maintaining a waitlist that ranks children according to the Selection Criteria.
- B. For the Center Based program option parents/guardians can choose which site best fits their family's need (If Parents/Guardians with more than one child choose to enroll each child in a different program_option (Center Based or Home Based), if applicable, the Parents/Guardians must choose the governance program in which to exercise their governance parental right.
- C. Family/Community Services/Home Based staff will complete the Selection Criteria for every applicant. ChildPlus reports will be used by Family/Community Services/Home Based staff, to ensure that the highest ranked children enter the program as vacancies occur.
- D. When a vacancy becomes available for a class that has been designated by age, the next highest ranked child from the waitlist will be considered for enrollment as classroom ratios allow. The age for a classroom is determined during program option approval by the CWPC and Fresno EOC Board.
- E. Children who have been enrolled in Fresno EOC Head Start 0 to 5 and are not kindergarten eligible, may be eligible for continuing enrollment, unless there are compelling reasons for the child not to remain in the program.
- F. Fresno EOC Head Start 0 to 5 may consider the enrollment of eligible children of staff as part of the selection criteria.

V. ENROLLMENT

A. Immunizations

1. Parents/Guardians shall be required to show proof that a child has received all immunizations required by state law or are up to date according to age. Immunizations shall be verified by submitting the child's immunization record that has been completed by either a recognized clinic or physician's office.

B. Target Area Applicants

1. All applicants who permanently reside within the Fresno County boundaries shall be given an opportunity to enroll in the Fresno EOC Head Start 0 to 5 Program.
2. Children of, or, related to a Fresno EOC Employee (Including Head Start 0 to 5) Employees

shall be allowed to enroll his/her children in the Fresno EOC Head Start 0 to 5 Program. This includes any child that the employee has legal guardianship and/or power-of-attorney, this will require the consent of the employee's supervisor and Program Support Director.

- a) Parent/Guardian will relinquish Head Start 0 to 5 Program governance rights.
- b) If the child's Parent/Guardian or relative is a center employee, the child will not be allowed to remain in the same center or classroom with the Parent/Guardian or relative. The only exception will be if the center is the only site in that target area.
- c) If the child's parent/guardian is a Home Based employee, the child will not be allowed to be assigned to the employee's caseload.

C. Volunteers

1. Center Base volunteers must be cleared for immunizations to participate in classroom setting in accordance with Health and Safety Code 1596.7995.

Revised and approved by CWPPC/CWPC	Approved by Fresno EOC Board of Commissioners
[3/18/81] [5/20/81] [1/16/85] [7/15/87] [7/13/88] [8/15/90] [6/28/96] [3/10/99] [1/16/02] [3/16/05] [2/15/06] [2/21/07] [R 7/20/11] [R1/23/13] [5/20/15] [3/16/16] [2/15/17] [03/21/18] [2/20/19] [02/07/23] [03/05/24] [11/05/24] [02/04/25] [04/01/25]	[6/24/81] [2/27/85] [9/23/87] [9/28/88] [R 8/17/11 – 9/28/11] [R 03/27/13][6/24/15] [4/27/16] [3/22/17] [4/18/18] [3/9/19] [04/06/23] [04/15/24] [11/18/24] [02/24/25]

(RECRUITMENT AND ENROLLMENT POLICY 2025 FINAL cq/bw 04/02/25 POLICIES & PROCEDURES (ADMIN (2025)



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Consent Agenda Item #: 7_22	Interim Director: Michael Balderas
Subject: Head Start 1303 Applications – Revised Budget Costs	Officer: Brian T. Angus

Recommended Action

The County-Wide Policy Council (CWPC) Executive Board requests review and approval for the Head Start 1303 Applications – Revised Budget Costs, for Huron- Head Start, Mendota - Head Start and Early Head Start, and Local Conservation Corps – Head Start.

Background

Under the Head Start Act Section 642(c)(1)(E)(iv)(III) the governing body shall review all applications for funding and amendments to applications for funding for programs under this subchapter. On January 27, 2025, the Fresno EOC Board of Commissioners approved multiple 1303 applications with a total cost of \$4,065,303. Since then, project cost estimates have been revised and have increased for each project. The cost increases are due to higher labor and material costs, as well as the inclusion of expenses not previously accounted for in the original application, such as playground equipment and network equipment and installation.

- Huron has an increased cost of \$380,004.00
- Mendota EHS and HS have an increased cost of \$411,255.00 (EHS-\$231,341.00/HS \$197,914.00)
- Local Conservation Corps (LCC) future Ivy location has an increased cost of: \$312,782.00

On April 11, 2025, the CWPC Executive Board met to review and approve the revised budget costs for 1303 Applications for Huron, Mendota, and LCC.

Fiscal Impact

The financial impact is approximately \$5,169,345, an increase of \$1,104,042 from the original approved amounts.

Conclusion

If approved by the full Board, the increased cost of \$1,104,042 will be included in the 2024 Budget Modification and Carryover application to ensure increased cost of these projects will be covered.

Fresno EOC Head Start Facilities
1303 Project List

<i>Submitted 1303's - Pending Approval from OHS</i>									
<i>Site Name</i>	<i>Location</i>	<i>Parcel No.</i>	<i>Areas</i>	<i>Program(s)</i>	<i>Land Type</i>	<i>Construction Type</i>	<i>Original Budgeted Amount</i>	<i>Revised Estimated Budget</i>	<i>Increase from Original Estimate</i>
Huron HS (Existing Site) Coalinga-Huron Unified School District	16641 Palmer St. Huron, CA 93234	075-091-01ST	Huron	Head Start	Lease	One (1) Modular (48'x 60') Two (2) Classrooms	\$ 1,060,703	\$ 1,440,707	\$ 380,004
Mendota HS (New Site) Fresno Housing Authority	Smoot Street Property Mendota, CA 93640.	012-190-71S	Mendota	Head Start & Early Head Start	Lease	Two (2) Modulares (48'x 60') Two (2) HS Classrooms Two (2) EHS Classrooms	\$ 1,979,600	\$ 2,390,856	\$ 411,256
Ivy HS/ EOC LCC (New Site)	1805 E. California Ave., Fresno, CA 93706	478-085-12 467-142-13	Ivy HS	Head Start	Owned by FEOC	One (1) Modular (48'x 60') Two (2) Classrooms	\$ 1,025,000	\$ 1,337,782	\$ 312,782
						Total	\$ 4,065,303	\$ 5,169,345	\$ 1,104,042



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Consent Agenda Item #: 7_23	Interim Director: Michael Balderas
Subject: Franklin Head Start 1303 Application for Major Renovations	Officer: Brian T. Angus

Recommended Action

The County-Wide Policy Council (CWPC) Executive Board requests review and approval for the Franklin Head Start 1303 Application for major renovations and improvements at Franklin Head Start.

Background

Under the Head Start Act Section 642(c)(1)(E)(iv)(III) the governing body shall review all applications for funding and amendments to applications for funding for programs under this subchapter. In addition, in the Head Start Program Performance Standards 1305.2 Terms, *Major renovation* means any individual or collective group of renovation activities related to the same facility that has a cost equal to or exceeding \$350,000 in Head Start funds. Renovation activities that are intended to occur concurrently or consecutively or altogether address a specific part or feature of a facility, are considered a collective group of renovation activities.

To enhance the overall functionality, safety, and aesthetics of the Franklin facilities, a series of improvements have been proposed for Franklin Head Start. These improvements span various areas, each addressing specific needs to ensure a better environment for all occupants.

Building Maintenance is a key focus, with plans to replace rain gutters and flooring, install a new HVAC unit, and carry out interior and exterior painting. These upgrades are essential for preventing water damage, improving safety, ensuring efficient temperature control, and revitalizing the facility's appearance.

Ventilation Improvements to restrooms to maintain air quality and hygiene. This will help eliminate odors and reduce humidity, creating a healthier environment.

Playground Equipment will see significant enhancements with the installation of new playgrounds and shade structures. These changes aim to provide children with a safe and engaging space for physical activity and social interaction, promoting their overall well-being.

Kitchen and Food Equipment upgrades, including cabinets, counters, sinks, flooring, walk-in refrigerator compressor system replacement, dishwasher, and a new ice-making machine, will be

implemented. These improvements are crucial for maintaining the quality and safety of perishable items, ensuring efficient food service operations.

Furniture in classrooms will be updated to create a more conducive learning environment. Ergonomic and functional furniture will support students' comfort and concentration, contributing to better educational outcomes.

Hazardous Material Remediation for lead and asbestos to eliminate serious health risks. This step is vital for ensuring the safety and well-being of all occupants.

Improve Safety with the installation of a steel gate for staff and parents, replacement of perimeter and interior fences, and repairs to the parking lot. These actions will enhance security, prevent unauthorized access, and ensure safe and accessible parking.

Together, these improvements represent a comprehensive approach to creating a safer, more efficient, and visually appealing facility. Each upgrade is carefully justified to address specific needs, ultimately contributing to a better environment for everyone.

On April 11, 2025, the CWPC Executive Board met to review and approve the 1303 Application for Major Renovations.

Fiscal Impact

The financial impact is approximately \$3,000,000 (see attachment for details)

Conclusion

If approved by the full Board, the Franklin Head Start 1303 Application for Major Renovations will be included in the 2024 Budget Modification and Carryover application to ensure cost for this project is included.

Franklin Head Start 1303 Application for Major Renovations

Equipment:		
Franklin Playground Improvements	Facilities	\$ 500,000.00
Walk-in Fridge Compressor System (1)	Facilities	\$ 17,000.00
HVAC Units	Facilities	\$ 16,895.00
Industrial Dishwasher (Franklin)	Facilities	\$ 16,897.30
Supplies:		
Ice maker machine (1)	Nutrition	\$ 4,000.00
Classroom Furniture (Franklin)	Facilities	\$ 100,000.00
Contractual:		
Level Playground /Tree removal	Facilities	\$ 4,750.00
Parking Lot Repairs	Facilities	\$ 200,000.00
Lead and Asbestos removal	Facilities	\$ 208,220.70
Paint exterior and interior	Facilities	\$ 300,000.00
Replace gutters	Facilities	\$ 35,000.00
Add ventilation to restrooms	Facilities	\$ 34,700.00
Steel gate to separate parent/staff	Facilities	\$ 16,000.00
Floor replacement	Facilities	\$ 100,000.00
Rod Iron Fence (Franklin)	Facilities	\$ 607,987.00
Break Room Windows	Facilities	\$ 8,550.00
Franklin Playground Improvements	Facilities	\$ 400,000.00
Kitchen Remodel	Facilities	\$ 330,000.00
Digital Signage	Facilities	\$ 100,000.00
TOTAL		\$ 3,000,000.00



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Consent Agenda Item #: 7_24	Interim Director: Michael Balderas
Subject: Focus Area 2 Monitoring Results	Officer: Brian Angus

Recommended Action

The information attached is intended to keep the Board apprised on the Focus Area Two (FA2) Outcomes received on February 25, 2025, from Office of Head Start (OHS).

Background

The Head Start Act section 641A outlines that the Secretary of Health and Human Services is responsible for promoting a comprehensive federal monitoring and oversight system. The system must assess program compliance with regulations applicable to Head Start programs. These regulations include regulatory requirements documented in the Head Start Program Performance Standards, the Head Start Act, the Code of Federal Regulations, etc. In response to this requirement, the Office of Head Start develops and continuously assesses and updates its monitoring protocol, measuring the quality of Head Start program practices. This includes Focus Area One, Focus Area Two, CLASS, Follow-Up, and Special Reviews carried out at the federal and regional levels. Monitoring activities include tasks such as interviews with governance, leadership, staff, parents, and sometimes partners.

On January 6 to January 10, 2025, Head Start 0 to 5 had their Focus Area Two review where staff shared with OHS staffing structure, program design, health, education, family, fiscal infrastructure, and program governance. The review process was an on-site review of systems in place to ensure compliance with Head Start regulations.

On March 6, 2025, Head Start leadership and Interim CEO, Brian Angus, met with the Regional Office for a Post Monitoring call to discuss the results of Focus Area Two (2) Outcomes. During the call we were advised to request an extension to correct the deficiency from 30 days to align with the area of noncompliance of 120 days.

On March 12, 2025, we received notification of our extension request based on the need for additional time for our program to receive training and technical assistance, develop procedures, implement changes, conduct staff training and complete monitoring. For these reasons, an approval of a 90-day extension for the Deficiency finding was approved. The revised corrective action period end date is June 29, 2025. Our Quality Improvement Plan (QIP) is due on March 31, 2025, and should be submitted via HSES Correspondence.



This item was presented and approved by CWPC on April 1, 2025.

Attached is the Program Performance Summary report received on February 25, 2025.

Fiscal Impact

Failure to correct a deficiency within the approved timeline may result in termination of the grant.

Conclusion

Interim Head Start Director, Michael Balderas, with the management team will work on the Quality Improvement Plan, schedule a Training & Technical Assistance meeting for Health and Fiscal personnel to begin reviewing and revising Policies and Procedures specific to the findings from the FA2 Monitoring Report.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Oliver Baines

Fresno County Economic Opportunities Commission

1920 Mariposa Mall

Ste 300

Fresno, CA 93721 - 2504

From: Responsible HHS Official

Date: 02/24/2025

Tala Hooban

Deputy Director, Office of Head Start

From January 6, 2025 to January 10, 2025, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Fresno County Economic Opportunities Commission. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program has at least one area of deficiency.

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. If you anticipate that you will not be able to correct all deficiencies within the correction time specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original corrective action time period. Failure to correct a deficiency within the approved timeline may result in termination of the grant.

In order to allow for sufficient time to consider extension requests, we ask that you submit your request within 10 days following receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Cynthia Yao, Regional Program Manager

Mr. Brian Angus, Chief Executive Officer/Executive Director

Mr. Michael Balderas, Head Start Director

Mr. Michael Balderas, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Fresno County Economic Opportunities Commission	09CH012031

Glossary of Terms

Term	Definition
Area of Concern (AOC) 	An area in which the agency needs to improve performance. This status is considered additional feedback and should be discussed with the agency’s Regional Office for possible technical assistance.
Area of Noncompliance (ANC) 	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the agency’s program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency 	As defined in the Head Start Act, the term “deficiency” means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.
Strong Practice 	An activity or strategy that shows promise for long term sustainable impact. A Strong Practice has an objective basis for claiming effectiveness, potential for replication, and is shareable among other organizations.

How To Read This Report

The Focus Area Two (FA2) report includes the following sections:

- **Program Overview** provides a summary describing the grant recipient.
- **Performance Summary** provides a table view of compliance by Performance Area.
- **Review Details** provides details on the grant recipient’s performance in each Content Area, Performance Area, and Performance Measure. The following icons may be used in this section to describe the grant recipient’s performance:

Icon	Description
✓	Compliant (C)
★	Strong Practice (SP)
🔊	Area of Concern (AOC)
⚠️	Area of Noncompliance (ANC)/ Deficiency (DEF)

Program Overview

Fresno County Economic Opportunities Commission provides supportive services to residents of central California. The grant recipient receives funding to enroll 2,120 Head Start and Early Head Start children and expectant families. Center-based, home-based, and locally designed options are available.

Performance Summary

This section contains an overview of the grant recipient’s performance determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Grant Number(s)	Review Outcome	Applicable Standards	Timeframe for Correction
Program Design, Management, and Improvement	-	09CH012031	Compliant	-	-
Education and Child Development Services	-	09CH012031	Compliant	-	-
Health Services	Child Health and Oral Health Status and Care	09CH012031	Area of Noncompliance	1302.42(b)(1)(i)	120 Days
Health Services	Child Health and Oral Health Status and Care	09CH012031	Deficiency	1302.42(b)(2)	30 Days

Family and Community Engagement Services	-	09CH012031	Compliant	-	-
Fiscal Infrastructure	Comprehensive Financial Management Structure and System	09CH012031	Area of Concern	-	Follow up with Regional Office for support
Eligibility, Recruitment, Selection, Enrollment, and Attendance	-	09CH012031	Compliant	-	-

Review Details

This section of the report provides details on the grant recipient’s performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings, Areas of Concern, or Strong Practices observed, they will be listed within that Performance Area.



Program Design, Management, and Improvement

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Program Design and Strategic Planning	C			
Program Governance	C			
Staffing and Staff Member Supports	C			

Performance Area: Program Design and Strategic Planning

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient adjusts its program design to remain responsive to shifts in community needs, strengths, and resources over time.
- The grant recipient maintains and uses program data to routinely monitor performance, progress toward goals, and drive continuous improvement.

Performance Area: Program Governance

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient collaborates effectively across program staff members, the governing body, and the policy council to facilitate effective program governance.
- The grant recipient’s governing body is engaged and effective in providing legal and fiscal oversight.
- The grant recipient’s policy council is effective in providing program direction.

Performance Area: Staffing and Staff Member Supports

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient’s leadership and management team has clearly defined, manageable roles and responsibilities and the appropriate experience to effectively execute Head Start program operations.
- The grant recipient supports staff members’ continuous improvement and professional development.
- The grant recipient establishes high expectations for staff members and implements ongoing communication and training systems to reinforce organizational accountability.
- The grant recipient develops systems that support the Head Start workforce by providing fair compensation, opportunities for career advancement, and a positive work environment for staff members.



Education and Child Development Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Curricula, Screening, and Assessment Tools	C			
Teaching Strategies and Learning Environments	C			
Qualifications, Professional Development, and Coaching	C			

Performance Area: Curricula, Screening, and Assessment Tools

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements research-based and culturally appropriate curricula to achieve child outcomes.
- The grant recipient implements the appropriate screening tools to refer children for evaluation as indicated.
- The grant recipient implements appropriate ongoing child assessment tools to support children’s progress and to individualize for every child.

Performance Area: Teaching Strategies and Learning Environments

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient provides responsive, effective care and teaching practices that are tailored to meet the needs of all children.
- The grant recipient uses home visits and group socializations to promote parent engagement and extend children’s learning.

Performance Area: Qualifications, Professional Development, and Coaching

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has qualified education staff members.
- The grant recipient offers education staff members a system of professional development to support delivery of quality education and child development services.
- The grant recipient implements a research-based coaching strategy to support education staff members in using effective teaching practices.



Health Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Child Health and Oral Health Status and Care		DEF		
Mental Health and Social and Emotional Well-Being	C			
Child Nutrition	C			
Safe and Sanitary Environments	C			
Expectant Families	C			

Performance Area: Child Health and Oral Health Status and Care

⚠ Finding Information

Area of Noncompliance - 1302.42(b)(1)(i)

Summary

Grant Number(s) Cited: 09CH012031

Timeframe for Correction: 120 Days

Performance Standard

Regulation Text: 1302.42 Child health status and care (b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must: (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical, mental health, and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the State in which they operate, immunization recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health and Mental Health Services Advisory Committee that are based on prevalent community health problems;

Finding Details

- The grant recipient did not obtain medical and oral health determinations from a health care professional for all children.
 - A review of health data showed the grant recipient did not obtain medical health determinations for 76 of 809 children (9%) who were eligible to receive them.
 - A review of health data showed the grant recipient did not obtain oral health determinations for 349 of 788 children (44%) who were eligible to receive them.
 - The quality assurance manager confirmed the accuracy of the data.

⚠ Finding Information

Deficiency - 1302.42(b)(2)**Summary****Grant Number(s) Cited:** 09CH012031**Timeframe for Correction:** 30 Days**Performance Standard**

Regulation Text: 1302.42 Child health status and care. (b) Ensuring up-to-date child health status. (2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.

Finding Details

- The grant recipient did not ensure it obtained or performed evidence-based vision and hearing screenings for all children.
 - A review of health data showed the grant recipient did not obtain or perform hearing screenings for 396 of 940 children (42%).
 - A review of health data showed the grant recipient did not obtain or perform vision screenings for 392 of 940 children (42%).
 - The program support director and the quality assurance manager confirmed the accuracy of the data.
 - The program support director and the quality assurance manager further stated the grant recipient did not perform sensory screenings on any Early Head Start children, and most pediatricians in the area did not complete sensory screenings on infants and toddlers.

Performance Area: Mental Health and Social and Emotional Well-Being**✓ Compliance Information**

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- In partnership with a qualified mental health consultant, the grant recipient develops a positive program environment that promotes the mental health and social and emotional well-being of children.
- The grant recipient implements practices that prohibit the use of expulsion and severely limit suspension.
- The grant recipient provides family support services for mental health and social and emotional well-being.

Performance Area: Child Nutrition**✓ Compliance Information**

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements nutrition services that accommodate children's unique nutritional needs.

Performance Area: Safe and Sanitary Environments**✓ Compliance Information**

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes appropriate administrative safety practices and policies.
- The grant recipient completes background checks prior to hire for all staff members.
- The grant recipient establishes safe environments through daily and ongoing oversight of facilities, equipment, and materials.
- The grant recipient establishes and follows emergency preparedness plans.
- The grant recipient ensures staff members engage in appropriate hygiene practices.
- The grant recipient ensures staff members engage in appropriate safety practices.

Performance Area: Expectant Families**✓ Compliance Information**

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient designs and provides comprehensive services to expectant families.
- The grant recipient provides appropriate newborn and transition services following the birth of the infant.



Family and Community Engagement Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Supporting Family Well-Being and Family Engagement	C			
Family Partnerships	C			
Promoting Strong Parent-Child Relationships and Engagement in Children's Learning	C			SP
Community Partnerships	C			

Performance Area: Supporting Family Well-Being and Family Engagement

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient continuously engages all families in the program through open and effective communication.
- The grant recipient has qualified family services staff members who are supported to meet the specific needs of enrolled families.

Performance Area: Family Partnerships

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a family partnership process that supports family-driven goals.

Performance Area: Promoting Strong Parent-Child Relationships and Engagement in Children's Learning

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements strategies, including a research-based parenting curriculum, that promote parenting skills and engage parents in children's development.

★ *Strong Practice Information*

During the review event the OHS monitoring team identified the following Strong Practice(s) in the Performance Area:

- The grant recipient implements specific strategies to engage fathers and other male caregivers in their child's learning and development and support parent-child relationships.

Performance Area: Community Partnerships

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has identified community partnerships that meet the needs and interests of families.



Fiscal Infrastructure

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Budget Development, Implementation, and Oversight	C			
Comprehensive Financial Management Structure and System			AOC	
Facilities and Equipment Management Systems	C			

Performance Area: Budget Development, Implementation, and Oversight

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient engages in a transparent, data-informed strategic process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

🔊 Area of Concern Information

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to ensure that its financial management systems are sufficient to prepare required reports in a timely manner.
- The grant recipient should continue to explore strategies to ensure it files the Federal Financial Report Standard Form(SF)-425 and the Real Property Status Report Standard Form (SF)-429-A by the due date.

Performance Area: Facilities and Equipment Management Systems

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a system for ensuring compliance with requirements for the acquisition, record-keeping, insurance, and disposal of facilities purchased, constructed, or renovated with Head Start funds.
- The grant recipient implements a system for ensuring that equipment purchased with Head Start funds is acquired, used, and disposed of in accordance with requirements.
- The grant recipient assesses and mitigates risk and maintains property loss, casualty, and liability insurance consistent with the replacement value of property and determined risk of liability.



Eligibility, Recruitment, Selection, Enrollment, and Attendance

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings, Areas of Concern, and Strong Practices observed, as applicable.

Performance Area	Compliant	Finding	Area of Concern	Strong Practice
Recruitment	C			
Selection	C			
Eligibility	C			
Enrollment	C			
Attendance	C			

Performance Area: Recruitment

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a recruitment strategy focusing on all families with eligible children, with specific outreach efforts to families with vulnerable children.

Performance Area: Selection

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes selection criteria and a waitlist based on community needs.

Performance Area: Eligibility

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient implements a clear, consistent, and compliant process for enrolling eligible families.
- The grant recipient trains staff members to follow ERSEA regulations and establishes policies and procedures to ensure compliance with eligibility requirements.

Performance Area: Enrollment

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes practices to maintain full enrollment and accurately tracks current enrollment.
- The grant recipient fills at least 10 percent of the program’s total actual enrollment with children eligible for services under the Individuals with Disabilities Education Act (IDEA).

Performance Area: Attendance

✓ Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient consistently employs strategies to encourage regular attendance.

----- End of Report -----



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

Refer to: 09CH012031/FY2025

Michael Balderas
Head Start Director
Fresno County Economic Opportunities Commission
1920 Mariposa Mall, Ste 300
Fresno, CA 93721-2504

**Office of Head Start
Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103**

Dear Mr. Balderas:

The Region IX Office of Head Start received your letter dated March 7, 2025, requesting a 90-day extension to correct your Deficiency finding identified in your Office of Head Start Review Focus Area Two (FA2) review report. The monitoring report gave Fresno County Economic Opportunities Commission 30-days to implement corrective action related to the Office of Head Start Program Performance Standard finding under 1302.42(b)(2).

Your extension request is based on the need for additional time for your program to receive training and technical assistance, develop procedures, implement changes, conduct staff training and complete monitoring. For these reasons, we approve a 90-day extension for the Deficiency finding. The revised corrective action period end date is June 29, 2025. Your Quality Improvement Plan (QIP) is due on March 31, 2025 and should be submitted via HSES Correspondence.

Please continue to keep your assigned Program and Financial Operations Specialists apprised of the progress made toward correcting your area of non-compliance. If you have questions or concerns, contact your Program Specialist, Dow-Jane Pei, at dow-jane.pei@acf.hhs.gov or your Financial Operations Specialist, Joanna Chan, at joanna.chan1@acf.hhs.gov.

Sincerely,

Cynthia Yao
Regional Program Director
Office of Head Start – Region IX

cc: Oliver Baines, Board Chairperson
Brian Angus, Executive Director
Dow-Jane Pei, Program Specialist
Joanna Chan, Financial Operations Specialist



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Finance
Agenda Item #: 8	Director: Angela Riofrio
Subject: Agency Financials and Head Start Financial Status Report February 2025	Officer: Salam M. Nalia

Recommended Action

The Finance Committee recommends acceptance for full Board consideration of the interim consolidated Agency Financial Statements as of February 28, 2025, and Head Start 0 to 5.

CSBG Organizational Standard

The governing board receives financial reports at each regular meeting that include the following per Category 8, Standard 8.7:

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

Background

In accordance with the Agency's bylaws, this item is intended to keep commissioners apprised of the agency's financial situation as of February 28, 2025, (17% of the year) and to provide an opportunity to discuss and review financial statements for each meeting of the Board of Commissioners. Enclosed are the monthly financials for Fresno EOC (consolidated) and Head Start for review and acceptance.

Fiscal Impact

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

The following are key points of the attached financials for context.

Revenues: \$19,442,100(14% recorded)

- In-kind Contributions is recorded at \$6,148,437 – Majority of the contributions are the Head Start 0 to 5 parents volunteering in the classroom.
- Donation revenue stands at \$6,499

Expenditures: \$20,449,685 (15% of budget expensed)

In February 2025, the Administration department underwent a significant staffing overhaul. This restructuring involved the payout of severance packages and accrued vacation to departing employees, resulting in a notable increase in personnel expenses for the month. Consequently, the department's workforce has been reduced by 23 staff members, streamlining operations and potentially optimizing future budget allocations.

The total net difference between operating revenue and expenditure is (\$1,007,585) deficit year-to-date. Transit grant asset depreciation is \$13,438, increasing the agency net deficit to (\$1,021,023).

(B) Head Start 0-5 Financial Status Report as of Year-to-Date January 31, 2025
This is also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	17%	
Head Start – Training & Technical Assistance (T&TA)	13%	Training planned for later this year.

Program Area	% of budget	Notes
Early Head Start – Basic	12%	
Early Head Start – Training & Technical Assistance (T&TA)	13%	Training planned for later this year.

Conclusion

Acceptance of these financials by the Committee will enable this document to be presented for full Board consideration. The Board's oversight of the financial operations of Fresno EOC is a key aspect of its fiduciary duty.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
as of February 28, 2025 (17% Variance)

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2025	ACTUAL February 2025	BUDGET VARIANCE (TARGET 17%)	ACTUAL JAN - DEC 2024	ACTUAL February 2024	ACTUAL 2024 vs 2023 Differences
REVENUES AND SUPPORT						
GRANT REVENUE <i>(includes CSBG)</i>	\$ 108,425,773	\$ 14,806,734	 14%	\$ 86,311,936	\$ 15,519,726	\$ (712,992)
FEE FOR SERVICE REVENUE	\$ 26,278,082	\$ 3,841,770	 15%	\$ 24,918,337	\$ 4,624,053	\$ (782,283)
OTHER REVENUE	\$ 3,202,765	\$ 787,097	 25%	\$ 5,133,795	\$ 683,395	\$ 103,702
DONATION CONTRIBUTIONS	\$ -	\$ 6,499	0%	\$ 116,860	\$ 10,676	\$ (4,176)
TOTAL CASH REVENUE	\$ 137,906,619	\$ 19,442,100	 14%	\$ 116,480,929	\$ 20,837,849	\$ (1,395,749)
IN KIND REVENUE	\$ 44,778,191	\$ 6,148,437	 14%	\$ 52,657,103	\$ 10,082,068	\$ (3,933,631)
TOTAL REVENUE & SUPPORT	\$ 182,684,810	\$ 25,590,537	 14%	\$ 169,138,031	\$ 30,919,917	\$ (5,329,381)
EXPENDITURES						
PERSONNEL COSTS	\$ 79,013,871	\$ 13,507,114	 17%	\$ 70,833,954	\$ 13,408,137	\$ 98,977
ADMIN SERVICES	\$ 8,770,546	\$ 1,231,837	 14%	\$ 7,278,403	\$ 1,304,041	\$ (72,203)
CONTRACT SERVICES	\$ 12,456,815	\$ 1,819,810	 15%	\$ 10,594,413	\$ 2,304,748	\$ (484,938)
FACILITY COSTS	\$ 10,035,412	\$ 954,830	 10%	\$ 6,444,884	\$ 1,315,544	\$ (360,715)
TRAVEL, MILEAGE, VEHICLE COSTS	\$ 3,585,864	\$ 298,024	 8%	\$ 3,248,366	\$ 630,532	\$ (332,508)
EQUIPMENT COSTS <i>(minus depreciation)</i>	\$ 6,046,313	\$ 170,743	 3%	\$ 2,146,174	\$ 209,814	\$ (39,072)
DEPRECIATION - AGENCY FUNDED	\$ 296,000	\$ 36,648	 12%	\$ 293,861	\$ 51,586	\$ (14,938)
OFFICE EXPENSE	\$ 2,057,100	\$ 676,700	 33%	\$ 4,284,681	\$ 516,259	\$ 160,441
INSURANCE	\$ 1,033,068	\$ 212,108	 21%	\$ 972,297	\$ 190,834	\$ 21,275
PROGRAM SUPPLIES & CLIENT COSTS	\$ 10,899,300	\$ 1,531,052	 14%	\$ 13,433,542	\$ 1,648,601	\$ (117,549)
OTHER COSTS	\$ 2,877,597	\$ 10,818	0%	\$ 942,324	\$ 144,464	\$ (133,645)
TOTAL CASH EXPENDITURES	\$ 137,071,885	\$ 20,449,685	 15%	\$ 120,472,898	\$ 21,724,558	\$ (1,274,874)
IN KIND EXPENSES	\$ 44,778,191	\$ 6,148,437	 14%	\$ 52,657,103	\$ 10,082,068	\$ (3,933,631)
TOTAL EXPENDITURES	\$ 181,850,076	\$ 26,598,122	 15%	\$ 173,130,001	\$ 31,806,627	\$ (5,208,505)
OPERATING SURPLUS (DEFICIT)	\$ 834,734	\$ (1,007,585)		\$ (3,991,970)	\$ (886,709)	\$ (120,876)
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		13,438		206,584	31,230	(17,792)
NET SURPLUS (DEFICIT)	\$ 834,734	(\$1,021,023)		\$ (4,198,554)	(\$917,939)	(103,084)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of February 28, 2025

	2025	2024	Differences
ASSETS			
CASH & INVESTMENTS	\$ 1,252,803	\$ 5,278,830	\$ (4,026,027)
ACCOUNTS RECEIVABLE	\$ 13,831,957	16,382,752	(2,550,795)
PREPAIDS/DEPOSITS	\$ 599,577	432,062	167,514
INVENTORIES	\$ 173,635	158,289	15,346
PROPERTY, PLANT & EQUIPMENT	\$ 13,242,245	13,668,559	(426,314)
NOTES RECEIVABLE (net)	\$ (0)	314,637	(314,637)
TOTAL ASSETS	\$ 29,100,217	\$ 36,235,129	\$ (7,134,912)
LIABILITIES			
ACCOUNTS PAYABLE	\$ 5,066,733	\$ 6,670,286	\$ (1,603,553)
ACCRUED PAYROLL LIABILITIES	\$ 5,491,567	4,632,119	859,448
DEFERRED REVENUE	\$ 3,996,933	3,843,532	153,402
NOTES PAYABLE	\$ 755,279	2,862,322	(2,107,043)
HEALTH INSURANCE RESERVE	\$ 4,709,514	7,099,352	(2,389,838)
OTHER LIABILITIES	\$ 1,005,026	1,005,026	0
TOTAL LIABILITIES	\$ 21,025,052	\$ 26,112,638	\$ (5,087,585)
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ (1,007,585)	\$ (309,995)	\$ (697,590)
UNRESTRICTED NET ASSETS	\$ (1,617,139)	(319,821)	(1,297,318)
REVOLVING LOAN FUND	\$ 556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	\$ 10,143,620	10,196,040	(52,419)
TOTAL FUND BALANCE	\$ 8,075,165	\$ 10,122,492	\$ (2,047,327)
TOTAL LIABILITIES AND FUND BALANCE	\$ 29,100,217	\$ 36,235,130	\$ (7,134,913)

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
February 28, 2025

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	\$19,633,565	1,589,986.59	\$3,386,204	\$16,247,361	-	-	-	-
Fringe Benefits	7,856,139	571,530.58	\$1,223,299	6,632,840	-	-	-	-
Total Personnel	\$27,489,704	2,161,517.17	\$4,609,503	\$22,880,201	-	-	-	-
Travel	-	-	-	-	71,440	1,570	4,117	67,323
Equipment	200,000	-	-	200,000	-	-	-	-
Supplies	473,752	29,911	76,182	397,570	4,000	-	1,271	2,729
Contractual	2,410,983	17,011	46,207	2,364,776	-	-	-	-
Facilities / Construction								
Other:								
Food Cost	858,503	332,540	535,360	323,143				
Transportation	638,844	101,875	115,775	523,069				
Staff Mileage	71,893	11,256	13,663	58,230				
Field Trips, including Transportation	6,045	332	332	5,713				
Space	716,627	38,720	76,528	640,099				
Utilities / Telephone / Internet	787,680	69,259	95,612	692,068				
Ground Maintenance / Janitorial	745,200	52,924	104,873	640,327				
Security Services	144,000	4,568	6,678	137,322				
Repair / Maintenance Building	100,000	(1,721)	38,311	61,689				
Repair / Maintenance Equipment	21,078	31	31	21,047				
Property & Liability Insurance	130,000	19,478	36,369	93,631				
Parent Involvement / CWPC	37,000	2,727	5,544	31,456				
Other Costs*	161,330	12,638	26,960	134,371				
Staff & Parent Training	11,200	228	279	10,921	218,948	20,024	31,803	187,145
Total Direct Charges	\$35,003,839	2,853,294.62	\$5,788,209	\$29,215,630	294,388	21,594	37,191	257,197
Total Indirect Charges	\$3,500,384	285,330.00	\$578,821	\$2,921,563	\$29,439	2,159.00	\$3,719	\$25,720
Total Federal Expenditures	\$38,504,223	3,138,624.62	\$6,367,030	\$32,137,193	\$323,827	23,753	40,910	\$282,917
% of Annual Budget Expended to Date			17%				13%	
Non-Federal Share	\$9,649,896	473,929.99	\$754,656	\$8,895,239	\$64,765	5,938.26	\$10,228	\$54,538

8%

*Other Costs Include:
DEPRECIATION EXPENSE
RECRUITMENT
MEETING COSTS - INTERNAL
POSTAGE/EXPRESS MAIL
CONTRACT SERVICES - PHYSICALS
FINGERPRINTING / BACKGROUND CHECK
LINENS / LAUNDRY

Credit Card Expenses: Credit card statement dated 2/1/25-2/28/25
February 2025 expenses:

Licenses - Premise	\$	68	Selma City Hall - Business License Renewals
Program Supplies - Kitchen	\$	478	The Webstaurant Store - Kitchen Supplies
Program Supplies - Medically Prescribed	\$	375	Manor Drug- Medically Prescribed Formula
Program Supplies - Kitchen	\$	106	Wal-Mart - Kitchen Supplies
Postage	\$	34	Fedex - Postage
Training Other	\$	168	City of Fresno - Park Reservation for Year End Event
Program Supplies - Disposables	\$	817	Target - Toiletries for Children with Disabilities
Staff Training	\$	158	Uconn - Family Development Training Books
Staff Training	\$	904	Westin - Hotel for Education Conference
Staff Training	\$	416	Aloft San Francisco - Hotel for Education Conference
Staff Training	\$	1,155	Prevent Blindness - Vision Screening Training Course
Training Other	\$	146	Dollar Tree - Centerpieces for Staff Conference
Staff Training	\$	318	Premier Food Safety - Food Handler Training
Program Supplies - Classroom	\$	216	Walmart - Classroom Art Supplies
Telephone	\$	1,984	Frontier Communication & Comcast - Telephone Service
Internet	\$	404	Frontier Communication & Comcast - Internet Service
	\$	7,748	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
February 28, 2025

Description	Annual Budget	Early Head Start - Basic			Early Head Start - T & TA			
		Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$5,152,890	282,319.32	\$596,089	\$4,556,801	-	-	-	-
Fringe Benefits	1,529,340	92,397.05	\$202,911	1,326,429	-	-	-	-
Total Personnel	6,682,230	374,716.37	\$799,000	\$5,883,230	-	-	-	-
Travel	-	-	-	-	17,160	261	710	16,450
Equipment	50,000	-	-	50,000	-	-	-	-
Supplies	131,044	6,751	12,122	118,922	1,000	11	329	671
Contractual	204,519	2,037	4,027	200,492	4,000	-	-	4,000
Facilities / Construction								
Other:								
Food Cost	32,905	18,015	34,310	(1,405)				
Transportation	7,310	193	623	6,687				
Staff Mileage	16,101	5,051	7,111	8,990				
Field Trips, including Transportation	455	-	-	455				
Space	174,911	10,548	21,430	153,481				
Utilities / Telephone / Internet	166,920	12,034	20,012	146,908				
Ground Maintenance / Janitorial	148,208	13,352	18,198	130,010				
Security Services	36,000	590	1,127	34,873				
Repair / Maintenance Building	50,000	2,294	8,257	41,743				
Repair / Maintenance Equipment	5,787	5	5	5,782				
Property & Liability Insurance	47,700	2,668	4,983	42,717				
Parent Involvement / CWPC	7,440	1,203	1,832	5,608				
Other Costs*	33,525	3,010	4,646	28,879				
Staff & Parent Training	2,800	58	58	2,742	135,450	9,663	18,912	116,538
Total Direct Charges	7,797,855	77,808	\$937,743	6,860,112	157,610	9,935	19,951	\$137,659
Total Indirect Charges	\$779,785	45,252.00	\$93,774	\$686,011	\$15,761	993.00	\$1,995	\$13,766
Total Federal Expenditures	\$8,577,640	123,060	\$1,031,517	\$7,546,123	\$173,371	10,928	\$21,946	\$151,425
% of Annual Budget Expended to Date			12%				13%	
Non-Federal Share	\$2,145,430	31,507.98	\$245,648	\$1,899,782	\$34,674	\$5,486	\$5,486	\$37,856

11%

*Other Costs Include:
DEPRECIATION EXPENSE
RECRUITMENT
MEETING COSTS - INTERNAL
POSTAGE/EXPRESS MAIL
CONTRACT SERVICES - PHYSICALS
FINGERPRINTING / BACKGROUND CHECK
LINENS / LAUNDRY

Credit Card Expenses: Credit card statement dated 2/1/25-2/28/25
February 2025 expenses:

Training Other	\$	42	City of Fresno - Park Reservation for Year End Event
Staff Training	\$	39	Uconn - Family Development Training Books
Staff Training	\$	160	Westin - Hotel for Education Conference
Staff Training	\$	73	Aloft San Francisco - Hotel for Education Conference
Training Other	\$	37	Dollar Tree - Centerpieces for Staff Conference
Program Supplies - Classroom	\$	26	Walmart - Classroom Art Supplies
Internet	\$	100	Frontier Communication & Comcast - Internet Service
	\$	478	



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Human Resources
Agenda Item #: 9	Director: N/A
Subject: Policy 1030	Officer: Brian Angus

Recommended Action

Interim Chief Executive Officer recommends approval to remove all Diversity, Equity, and Inclusion (DEI) related verbiage from the agency's Policy 1030.

Background

On March 17, 2025, the Board approved the removal of all Diversity, Equity, and Inclusion (DEI) related verbiage from all agency job descriptions to be in compliance with the President's Executive Order issued on January 20, 2025, which mandates that all federal and federally affiliated organizations evaluate and align internal policies and procedures with updated federal guidelines.

On April 7, 2025, the Human Resources/Pension Committee reviewed and recommended to bring Policy 1030 to the full Board for further discussion since the policy also contains language referencing Diversity, Equity, and Inclusion (DEI).

Fiscal Impact

There is no anticipated fiscal impact associated with this action.

POLICY 1030 ~~DIVERSITY-REPRESENTATION~~ POLICY

PURPOSE: Fresno EOC places a high importance on ~~diversity, equity, and inclusion~~representation and aspires to be a workplace that ~~benefits works for~~ everyone. Fresno EOC believes that ~~diversity, equity, and inclusion~~representation are is essential to organizational effectiveness and excellence, and that services are enhanced when organizations are reflective of the communities being served. Moreover, Fresno EOC seeks to provide a fair and ~~inclusive-welcoming~~ work environment that will nurture, develop, and respect the talents and differences of all employees equally, to give the Agency a competitive advantage, and promote the development of people from all sectors.

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

REFERENCE: 76 Fed. Register 163

PROCEDURES:

I. DEFINITION

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

II. COMMITMENT

Our employees are the most valuable asset we have, as such, Fresno EOC is committed to fostering, cultivating, and preserving a culture of ~~diversity, equity, and inclusion~~representation. ~~Our employees are the most valuable asset we have.~~ The collective sum of the individual attributes, differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talents of our employees represent a significant part of not only our culture, but our reputation and our ability to achieve. As such, Fresno EOC draws upon the ~~diverse-various~~ life experiences of our employees and encourages their full and active participation in the Agency.

Achieving ~~diversity-representation~~ requires commitment ~~from the~~from the organization's Agency's leadership at all levels. This commitment must be well thought out and ~~extend~~extended over time, with an understanding that there must be a continued commitment to maintain our ~~diverse-representative~~ workforce. Achieving ~~diversity~~

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representation is an ongoing process, which the Agency believes will lead to a more innovative, pluralistic, and economically productive agency.

III. OBJECTIVES

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

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

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

IV. RESPONSIBILITY

The Agency will advance these objectives by:

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

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- providing opportunities for education and training
- identifying and addressing barriers that impede diversityrepresentation

Fresno EOC's representationdiversity initiatives include, but are not limited to: the practices and policies regarding recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a diverse-representative work environment.

Any employee found to have engaged in any conduct or behavior in contrast with this representationdiversity policy may be subject to corrective action up to and including termination (see Policy 5030, Progressive Discipline Corrective Action).



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: N/A
Consent Agenda Item #: 10	Director: Andy Arredondo
Subject: 2026-2027 Community Action Plan	Officer: Brian Angus

Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of Fresno EOC's 2026-2027 Community Action Plan (CAP), to be submitted to the Department of Community Services and Development (CSD) by May 31, 2025.

Background

This item was presented during the April 16, 2025, Program Planning & Evaluation Committee Meeting.

The State of California Department of Community Services and Development (CSD) designates eligible entities as Community Action Agencies as part of their state plan to the U.S. Department of Health and Human Services (HHS). To be considered an eligible entity, Fresno EOC is required to meet the California code, *Government Code - GOV § 12747 (a)*, "*Community action plans shall be developed by eligible entities...*". Meeting this eligibility requirement also complies with Organizational Standards 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, and 6.4. To meet the CAP requirements and deadline, staff have implemented the following timeline:

- Feb 28, 2025 – Publicly posted draft CAP (must be 30 days prior to the CAP public hearing)
- March 20, 2025 – Posted public hearing information (location, time, etc.) (must be at least ten days prior to the public hearing)
- April 1, 2025 – Conducted CAP public hearing and incorporated community testimony
- April 16, 2025 – Presented final draft CAP to Program Planning & Evaluation Committee
- April 21, 2025 – Board approval of CAP

A prerequisite to the CAP is completing a Community Needs Assessment (CNA) which was presented and accepted by the board on May 20, 2024, agenda item number ten (10).

Fiscal Impact

Submission of the Board approved 2026-2027 CAP will ensure Fresno EOC meets compliance with the Community Services Block Grant (CSBG) Act and continues to receive CSBG funding.

2026/2027 Community Needs Assessment and Community Action Plan

Fresno Economic Opportunities Commission



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Introduction

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before **June 30, 2025**. Changes from the previous template are detailed below in the “What’s New for 2026/2027?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. A completed CAP template should not exceed 65 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in Section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the Federal CSBG Programmatic Assurances.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances is provided in this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the State Assurances.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2026/2027?

Due Date. The due date for your agency's 2026/2027 CAP is June 30, 2025. However, earlier submission of the CSBG Network's CAPs will allow CSD more time to review and incorporate agency information in the CSBG State Plan and Application. CSD, therefore, requests that agencies submit their CAPs on or before May 31, 2025.

ROMA Certification Requirement. CSD requires that agencies have the capacity to provide their own ROMA, or comparable system, certification for your agency's 2026/2027 CAP. Certification can be provided by agency staff who have the required training or in partnership with a consultant or another agency.

Federal CSBG Programmatic and State Assurances Certification. In previous templates, the federal and state assurances were certified by signature on the Cover Page and by checking the box(es) in both federal and state assurances sections. In the 2026/2027 template, CSD has clarified the language above the signature block on the Cover Page and done away with the check boxes. Board chairs and executive directors will certify compliance with the assurances by signature only. However, the Federal CSBG Programmatic Assurances and the State Assurances language remain part of the 2026/2027 template.

Other Modifications. The title page of the template has been modified to include your agency's name and logo. Please use this space to brand your agency's CAP accordingly. CSD has also added references to the phases of the ROMA Cycle i.e. assessment, planning, implementation, achievement of results, and evaluation throughout the 2026/2027 template. Additionally, there are a few new questions, minor changes to old questions, and a reordering of some questions.

Checklist

- ☒ Cover Page
- ☒ Public Hearing Report

Part I: Community Needs Assessment Summary

- ☒ Narrative
- ☒ Results

Part II: Community Action Plan

- ☒ Vision and Mission Statements
- ☒ Causes and Conditions of Poverty
- ☒ Tripartite Board of Directors
- ☒ Service Delivery System
- ☒ Linkages and Funding Coordination
- ☒ Monitoring
- ☒ ROMA Application
- ☒ Federal CSBG Programmatic Assurances
- ☒ State Assurances
- ☒ Organizational Standards

Part III: Appendices

- ☒ Notice of Public Hearing
- ☒ Low-Income Testimony and Agency's Response
- ☒ Community Needs Assessment

Cover Page

Agency Name:	Fresno Economic Opportunities Commission
Name of CAP Contact:	Andy Arredondo
Title:	Evaluation Director
Phone:	559-263-1057
Email:	andy.arredondo@fresnoeoc.org

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	May 20, 2024

Board and Agency Certification

The undersigned hereby certifies that this agency will comply with the [Federal CSBG Programmatic Assurances \(CSBG Act Section 676\(b\)\)](#) and [California State Assurances \(Government Code Sections 12747\(a\), 12760, and 12768\)](#) for services and programs provided under the 2026/2027 Community Needs Assessment and Community Action Plan. The undersigned governing body accepts the completed Community Needs Assessment. (Organizational Standard 3.5)

Name: Brian Angus		Name: Oliver Baines	
Title:	Interim Chief Executive Officer	Title:	Board Chair
Date:		Date:	

ROMA Certification

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan document the continuous use of the Results Oriented Management and Accountability (ROMA) system or comparable system (assessment, planning, implementation, achievement of results, and evaluation). (CSBG Act 676(b)(12), Organizational Standard 4.3)

Name:	Andy Arredondo
ROMA Title:	NCRI
Date:	May 22, 2024

CSD Use Only

Dates CAP		Accepted By
Received	Accepted	

Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. Testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.

Guidelines

Notice of Public Hearing

1. Notice of the public hearing should be published at least 10 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice should include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 10 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP should be made available for public review and inspection approximately 30 days prior to the public hearing. The draft CAP may be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing in Part III: Appendices as Appendix A.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) must be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period should be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B in Part III: Appendices.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

Additional Guidance

For the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model based on community need at the time of the hearing.

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	March 20, 2025
Date Public Comment Period opened	February 28, 2025
Date Public Comment Period closed	April 2, 2025
Date(s) of Public Hearing(s)	April 1, 2025
Location(s) of Public Hearing(s)	Fresno EOC Franklin Head Start 1189 Martin Ave #3631 Fresno, CA 93706
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Agency websites, social media accounts, program centers, head start locations
Number of attendees at the Public Hearing(s)	5

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

A community needs assessment provides a comprehensive “picture” of the needs in your service area(s). Resources are available to guide agencies through this process.

- CSD-lead training – “Community Needs Assessment: Common Pitfalls and Best Practices” on Tuesday, September 10, 2024, at 1:00 pm. [Registration is required](#). The training will be recorded and posted on the Local Agencies Portal after the event.
- Examples of CNAs, timelines, and other resources are on the [Local Agencies Portal](#).
- [Community Action Guide to Comprehensive Community Needs Assessments](#) published by the National Association for State Community Service Programs (NASCSPP).
- [Community Needs Assessment Tool](#) designed by the National Community Action Partnership (NCAP).
- National and state quantitative data sets. See links below.

Sample Data Sets		
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report
HUD Exchange PIT and HIC Data Since 2007	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS
California Department of Education School Data via DataQuest	California Employment Development Department UI Data by County	California Department of Public Health Various Data Sets
California Department of Finance Demographics	California Attorney General Open Justice	California Health and Human Services Data Portal
CSD Census Tableau Data by County		Population Reference Bureau KidsData
Data USA National Public Data	National Equity Atlas Racial and Economic Data	Census Reporter Census Data

Sample Data Sets		
Urban Institute SNAP Benefit Gap	Race Counts California Racial Disparity Data	Rent Data Fair Market Rent by ZIP
UC Davis Center for Poverty & Inequality Poverty Statistics	University of Washington Center for Women's Welfare California Self-Sufficiency Standard	University of Wisconsin Robert Wood Johnson Foundation County Health Rankings
Massachusetts Institute of Technology Living Wage Calculator	Nonprofit Leadership Center Volunteer Time Calculator	Economic Policy Institute Family Budget Calculator

Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

Based on your agency's most recent CNA, please respond to the questions below.

1. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

Fresno Economic Opportunities Commission (Fresno EOC) is funded to serve Fresno County with Community Services Block Grant (CSBG) funds. Fresno County is located in the heart of California's Central Valley and is characterized by a diverse population and a rich agricultural heritage. The county has over 35 different communities, including 15 incorporated cities and 25 small, unincorporated communities. The major cities in Fresno County include Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, San Joaquin, and Selma. Some of the smaller unincorporated communities include Auberry, Biola, Cantua Creek, Caruthers, Del Rey, Highway City, Laton, Pinedale, and Riverdale.

Geographic Overview

Fresno County covers a vast area with a population of 1,008,280 residents. The City of Fresno is the largest city in the county, with a population of 541,528. The county's population density varies significantly, with urban areas like Fresno and Clovis being more densely populated compared to the rural areas.

High-Need Areas and Neighborhoods of Poverty

Fresno County faces significant challenges related to poverty and inequity. The overall poverty rate in the county is 19%, with certain communities experiencing much higher rates of poverty. The following sections provide a detailed description of the various pockets, high-need areas, and neighborhoods of poverty.

City of Fresno

The poverty rate in Fresno City is 22.1%, with 117,570 individuals living below the poverty line. Specific neighborhoods, particularly in the southwest areas, have the highest concentrations of poverty. These areas also have higher rates of unemployment, underemployment, and housing instability.

Rural Communities

Several rural communities experience widespread poverty and face unique challenges due to their

geographic isolation and limited access to resources. Some of the high-need rural communities include:

- **Huron:** has a population of 6,250 and a poverty rate of 32.1%. The community faces significant challenges related to housing instability, food insecurity, and limited access to healthcare services.
- **Mendota:** has a population of 12,603 and a poverty rate of 32.7%. The community has a high percentage of farm workers who earn low wages and often live in substandard housing conditions.
- **Firebaugh:** has a population of 8,139 and a poverty rate of 43.3%. The community experiences high rates of food insecurity and limited access to affordable housing.
- **Orange Cove:** has a population of 9,635 and a poverty rate of 46.5%. The community faces significant challenges related to housing, food insecurity, and access to healthcare services.
- **Parlier:** has a population of 14,554 and a poverty rate of 27.4%. The community has a high percentage of residents who are farm workers and face challenges related to low wages and housing instability.
- **San Joaquin:** has a population of 3,725 and a poverty rate of 33.2%. The community experiences high rates of food insecurity and limited access to healthcare services.

Other High-Need Areas

In addition to the rural communities, several other areas within Fresno County have high poverty rates and face significant challenges:

- **Coalinga:** Coalinga has a population of 17,488 and a poverty rate of 18.7%. The community faces challenges related to housing instability and limited access to healthcare services.
- **Kerman:** Kerman has a population of 15,980 and a poverty rate of 21.9%. The community experiences high rates of food insecurity and housing instability.
- **Reedley:** Reedley has a population of 25,441 and a poverty rate of 15.9%. The community faces challenges related to housing instability and limited access to healthcare services.
- **Selma:** Selma has a population of 24,318 and a poverty rate of 21.2%. The community experiences high rates of food insecurity and housing instability.

Listed below are several of the key conditions of poverty broken down by areas of high need.

Inadequate Housing

Housing is a significant issue throughout Fresno County, with many homes having substandard conditions that contribute to health challenges, lower quality of life, and safety concerns. According to the data, 42% of homes in the county have at least one substandard condition. Housing instability and homelessness are also significant problems, with many residents struggling to find

affordable housing due to rising costs and limited availability. The community needs assessment survey respondents noted a major need for temporary housing, utility assistance, home repair programs, safe multi-family housing, and programs to support energy efficiency.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: These areas have a high concentration of substandard housing conditions, contributing to health challenges and safety concerns.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove have significant issues with housing instability and substandard living conditions.

Food Insecurity

Food insecurity is a prevalent issue in Fresno County, particularly in communities with the highest poverty rates. Many areas in the county are considered food deserts, where residents have limited access to nutritious food. Black/African American and Hispanic residents experience higher degrees of food insecurity compared to Whites. Data shows that more than 50,000 people in Fresno County with a low-income live in areas with low access to food.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: These areas have several food deserts where residents have limited access to nutritious food.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove experience high levels of food insecurity.

Unemployment and Low-Wage Jobs

Limited job opportunities and the prevalence of low-wage jobs make it challenging for individuals to secure stable employment and earn sufficient income to meet their basic needs. The unemployment rate in Fresno County is 9.5%, which is higher than the state and national averages. There is also a significant problem of underemployment, with over 34,000 workers in the county being underemployed. Income and employment disparities due to race/ethnicity further exacerbate the challenges faced by residents.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: High unemployment and underemployment rates, with limited job opportunities.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove have high rates of unemployment and low-wage jobs.

Educational Inequities

Educational inequities are a significant issue in Fresno County, with schools in lower-income neighborhoods often having fewer resources, larger class sizes, and less access to advanced placement courses or extracurricular activities. This disparity impacts the educational outcomes and future opportunities for many children and young adults. The school funding formula, which is

dependent on property taxes, contributes to these inequities, as low-income neighborhoods receive less tax revenue for schools compared to more affluent areas.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: Schools in these areas have fewer resources and larger class sizes, impacting educational outcomes.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove face significant educational disparities.

Limited Access to Healthcare

Access to affordable healthcare services is a barrier for people living in poverty in Fresno County. The county has a limited number of healthcare providers, and transportation barriers further limit access to services. Many residents rely on Medicaid, but some providers do not accept public insurance as payment. Specific cohorts of the population, such as pregnant mothers, children, and the unemployed, are more greatly impacted by the lack of access to healthcare services.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: Limited number of healthcare providers and transportation barriers to accessing services.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove have significant healthcare access issues.

Adverse Early Childhood Experiences and Family Challenges

The rate of child abuse in Fresno County is rising, with a rate of 61.3 per 1,000 children compared to 43.5 per 1,000 for California. Many children under five years old live in single-parent families or are unhoused, contributing to adverse early childhood experiences.

General Geographic Area of High Need:

- Southwest and Southeast Fresno City: High rates of child abuse and adverse early childhood experiences.
- Rural Communities: Areas such as Huron, Mendota, Firebaugh, and Orange Cove face significant family challenges and high rates of child abuse.

2. Indicate from which sources your agency collected and analyzed quantitative data for its most recent CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

- ☒ Census Bureau
- ☒ Bureau of Labor Statistics
- ☒ Department of Housing & Urban Development
- ☒ Department of Health & Human Services
- ☐ National Low-Income Housing Coalition
- ☐ National Equity Atlas
- ☒ National Center for Education Statistics
- ☒ Academic data resources
- ☒ Other online data resources
- ☒ Other

Local Data Sets

- ☒ Local crime statistics
- ☒ High school graduation rate
- ☒ School district school readiness
- ☒ Local employers
- ☒ Local labor market
- ☒ Childcare providers
- ☒ Public benefits usage
- ☒ County Public Health Department
- ☒ Other

California State Data Sets

- ☐ Employment Development Department
- ☒ Department of Education
- ☒ Department of Public Health
- ☐ Attorney General
- ☐ Department of Finance
- ☐ Other

Surveys

- ☒ Clients
- ☒ Partners and other service providers
- ☒ General public
- ☒ Staff
- ☐ Board members
- ☒ Private sector
- ☒ Public sector
- ☐ Educational Institutions
- ☐ Other

Agency Data Sets

- ☒ Client demographics
- ☒ Service data
- ☐ CSBG Annual Report
- ☒ Client satisfaction data
- ☐ Other

3. Indicate the approaches your agency took to gather qualitative data for its most recent CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys

- ☒ Clients
- ☒ Partners and other service providers
- ☒ General public
- ☒ Staff
- ☐ Board members
- ☒ Private sector
- ☒ Public sector
- ☐ Educational institutions

Interviews

- ☒ Local leaders
- ☒ Elected officials
- ☐ Partner organizations' leadership
- ☐ Board members
- ☐ New and potential partners
- ☒ Clients

Focus Groups

- ☒ Local leaders
- ☒ Elected officials
- ☐ Partner organizations' leadership
- ☐ Board members
- ☐ New and potential partners
- ☒ Clients
- ☐ Staff

☒ **Community Forums**

☐ **Asset Mapping**

☐ **Other**

4. Confirm that your agency collected and analyzed information from each of the five community sectors below as part of the assessment of needs and resources in your service area(s). Your agency must demonstrate that all sectors were included in the needs assessment by checking each box below; a response for each sector is required. (CSBG Act Section 676(b)(9), Organizational Standard 2.2)

Community Sectors

- ☒ Community-based organizations
- ☒ Faith-based organizations
- ☒ Private sector (local utility companies, charitable organizations, local food banks)
- ☒ Public sector (social services departments, state agencies)
- ☒ Educational institutions (local school districts, colleges)

Results

CSBG Act Section 676(b)(11)
California Government Code Section 12747(a)
Organizational Standards 4.2
State Plan Summary and Section 14.1a
ROMA – Planning

Based on your agency's most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Individuals/Families lack stable housing.	F	Y	Y	Choose an item.	Y
Individuals/Families lack job opportunities that pay a living wage.	F	Y	Y	Choose an item.	Y
Community lacks access to healthcare.	C	Y	Y	Choose an item.	Y
Individuals/Families lack nutritious food.	F	Y	Y	Choose an item.	Y
Individuals/Families lack safe and clean neighborhoods.	F	Y	Y	Choose an item.	Y
Individuals/Families lack educational resources and support.	F	Y	Y	Choose an item.	Y

Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs statements. Whereas "Employment" or "Housing" are not. Add row(s) if additional space is needed.

Level (C/F): Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it will impact individuals/families directly.

Agency Mission (Y/N): Indicate if the identified need aligns with your agency's mission.

Currently Addressing (Y/N): Indicate if your agency is addressing the identified need.

If not currently addressing, why?: If your agency is not addressing the identified need, please select a response from the dropdown menu.

Agency Priority: Indicate if the identified need is an agency priority.

Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Individuals/Families lack stable housing.	Sanctuary Homeless Services: Provides emergency to permanent housing solutions using a Housing-First approach, including outreach services, housing navigation, and permanent housing support. (~581 annually) Energy Services: Offers utility payment assistance and weatherization measures to improve energy efficiency and safety, helping over 10,000 households annually.	FNPI 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h SRV 4c, 4d, 4e, 4f, 4g, 4h, 4i, 4j, 4k, 4l, 4m, 4n, 4o, 4p, 4q, 4r, 4s, 4t
2.	Individuals/Families lack job opportunities that pay a living wage.	Local Conservation Corps (LCC): Offers paid job training to ages 18-26 and educational opportunities for young adults, including high school diploma programs and college credit courses. (~141 annually) Valley Apprenticeship Connections (VAC): Provides a 12-week training program to ages 18-64 to prepare individuals for the construction workforce. (~62 annually) Workforce Connection Young Adult Program: Guides young adults ages 14-24 towards education, training, and career development. (~441 annually) Summer Internship Program: Targets high school graduates transitioning to postsecondary education, offering mentorship opportunities. (~81 annually)	FNPI 1a, 1b, 1c, 1d, 1e, 1f, 1g, 2e, 2f, 2g, 2h, SRV 1a, 1b, 1c, 1d, 1e, 1f, 1g, 1h, 1i, 1j, 1k, 1l, 1m, 1n, 1o, 1p, 1q, 2d, 2e, 2h, 2i, 2j, 2p, 2q,
3.	Community lacks access to healthcare.	Community Health Center: Provides reproductive health services, STI testing, and transportation for teens to clinic appointments. (~2,476 annually) Dental Health & School Based Sealant Program: Offers dental screenings, education, and preventative services to low-income families. (~2,950 annually) Adolescent Health Education Programs: Delivers health education and case management services on topics like reproductive health and healthy relationships. (~11,123 annually) LGBTQ+ Resource Center: Provides STI screenings, supportive healthcare, and mental health services. (~438 annually)	FNPI 5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j SRV 5j, 5k, 5l, 5m, 5n, 5o, 5p, 5q, 5u, 5v, 5w, 5aa, 5bb, 5cc, 5dd, 5ee, 7a
4.	Individuals/Families lack nutritious food.	Women, Infants & Children (WIC): Provides healthy food, nutrition education, and breastfeeding support to over 27,000 participants annually. Food Distribution: Distributes essential food commodities to low-income families in rural and inner-city areas. (~13,942 homes annually) Food Services Home Delivery: Delivers nutritious meals to	FNPI 5d, 5e, 5j SRV 5ff, 5gg, 5hh, 5ii, 5jj

		homebound seniors. (~1,200 annually)	
		Summer Meals for Kids: Offers free nutritious meals to children and disabled individuals during the summer break.	
5.	Individuals/Families lack safe and clean neighborhoods.	Advance Peace Fresno: Implements healing-centered strategies to reduce gun violence through mentorship and conflict resolution. (~60 annually) Central Valley Against Human Trafficking (CVAHT): Supports survivors of human trafficking with resources and personalized action plans. (~121 annually) LGBTQ+ Resource Center: Provides a safe space and expert guidance on resources, including STI screenings, supportive healthcare, and housing assistance. (~438 annually) Transit Systems: Provides transportation services, including a shuttle service for students, enhancing access to education and reducing travel challenges. (~80,000 annually)	FNPI 4a, 4b, 5a, 5b, 5c, 6a, 6b, 6c SRV 4c, 4d, 4e, 4m, 4n, 4o, 4p, 5j, 5k, 5l, 5m, 5n, 5o, 5v, 5w, 5x, 7a, 7c, 7d
6.	Individuals/Families lack educational resources and support.	Head Start 0 to 5: Offers educational, emotional, social, health, and nutritional services to children and families, preparing children for academic success. (~2,000 annually) School of Unlimited Learning (SOUL): Provides comprehensive educational experience with classroom-based and independent study options, along with case management support. (~223 annually) Foster Grandparent Program: Engages older adults ages 55+ in volunteer activities to support children's education and emotional literacy. (~55 annually)	FNPI 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 5a, 5c SRV 2a, 2b, 2c, 2d, 2e, 2h, 2p, 2q, 5a, 5b, 5c, 5d, 5g, 7a

Agency Priorities: Rank the needs identified as a priority in Table 1: Needs Table according to your agency's planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is needed.

Description of programs, services, activities: Briefly describe the program, services, or activities that your agency will provide to address the need. Including the number of clients who are expected to achieve the indicator in a specified timeframe.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported on in Modules 3 and 4 of the CSBG Annual Report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations Sections 100651 and 100655

Vision and Mission Statements

ROMA – Planning

1. Provide your agency's Vision Statement.

A strong Fresno County where people have resources to shape their future free from poverty.

2. Provide your agency's Mission Statement.

We fight to end poverty.

Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

1. Describe the key findings of your analysis of information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

The information below was collected during the agency's needs assessment survey and community focus groups and forums. Some statistical data from the needs assessment was also included to support the responses received from the community. 3,542 surveys were received, four (4) community forums, and 57 focus groups.

Affordable Housing and Homelessness:

- A consistent and urgent need for affordable and quality housing was identified, with many communities highlighting the high cost of living and the need for more housing options, including shelters for the homeless.
- Rental assistance and programs to assist in home repairs are also significant needs.
- Safe and affordable housing is a significant concern, with 73% of community survey respondents indicating it as a major need.
- There is a high rate of substandard housing, with 42% of homes having at least one substandard condition.
- Many residents experience a housing cost burden, with 38% spending more than 30% of their income on housing.
- Homelessness is a critical issue, with 1,128 households identified as homeless in the 2023 Point-In-Time Count.

Childcare and Education:

- There is a significant demand for affordable childcare, extended school hours, and more educational resources, including after-school programs and support for special needs children.
- A majority (72.95%) of respondents have children, with 32.68% participating in Head Start or Early Head Start.
- Common childcare challenges include cost (46.22%) and availability (30.65%).
- Many respondents (40.48%) need full-time childcare services.
- Educational attainment is low among low-income individuals, with many lacking a high school diploma or higher education.
- There are disparities in educational outcomes, particularly among children of color.
- Access to quality early childhood education and childcare is limited, especially for infants and toddlers.

Employment and Financial Assistance:

- Many individuals expressed the need for better job opportunities, higher wages, and financial

assistance to cope with the rising cost of living. This includes job training programs and support for finding employment.

- A notable portion (30.65%) of respondents are seeking employment.
- Major employment needs include job opportunities within the community (63.54%) and childcare access to get a job (63.76%).
- Common employment challenges include low-paying jobs (48.50%) and lack of skills (43.68%).
- Earned income is the primary source of household income for 70.76% of respondents.
- Unemployment and underemployment are significant issues, with the unemployment rate at 9.5% as of March 2024.
- Many low-income individuals work in low-wage jobs without benefits, contributing to financial instability.
- There is a need for better job opportunities, career training, and support for individuals seeking employment.
- Assistance with utilities, such as paying for electricity and water, was frequently mentioned, along with the need for basic necessities like clothing and household items.

Transportation:

- Access to reliable and affordable transportation is a major concern, with many communities needing better public transportation options, bus vouchers, and safer routes for children to get to school.
- Local transportation for shopping, medical, school, or work is a major need for 50.41% of respondents.
- Additional hours of transportation operation (nights/weekends) are also a significant need.
- Transportation is a barrier for many low-income individuals, with limited public transportation options and long commute times.
- Lack of vehicle ownership is common in certain communities, further limiting access to essential services and opportunities.

Healthcare and Mental Health Services:

- Access to affordable healthcare, including mental health services, is a critical need. Many communities also highlighted the lack of healthcare professionals and the need for better medical facilities.
- Limited access to health services and difficulty getting timely appointments are major health needs for 55.22% of respondents.
- Insurance coverage and enrollment assistance are also significant concerns.
- There are high rates of chronic diseases and poor health outcomes, particularly in low-income and minority communities.
- Mental health services and support for substance abuse are needed to address the high rates of depression, anxiety, and substance abuse.
- There is a major need for free/low-cost mental health services (61.62%) and substance abuse treatment services (58.71%).

Food Security:

- There is a need for more food banks, affordable healthy food options, and better nutritional support for families.
- Food insecurity is prevalent, particularly among Black/African American and Hispanic residents.
- Many low-income individuals lack access to healthy food, with 11.5% of the low-income population living more than ½ mile from the nearest supermarket or grocery store.
- Participation in food assistance programs like CalFresh and WIC is not maximized.

Community Resources and Support:

- Many individuals emphasized the need for better access to community resources, including support groups, educational programs, and activities for children and families.
- Emergency shelters for natural disasters (57.24%) and neighborhood clean-up projects (63.80%) are major needs.
- Crime reduction and neighborhood safety programs are also highly needed (66.26%).
- Schools (52.99%), churches (48.75%), and people (46.39%) are seen as the main strengths of the community.

Specialized Support:

- Specific groups, such as seniors, LGBTQ+ individuals, and those with disabilities, highlighted the need for tailored support services, including affirming housing, healthcare, and employment opportunities.

Communication:

- Digital connectivity is a challenge, with disparities in access to high-speed internet impacting education, employment, and access to services.

2. Describe your agency's assessment findings specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area(s). (Organizational Standard 3.2)

Poverty Rates: The overall poverty rate in Fresno County is 19%, with significant variations across different communities and demographic groups. For example, the poverty rate among female-headed households with children is 49%, while the rate for seniors is 14%.

Racial and Ethnic Disparities: Hispanic/Latino residents make up 54% of the county's population, with higher concentrations in certain communities. Black/African American and Hispanic residents experience higher rates of poverty and food insecurity compared to White residents. The data also revealed disparities in educational attainment and health outcomes among different racial and ethnic groups.

Gender Disparities: Female-headed households with children are disproportionately affected by poverty, with higher rates of unemployment and underemployment. Women also face barriers to accessing affordable childcare and healthcare services.

Age Disparities: Children and seniors are particularly vulnerable to poverty. The poverty rate for children under five years is higher than the general population, with significant impacts on their health, education, and overall well-being. Seniors face challenges related to housing affordability, healthcare access, and social isolation.

3. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of your needs assessment data, describe the causes of poverty in your agency’s service area(s). (Organizational Standard 3.4)

Education: Limited access to quality education or low educational attainment levels leads to limited employment opportunities and lower wages, which contributes to poverty.

Unemployment/Underemployment: High unemployment rates or a lack of job opportunities for specific segments of the population are persistent in the service area, particularly for individuals with limited skills or education, which makes it difficult for people to escape poverty. Underemployment, where individuals work part-time or in jobs that don't match their skills, also keeps people in poverty.

Low Wages: Fresno County data shows wages vary among specific cohorts of the population and contribute to poverty rates and inequities.

Demographic Factors: Certain demographic factors contribute to poverty rates. For example, a high percentage of single-parent households and households where the adult has limited English proficiency face increased vulnerability to poverty.

Affordable Housing: The availability and affordability of housing in the area plays a significant role in poverty. High housing costs or limited affordable housing options consume a significant portion of a household's income, leaving less for other essential needs.

Racial and Ethnic Disparities: Systemic inequalities and racial or ethnic disparities contribute to higher poverty rates among certain groups, as they face discrimination, limited access to resources, and fewer opportunities for economic mobility.

Economic Shocks and Lingering Pandemic Transitions: Economic downturns, job losses, or changes in local industries are having a significant impact on poverty rates. Inflation of the cost of goods and services is occurring at the same time as pandemic assistance is falling away, returning and leaving many in poverty.

4. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of your needs assessment data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4)

Overall Poverty Rate: 19% of individuals in Fresno County live in poverty, with concentrated poverty in the City of Fresno and rural areas such as Huron, Mendota, and Orange Cove.

Family Poverty: 15% of families have an income below the poverty level. Among these, 40% are

married-couples with children, and 49% are female-headed households with children.

Senior Poverty: The poverty rate for seniors in Fresno County is 14%, higher than the 11% rate for California.

Educational Inequities: Schools in lower-income neighborhoods often have fewer resources and larger class sizes, impacting educational outcomes. The school funding formula, dependent on property taxes, results in disparities between low-income and affluent neighborhoods.

Unemployment and Low-Wage Jobs: The unemployment rate in Fresno County is 9.5%, higher than the state and national rates. Over 34,000 workers are underemployed. Community survey respondents identified a need for better job opportunities, career training assistance, and affordable childcare.

Inadequate Housing: 42% of homes in Fresno County have at least one substandard condition, contributing to health challenges and safety concerns. Housing instability and homelessness are significant issues, with 64% of community survey respondents noting a major need for temporary housing, utility assistance, home repair programs, safe multi-family housing, and energy efficiency programs.

Food Insecurity: Food insecurity is prevalent, particularly in communities with high poverty rates and limited access to food. More than 50,000 low-income people in Fresno County live in areas with low access to food. Black/African American and Hispanic residents experience higher food insecurity rates than Whites.

Limited Access to Healthcare: Access to affordable healthcare services is a barrier for people in poverty. The ratio of healthcare providers to low-income residents is low, and transportation barriers further limit access. Over 61,544 people in Fresno County are uninsured, with specific cohorts such as pregnant mothers and Medicaid recipients being more greatly impacted.

Maternal and Child Health Disparities: 28% of births are to mothers in poverty, and the teen birth rate is 4%. The rate of prenatal depression is 17%, and the infant mortality rate for Black infants is significantly higher than for Hispanic/Latino and White infants.

Adverse Early Childhood Experiences: The rate of child abuse in Fresno County is 61.3 per 1,000 children, higher than the state rate of 43.5 per 1,000. Over 14,000 children under five live in single-parent families, and more than 5,000 children under six are in double-up housing or are unhoused. There were 8,748 domestic violence reports contributing to homelessness and family trauma.

5. Describe your agency's data and findings obtained through the collecting, analyzing, and reporting of customer satisfaction data.

Customer satisfaction questions were incorporated into the needs assessment survey and from those questions, the following data was gathered and reviewed:

- Most respondents (87.45%) found it either very easy or easy to access Fresno EOC program services.

- A high percentage (95.95%) reported that services were provided in a timely manner.
- The majority (97.77%) felt welcome and respected by Fresno EOC staff and volunteers.
- A significant portion (94.35%) felt that their issues or concerns were effectively addressed by the staff.
- The overall weighted average satisfaction rating is 4.59 out of 5, with 73.24% rating their satisfaction as 5 out of 5.

The agency has a customer satisfaction data collection process in addition to the needs assessment survey. Customers can complete the satisfaction survey at any time which will provide continuous insight. Through collecting and discussing customer satisfaction data, the agency has implemented several changes such as moving to electronic intake forms and changing phone systems.

Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b), 676(b)(10)

Organizational Standards 1.1. 3.5

ROMA – Evaluation

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), Organizational Standard 1.1)

To ensure Fresno EOC's Board adequately represents the community, the agency has a tri-partite system for electing board members. Eight board members must be from the public sector i.e. publicly elected officials or their designees, eight must be from the private sector, including from businesses, public agencies, and/or community groups, and eight must be elected low-income target area representatives from throughout Fresno County.

Any person or organization that would like to have representation on the Board of Commissioners may apply or nominate someone for one of the eight private sector representatives. Any low-income individual may apply for one of the eight target area representative positions and participate in a democratic selection process. The availability of positions and how to apply are made publicly available via agency websites and other publicly accessible outlets such as social media. This ensures that all organizations and individuals in the community have an equal opportunity to increase their group representation on the Board of Commissioners. Any concerns or petitions can be addressed in the public comment section of the monthly Board of Commissioner meetings.

2. Describe your process for communicating with and receiving formal approval from your agency board of the Community Needs Assessment (Organizational Standard 3.5).

The first step in the Community Needs Assessment (CNA) process is presenting a proposed timeline to the board, outlining key milestones for data collection, analysis, review, and approval. Once the timeline is approved, the agency begins gathering data through various methods such as surveys, focus groups, interviews, and reviewing existing reports. After the CNA has been drafted, it undergoes an internal review process where department heads, staff, and advisory groups provide feedback. This input is incorporated into the final version of the CNA, which is then prepared for the board. An executive summary is created to accompany the full report, providing the board with an overview of the key findings and recommendations. The agency then schedules to formally present the CNA at the next available board meeting. During the meeting, the agency's leadership and/or consultant presents the report, highlighting the assessment's findings and addressing any recommendations. The board reviews the document, discusses the findings, and may ask questions or request clarification on certain points. After the discussion, the board votes to formally approve the CNA. Following the board's decision, the agency communicates the

approval internally to staff, ensuring everyone is aligned on the next steps. The approved CNA serves as the foundation for the agency's future planning, guiding action plans and resource allocation.

DRAFT

Service Delivery System

CSBG Act Section 676(b)(3)(A)

State Plan 14.3a

ROMA - Implementation

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3a)

Fresno EOC has provided the Fresno County community with services for 60 years. The agency manages a service delivery system that is designed to meet the diverse needs of the low-income individuals and families in the target areas. The agency's strategic plan is to provide holistic support to clients in the following focus areas: food insecurity, housing stability, employment opportunities, community safety, educational achievement, and health and wellness.

To support service delivery, the agency has implemented a central intake system (CAP60) whereby client data is entered into and tracked for all programs. The intent of the central intake system is to provide unduplicated service and client counts, decentralized access to services, client referrals across internal programs and partners, and advanced programmatic reporting. This system simplifies entrance into our programs and significantly improves efficiency. To expand accessibility, the agency continues to add standalone central intake kiosks in strategic target areas based on our needs assessment feedback. We are committed to ensuring that language, disability, education, and transportation are not barriers to receiving services.

The majority of the agency's programs provide services directly to clients, using a combination of direct and subcontracted services. Because the agency has diverse funding, the client intake process varies from program to program, but generally includes an intake form and interview. If a specific intake system is required by a funder, programs will upload client data to the central intake system as needed. During this process, programs need to verify eligibility and will ask for supporting documents depending on their agreed to intake process. These documents may include income verification, a Medicaid card, a letter from the foster system, etc. Clients are asked to complete enrollment forms and optional demographics surveys.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will inform your service delivery and strategies in the coming two years?

The poverty data related to gender, age, and race/ethnicity will significantly inform service delivery and strategies in the coming two years.

Gender-specific strategies: targeted support services such as job training, childcare assistance, and financial literacy programs will be prioritized for female-headed households, which have a high poverty rate of 49%. Programs will also focus on providing comprehensive support to single

mothers, including access to affordable childcare, housing assistance, and educational opportunities.

Age-specific strategies: will address the high poverty rates among children, especially those under five, by expanding early childhood education programs like Head Start and Early Head Start, and integrating additional support services such as nutrition programs, healthcare access, and parental support. For seniors, services will include increased access to healthcare, technology training, affordable housing, and social support programs to improve their quality of life.

Race/ethnicity-specific strategies: will develop culturally responsive services for Hispanic/Latino and Black/African American communities, which experience higher poverty rates. This includes bilingual education programs, targeted job training, and community health initiatives. Programs will also focus on improving educational attainment among minority groups by providing scholarships, mentorship, and after-school programs to reduce dropout rates and enhance future employment opportunities. Holistic approaches will involve engaging community leaders and members in planning and implementing services to ensure they are culturally relevant and effectively address the unique needs of different demographic groups.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); 676(b)(3)(B), (C) and (D); 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

State Plan 9.3b, 9.4b, 9.5, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(9); Organizational Standard 2.1; State Plan 14.1c)

Fresno EOC's approach to service delivery leverages other local service providers and their assets to fill gaps in services to its clients. This can be seen by the agency's participation in numerous collaborations:

Health Services Program:

- Collaborates with schools and organizations to implement comprehensive sex education and dental services.

Sanctuary and Support Services Program:

- Partners with organizations like California Coalition for Youth, Fresno Unified School District, Centro La Familia Advocacy Services, Inc, Integral Community Solutions, Inc, and others to provide integrated care, legal assistance, and supportive services for youth, young adults, chronically homeless adults, survivors of human trafficking, and the LGBTQ+ community.

Local Conservation Corps (LCC):

- Works with entities such as the City of Fresno, County of Fresno, CalRecycle, Amazon, and others to fund and support recycling, public lands, and workforce development programs.

Transit Systems Program:

- Coordinates with organizations like California Veterans Home, Fresno Unified School District, Central Valley Regional Center, and others to provide transportation services for various populations.

Energy Services Program:

- Partners with organizations like Pacific Gas and Electric Company, City of Fresno, Proteus Inc, and others to install weatherization measures, solar systems, and provide financial assistance for energy bills.

Advance Peace Fresno:

- Collaborates with organizations like Crime Survivors for Safety and Justice, Fresno United, Fresno Barrios Unidos, and others to support survivors, address food insecurities, and provide resources for formerly incarcerated citizens.

Women, Infants, and Children (WIC) Program:

- Partners with Anthem Blue Cross, California Health Collaborative, Cal Viva Health, and others to provide postpartum depression prevention, baby showers, and breastfeeding support.

Fresno Regional Workforce Development Board:

- Funds programs like the Fresno Urban East Young Adult Program and collaborates with organizations like the Economic Development Corporation, County of Fresno Probation, and others to provide training and employment opportunities.

School of Unlimited Learning (SOUL):

- Partners with Central California Legal Services, CSU Fresno Social Work Department, Cultural Arts Rotary of Fresno, and others to provide legal advice, internships, food pantry services, and medical referrals.

Food Services Program:

- Partners with various organizations, including Fresno State Dietetic Internship Program, Roman Catholic Diocese of Fresno, Catalano Fenske & Associates, Centro La Familia, Fresno Madera Area Agency on Aging, City of Selma, Kepler Neighborhood School, Kaiser Permanente Fresno Medical Center, City of Fowler, and RH Community Builders, to provide nutritious meals and support services to students, seniors, and homeless individuals and families.

Below are a few examples of the coalitions that the programs work with and how they support the coordination of funding:

California Coalition for Youth:

- The Fresno EOC Sanctuary and Support Services program collaborates with this coalition, which operates the state-wide crisis line for youth and young adults. The Sanctuary Director serves on their Board of Directors reflecting active participation and coordination.

Fresno Madera Continuum of Care (FMCoC):

- This coalition assists homeless persons in transitioning from homelessness to independent or supportive permanent housing. The Fresno EOC Sanctuary and Support Services program works with FMCoC to provide these services and the Sanctuary Director serves as the FMCoC Treasurer.

California Association of Local Conservation Corps:

- The Fresno EOC Local Conservation Corps (LCC) is part of this state-wide coalition, which supports local conservation work, advocacy, and provides programmatic support.

The Corps Network:

- This national organization provides legislative and programmatic support to the Fresno EOC Local Conservation Corps (LCC).

YouthBuild USA:

- The Fresno EOC Local Conservation Corps (LCC) partners with YouthBuild USA, which leads YouthBuild programming for construction and AmeriCorps Education awards.

Central Valley Freedom Coalition (CVFC):

- The Fresno EOC Sanctuary and Support Services program and this coalition leverage their resources and networks to raise awareness, train law enforcement and community members, and ensure trafficking survivors have access to essential services like shelter, legal aid, and counseling. Fresno EOC created this coalition in 2009 and the agency's CVAHT Manager serves as the coalition's Chairperson.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(3)(C), Organizational Standard 2.1, State Plan 9.7)

Through strategic partnerships and collaborations, Fresno EOC ensures the effective delivery of services across multiple sectors, including health, support services, conservation, transit, energy, peace initiatives, women and children's services, workforce development, early childhood education, and alternative education.

The Health Services Program collaborates with various school districts and organizations to implement comprehensive sex education and dental services. These partnerships include Agape Schools, Central Unified School District, and the Boys and Girls Club of Fresno County, among others, ensuring that youth receive essential health education and dental care.

The Sanctuary and Support Services Program partners with multiple organizations to provide crisis intervention, counseling, legal assistance, and support for homeless individuals, survivors of human trafficking, and the LGBTQ+ community. Key coordination includes working with Fresno Family Counseling, Integral Community Solutions, Inc, and Centro La Familia, which help deliver comprehensive support services to vulnerable populations.

The Local Conservation Corps (LCC) works with local and state entities to fund and support recycling programs, legal services, educational opportunities, and job training. Notable partners

include the City of Fresno, CalRecycle, and the Fresno Workforce Development Board, which contribute to the success of LCC's environmental and workforce development initiatives.

The Transit Systems Program collaborates with various organizations to provide transportation services for veterans, students, developmentally disabled individuals, and the elderly. Partnerships with entities like the California Veterans Home, Fresno Unified School District, and United Cerebral Palsy ensure that transportation needs are met for diverse community members.

The Energy Services Program partners with subcontractors and utility companies to install weatherization measures, and provide financial assistance for energy bills. Collaborations with Pacific Gas and Electric Company, and Habitat for Humanity help improve energy efficiency and support households experiencing energy crises.

Advance Peace Fresno collaborates with organizations to support crime survivors, address food insecurities, and provide resources for formerly incarcerated individuals. Partners such as Crime Survivors for Safety and Justice, Fresno United, and Time Done play a crucial role in extending the reach and impact of the program's initiatives.

The Women, Infants, and Children (WIC) Program works with health organizations and community partners to provide postpartum support, baby showers, and distribute essential supplies like diapers. Anthem Blue Cross, California Health Collaborative, American Heart Association, and the Central California Food Bank are key partners in supporting WIC clients.

The Food Services Program has established several partnerships to enhance service coordination and funding. Collaborations include the Fresno State Dietetic Internship Program, which provides dietetic interns, and catering agreements with the Roman Catholic Diocese of Fresno, Catalano Fenske & Associates, and Centro La Familia. The Fresno Madera Area Agency on Aging and the City of Selma contract with Food Services to provide meals for seniors, while Kepler Neighborhood School ensures students receive nutritious meals. Kaiser Permanente Fresno Medical Center hosts a weekly Farmers Market and partners in the Market Match program. The City of Fowler also contracts for senior meals, and RH Community Builders partners for milk delivery to locations offering housing and support services to homeless individuals and families.

The Workforce Development Programs engage with workforce boards, educational institutions, and employers to provide job training, internships, and employment opportunities. Collaborations with the Fresno Regional Workforce Development Board, State Center Community College District, and various construction employers help create pathways to employment for youth and adults.

The Head Start 0 to 5 Program partners with educational and social service organizations to support children and families with special needs, housing assistance, and health services. Key partners include the Fresno County Superintendent of Schools, Central Valley Regional Center, and Fresno State's School of Nursing.

The School of Unlimited Learning (SOUL) works with legal services, food banks, medical providers, and educational institutions to support students' academic and personal needs. Partnerships with Central California Legal Services, Fresno City College, and the Central California Food Bank ensure that students receive comprehensive support to succeed in their education and personal lives.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), California Government Code 12760)

Fresno EOC has approximately 585 partnerships with other community service providers both public and private. These partnerships ensure services target low-income, minority communities that are disproportionately impacted by poverty while avoiding duplication of services and aligning funding. This is done through targeted outreach, locating concentrated areas of poverty throughout the county, data sharing, and listening to the voices of those communities.

Program and agency staff are in regular communication with other service providers to ensure services are maximized, and clients are referred to programs they may need. This helps avoid service duplication and ensures that resources are used in a more efficient way. Fresno EOC locates its services and headquarters within the communities and neighborhoods that demonstrate the most need. For example, the Local Conservation Corps (LCC) operate community centers in Southwest Fresno, a neighborhood that experiences higher poverty and pollution rates compared to the rest of the city. Low-income individuals and families can more readily benefit from LCC services when they are close and accessible. Programs such as SOUL (School of Unlimited Learning) Charter School and Sanctuary and Support Services also have locations in the target area of downtown Fresno City.

Community needs are identified by gathering information directly from target areas and through the agency's Board of Commissioners that provide the necessary insight and direction for program services to meet the needs of low-income populations. Advisory Committees made up of community members and stakeholders also inform projects and services that the programs deliver.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (CSBG Act Section 676(b)(3)(C))

The agency's 2023-2026 strategic plan outlines the approach used to leverage funding sources and to increase programmatic and organizational capacity.

Financial Structure and Support:

- Invest in financial systems and supports improving operations, functions, programs, and services.
- Significantly increase unrestricted funding for flexibility and stability.
- Create a funding evaluation tool to assess the cost-benefit of funding opportunities.

- Supplement financial gaps with flexible funding.

Program and Administrative Stabilization:

- Ensure stabilization of current programs and administrative structures, including staffing, alignment, evaluation plans, salaries, and benefits.
- Provide infrastructure stabilization for current programs to prepare for expansion into new programming areas.

Community Engagement and Responsiveness:

- Create consistent communication channels for community members to share experiences and ideas.
- Invest in technology to implement a data collection and analysis system to understand community needs and program effectiveness.

Advocacy and Partnerships:

- Increase visibility and influence to advocate for anti-poverty policies and legislation.
- Build and reinforce partnerships with elected officials, community agencies, and mission-aligned organizations to influence and advocate for policy changes.
- Develop a Community Relationship Management system to index external partners and stakeholders.

Staff Development and Support:

- Hire and train staff to embody Fresno EOC's values and advance its mission.
- Provide education on core competencies of organizational leadership and support tools to manage workload and improve morale and organizational culture.
- Invest in a consistent, fair, and competitive compensation system.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747(a))

In the event of a reduction in funding, Fresno EOC would modify program offerings, while also mitigating the impact on client service delivery. In the event of a severe reduction in funding, Fresno EOC will proceed with the following actionable steps:

- The CEO would provide notification to the Board of Commissioners
- With support from the Board, staff would identify other sources of funding (i.e. corporate and donor giving, private foundations, government) to close the financial gap and ensure minimal impact on program services
- Reassess the agency's capacity to determine what level of service is feasible with the reduction in funding
- Prioritize the highest needs identified from the community needs assessment and

community action plan

- Communicate any changes, pivots in client service delivery, and/or major staff reductions to the community through various methods (i.e. e-newsletter “Poverty Fighters”, agency website, social media, press release, press conference).

Through the diversification of funding, the agency reduces the risk of significant impact of funding reductions. During the fourth quarter (month of October) of every fiscal year, the agency plans the annual budget for the following calendar year. Through this fiscal planning process, the agency would identify any potentially significant loss of funding and begin the process of identifying other sources.

6. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

Fresno EOC addresses the needs of youth in low-income communities and through several youth development programs:

Local Conservation Corps (LCC):

- Provides young adults (ages 18-26) with paid job training and educational opportunities.
- Offers hands-on experience in environmental conservation, including solar panel installation, hazardous fuel reduction, and trail maintenance.
- Supports Corpsmembers in earning college credits, high school diplomas, and certifications.

Valley Apprenticeship Connections (VAC):

- Prepares individuals for the workforce through an intense 12-week training program focused on the construction industry.
- Facilitates job placements and apprenticeships, leading to higher-paying positions and career advancement.

Workforce Connection Young Adult Program:

- Guides young adults (ages 14-24) along the pathway to education, training, personal development, and rewarding careers.
- Offers comprehensive services including job search and interview skills training, career counseling, workshops, and life skills coaching.
- Provides support for both in-school and out-of-school youth, ensuring they have access to education and employment opportunities.

Summer Internship Program:

- Targets high school graduates transitioning into postsecondary education.

- Offers mentorship opportunities with industry leaders, providing practical experience and career guidance.
- Helps students gain valuable work experience and build professional networks.

School of Unlimited Learning (SOUL):

- Provides a comprehensive and fully accredited educational experience to youth, offering an alternative to traditional large high schools.
- Offers both classroom-based and independent study options, with case management assistance to help students overcome educational obstacles.
- Leverages the agency's wide array of resources to support the entire family, including Energy Services, Health Services, and Food & Nutrition Programs.

Fresno EOC promotes increased community coordination and collaboration through the following processes:

Strategic Partnerships:

- Collaborates with local businesses, educational institutions, and community organizations to create a network of support for youth development programs.
- Engages with employers to understand their hiring needs and tailor training programs to meet industry demands.

Comprehensive Support Services:

- Provides case management assistance to help youth overcome barriers to education and employment, such as lack of transportation, childcare, or housing.
- Offers wrap-around services including food assistance, health services, and financial literacy training to support overall well-being and stability.

Innovative Training Approaches:

- Utilizes technology and innovative training methods to enhance learning and skill development.
- Implements programs like the YouthBuild Charter High School of California, which combines academic education with vocational training.

Community Engagement:

- Organizes key community events to expand outreach and staffing, such as the Express Enrollment Fair and job fairs.
- Engages parents and community members as volunteers, fostering a supportive environment for youth development.

7. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

Fresno EOC promotes increased community coordination and collaboration in meeting the needs of youth through various innovative community-based youth development programs. These programs are designed to create supportive environments and provide essential resources for youth development:

Advance Peace Fresno:

- Implements healing-centered strategies to reduce gun violence through mentorship and conflict resolution.
- Provides peer support, creating violence-free zones.

Local Conservation Corps (LCC):

- Offers paid job training and educational opportunities for young adults (ages 18-26).
- Provides life skills training, job creation, and opportunities for earning college credits and high school diplomas.
- Engages youth in environmental conservation projects, promoting entrepreneurship and community service.

Valley Apprenticeship Connections (VAC):

- Supports the hiring needs of Central Valley's construction contractors through an intense 12-week training program.
- Prepares youth for the workforce, leading to higher-paying positions and fostering economic uplift.

Workforce Connection Young Adult Program:

- Guides young adults (ages 14-24) along the pathway to education, training, personal development, and rewarding careers.
- Offers job search and interview skills training, career counseling, and workshops.

School of Unlimited Learning (SOUL):

- Provides a comprehensive and fully accredited educational experience with both classroom-based and independent study options.
- Offers case management assistance, life skills coaching, and free meals through the School Lunch Program.

Foster Grandparent Program:

- Engages older adults in mentoring and supporting children and youth, fostering intergenerational connections.
- Provides emotional literacy workshops and senior tech training, enhancing community engagement and support.

LGBTQ+ Resource Center:

- Offers a safe space and expert guidance on resources, including STI screenings, supportive healthcare, and housing assistance.
- Provides peer support groups, social and emotional support, and competency trainings to create welcoming environments.

Strategic Partnerships:

- Fresno EOC collaborates with local and state partners to address the growing needs of the community and fight poverty.
- Partnerships with organizations like PG&E, Target, Costco, and local schools enhance the reach and impact of youth programs.

Community Events:

- Organizes key community events such as the Express Enrollment Fair and job fairs to streamline enrollment and recruitment processes.
- Hosts events like “Candy Cane Xpress” to deliver holiday cheer and support to low-income families.

Innovative Solutions:

- Implements technological advancements like CAP60, a central intake system, to enhance efficiency and data management.
- Incorporates ROMA (Results Oriented Management Accountability) training to evaluate and refine services for impactful support.
- Fresno EOC is the Safe Place program administrator for Fresno County through its Sanctuary and Support Services division. This program offers immediate assistance and safety to youth in crisis by connecting them with a network of designated Safe Place sites, including schools, businesses, and community centers.

8. Describe your agency's coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

Fresno EOC coordinates employment and training activities through targeted programs designed to enhance employment prospects and foster economic uplift in the community:

Local Conservation Corps (LCC):

- Provides young adults (ages 18-26) with paid job training and educational opportunities.
- Offers hands-on experience in environmental conservation, hazardous fuel reduction, and trail maintenance.
- Supports Corpsmembers in earning college credits, high school diplomas, and certifications.

Valley Apprenticeship Connections (VAC):

- Prepares individuals for the workforce through an intense 12-week training program focused on the construction industry.
- Supports the hiring needs of Central Valley's construction contractors by providing skilled and trained workers.
- Facilitates job placements and apprenticeships, leading to higher-paying positions and career advancement.

Workforce Connection Young Adult Program:

- Guides young adults (ages 14-24) along the pathway to education, training, personal development, and rewarding careers.
- Offers comprehensive services including job search and interview skills training, career counseling, workshops, and life skills coaching.
- Provides support for both in-school and out-of-school youth, ensuring they have access to education and employment opportunities.

Summer Internship Program:

- Targets high school graduates transitioning into postsecondary education.
- Offers mentorship opportunities with industry leaders, providing practical experience and career guidance.
- Helps students gain valuable work experience and build professional networks.

Strategic Partnerships:

- Collaborates with local businesses, educational institutions, and community organizations to create a network of support for employment and training activities.
- Engages with employers to understand their hiring needs and tailor training programs to meet industry demands.

Comprehensive Support Services:

- Provides case management assistance to help individuals overcome barriers to employment, such as lack of transportation, childcare, or housing.
- Offers wrap-around services including food assistance, health services, and financial literacy training to support overall well-being and stability.

Innovative Training Approaches:

- Utilizes technology and innovative training methods to enhance learning and skill development.
- Implements programs like the YouthBuild Charter High School of California, which combines academic education with vocational training.

9. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

Fresno EOC provides emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals through a variety of targeted programs and initiatives.

Food Distribution:

- Distributes essential food commodities, including fresh produce, bread, beans, rice, pasta, and other nutritious foods to low-income families in rural and inner-city areas.
- Operates nine distribution sites across Fresno County, serving 13,942 households.

Food Services Home Delivery:

- Offers a convenient and affordable solution for individuals who may need help preparing their own meals daily.
- Provides home-delivered meals to 1,200 homebound seniors, producing 528,410 senior meals and serving 321,053 homebound senior meals.

Summer Meals for Kids:

- Provides free nutritious meals for children and disabled individuals during the summer break.
- Operates two Food Express Buses serving rural locations and numerous physical sites, serving 445,503 meals to 1,616 children.

Women, Infants & Children (WIC):

- Provides healthy food, nutrition education, breastfeeding support, and family referrals to resources for over 27,000 women, children, and families in Fresno County.
- Distributes books to improve literacy and promote child development through the Books for Kids initiative, with 32,377 books distributed in 2023.

Community Health Center:

- Offers education, counseling, and treatment services to adults and teens at risk for unintended pregnancy and sexually transmitted infections.
- Provides transportation to teens for clinic appointments and administers rapid STI tests at various locations.

Dental Health & School-Based Sealant Program:

- Provides dental and oral health services to low-income families during in-school sessions and community outreach events.
- Offers education, screenings, linkages to quality dental homes, and preventative services such as fluoride varnish to children.

Energy Services:

- Assists low-income households with utility payment assistance to prevent disconnection or restore service.
- Provides weatherization measures to improve safety and energy efficiency, benefiting over 10,000 households annually.

Sanctuary & Support Services:

- Offers transformative housing solutions, from emergency to permanent options, using a Housing-First approach.
- Provides outreach services, housing navigation, and permanent housing support to individuals facing homelessness.

Foster Grandparent Program:

- Engages older adults in mentoring and supporting children and youth, fostering intergenerational connections.
- Provides emotional literacy workshops and senior tech training, enhancing community engagement and support.

10. Is your agency a dual (CSBG and LIHEAP) service provider?

☒ Yes

☐ No

11. For dual agencies:

Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan 9.5)

For all other agencies:

Describe how your agency coordinates services with your local LIHEAP service provider?

Fresno EOC manages the emergency energy crisis intervention program and collaborates with a wide range of partners, including government entities, community-based organizations (CBOs), funders, and private associations, all dedicated to improving the living conditions in Fresno County. The agency also work closely with non-profit organizations and social service providers to identify

and assist households in need. By sharing resources, information, and referrals, the agency ensures that eligible households receive timely assistance. These partners include, but are not limited to:

- City and County governments
- Chambers of Commerce
- Faith-based organizations
- Educational institutions
- Central Valley Community Foundation
- United Way and other local CBOs like Centro La Familia, Proteus, American Red Cross, Salvation Army
- Fresno Regional Workforce Investment Board
- Health agencies and hospitals
- Housing providers (such as the Housing Authority and local CBOs that provide housing)

Fresno EOC continues to be the forefront of energy crisis intervention by administering emergency energy assistance programs. Currently, we manage Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy (DOE) Weatherization Assistance Program (WAP), and DOE Bipartisan Infrastructure Law (BIL) in Fresno County. Under the LIHEAP program emergency energy assistance to households facing energy crises is provided. The agency coordinates with utility companies and other service providers to expedite aid to those in urgent need, preventing disconnections and ensuring continued access to essential services.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

Fresno EOC currently funds a variety of innovative and community-based initiatives aimed specifically at strengthening families and parents.

Community-directed programs and services:

- Creating programs and services that respond to changing community priorities, providing support for immediate needs and infrastructure for wealth generation.

Holistic Support:

- Providing for the whole person, understanding that poverty impacts the community in multiple ways.

Advocacy:

- Amplifying community voices, particularly those experiencing poverty, to lead to changes that disrupt systemic poverty.
- Specific activities will include creating community spaces, participating in collaborative

initiatives, increasing direct outreach, investing in technology, building and reinforcing partnerships, and forming coalitions.

Below are some examples of initiatives the agency will use funds to support:

WIC Program:

- **Baby Showers:** Sponsored by Cal Viva Health, these events provide supplies, refreshments, giveaways, and strollers, along with breastfeeding education to new parents.
- **WIC EBT Cards:** Accepts farmers market purchases by families to encourage healthy eating and support local agriculture.
- **Breastfeeding Support:** Provided by 37 lactation specialists through hands-on support, breastfeeding classes, and virtual meetups.
- **Community Partnerships:** Collaborations with organizations like Anthem Blue Cross, California Health Collaborative, Central California Food Bank, and Fresno Community Regional Medical Center to provide additional resources such as postpartum depression prevention programs, perinatal mental health resources, disposable diapers, and breastfeeding counseling.
- **Fatherhood Initiatives:** The program acknowledges the importance of father involvement where the presence of fathers in the WIC staff has made the services more relatable and supportive for single fathers.

Health Services:

- **Adolescent Health Project:** This initiative focuses on reducing unwanted pregnancies and increasing reproductive health knowledge among youth. It provides comprehensive sexual health education, case management services for pregnant and parenting teens, and promotes healthy relationships and communication.
- **Community Health Center:** This Title X-funded clinic offers low-cost and no-cost family planning and reproductive health services, including education, outreach, counseling, STI testing and treatment, and contraception. It also provides prenatal care and regular follow-ups to ensure the health of expecting parents.
- **Dental Services:** The program addresses the dental health needs of children in Fresno County through drive-through fluoride varnish events, school-based sealant programs, oral health education, and care coordination. These services aim to improve dental health and increase access to dental care for underserved communities.
- **Community Engagement Program Partnerships:** The program collaborates with various schools and community organizations to implement comprehensive sex education and dental services, ensuring that these initiatives reach a wide audience and have a significant impact on the community.

Advance Peace Fresno Program

- Providing mentorship and human resources to at-risk youth ages 9-30.
- Offering mental health services and counseling to help participants recognize and cope with

their traumas.

- Engaging in community conflict mediation and street outreach to address and prevent violence.
- Collaborating with various community partners to address food insecurity, housing stability, and employment opportunities.

Head Start 0-5

- **Fatherhood Initiatives:** The program has a successful Fatherhood annual conference that engages fathers in their children's education, promoting effective parenting and family involvement.
- **Parent Engagement and Training:** The program recognizes parents as the child's first teacher and partners with them to enhance learning opportunities both at school and home. This includes providing training for parents throughout the school year.
- **Community Partnerships:** Collaborations with various community organizations such as the Fresno County Superintendent of Schools, Central Valley Regional Center, Catholic Charities, and others help provide comprehensive support services to families, including health, nutrition, education, and social services.
- **Technology Integration:** The program has moved towards becoming paperless, with digital applications and online referrals, making it easier for families to access services and stay informed about program activities.

Advancing Fresno County Guaranteed Income Program

- This program is a pilot initiative aimed at alleviating poverty in specific areas of Fresno County. Launched in July 2024, the program provides a monthly, unrestricted cash payment of \$500 for one year to 150 qualifying households. The selected families reside in the 93706 ZIP code in southwest Fresno and the 93234 ZIP code in Huron, areas identified as having high rates of concentrated poverty.
- **Program Objectives:** The initiative aims to empower families by providing financial stability, thereby enabling them to address immediate needs, reduce economic stress, and improve overall well-being. By offering unconditional financial support, the program seeks to enhance the quality of life for participants and contribute to the reduction of poverty in the targeted communities.

13. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

Fresno EOC addresses service gaps and develops linkages by providing information, conducting referrals, case management, and follow-up, all aligned with the ROMA Logic Model process. This strategy is part of the agency's strategic plan for 2023-2026.

Information Dissemination:

- Fresno EOC regularly conducts needs assessments to identify community priorities, ensuring services are responsive to the evolving needs of the target community. This

process allows the agency to identify and fill service gaps.

- The agency actively engages with the community through surveys, meetings, and direct outreach, ensuring alignment with the needs and preferences of the community.

Referrals:

- The agency uses a centralized intake system that streamlines referrals, enabling clients to access multiple services through a single point of contact. This system also supports the ROMA process by ensuring client needs are accurately assessed and addressed.

Case Management:

- The agency provides integrated services such as health support, education, and housing assistance to address clients' diverse needs, ensuring a holistic approach to problem-solving. Each client receives personalized case management to guide them toward self-sufficiency and improved well-being.
- Fresno EOC follows the ROMA Logic Model process, which emphasizes clear goals, measurable outcomes, and continuous monitoring of client progress. This model helps ensure that interventions are effective and contribute to long-term success.

Customer Satisfaction Surveys:

- Fresno EOC regularly administers customer satisfaction surveys to gauge the effectiveness of services and gather valuable insights from clients. This feedback helps the agency refine programs, identify areas for improvement, and ensure that client needs are consistently met.
- The results from these surveys are integrated into the ROMA Logic Model's feedback loop, so that client satisfaction and the effectiveness of the services are continually assessed and enhanced.

Follow-Up:

- Through regular follow-up check-ins, case managers assess the ongoing needs of clients and adjust service plans as necessary to ensure clients remain on track toward achieving their goals.

Monitoring

ROMA – Planning, Evaluation

1. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, issuance of formal monitoring reports, and emergency monitoring procedures.

All programs complete requests for proposals, create memorandum of understanding or service agreements with subcontractors above \$150,000. Fresno EOC subcontractor oversight is a vital part of our subcontract agreement with each subcontractor. Programs establish agreements with subcontractors, and program directors monitor compliance, employing both onsite and desk reviews for progress reporting and billing. The Finance Department approves invoices and processes payment for distribution, ensuring compliance. The Internal Auditor also conducts routine and scheduled monitoring, as required.

The agency has multiple subcontractor contracts outlining duties and responsibilities. Desk reviews are conducted monthly for shorter-term projects and quarterly for multi-year contracts. Programs, such as our Energy Services and Sanctuary & Support Services, are required to conduct onsite and desk reviews as a part of funding requirements from State of California, Department of Community Services and Development (CSD) and Governor's Office of Emergency Services (CalOES), respectively. Desk reviews consist of financial, administrative, and programmatic requirements. Onsite reviews are conducted, as needed, to inspect project milestones. In the event that deficiencies are identified, Fresno EOC creates a corrective action plan with the subcontractor to address specific areas of concern from the monitoring process. Depending on the severity of the corrective actions required, timelines and follow-ups are set up to ensure progress is made to correct deficiencies.

ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



1. Describe how your agency will evaluate the effectiveness of its programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

Fresno EOC utilizes numerous tracking software for delivered services. This data is analyzed to determine if contractual obligations are met and whether clients had a change in their condition that led them to seek out services. Programs measure these changes by collecting client attestation forms, client follow-ups/appointments, attendance logs for training/coaching sessions, service utilization reports, local service provider data sharing and client satisfaction surveys.

The agency has implemented several tools and processes that report program achievements. Among these reports are the strategic program progress reports that were recently presented at a CalCAPA conference. These reports reflect the services and outcomes achieved, current community partners, logic models, and the programs alignment with ROMA and the CSD annual report services and indicators. The agency has also completed program specific dashboards that can be found on agency websites. This is a work in progress and there are additional dashboards that are in the process of being built.

As a part of continuous improvement goals for the agency, future performance scorecards will be tied to program dashboards so all pertinent program data can be reviewed.

2. Select one need from Table 2: Priority Ranking Table and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (Organizational Standard 4.2)

Need: Families Lack Nutritious Food

Implementation Plan

Nutritional Education and Resources:

- Provide educational sessions on nutrition and healthy eating habits.

- Distribute materials that offer guidance on meal planning and budgeting for nutritious food.
- Offer cooking classes and workshops on preparing healthy meals.
- Provide medically tailored meals for prescribed customers
- Provide nutrition assessments and counseling by a Registered Dietitian

Food Assistance Programs:

- Connect families with local food assistance programs and resources including Fresno EOC's food distribution program.
- Assist families in applying for food benefits and accessing food pantries.
- Distribute nutritious food packages to families in need.

Community Partnerships:

- Partner with local organizations to provide fresh produce and other nutritious food options.
- Organize community events that focus on healthy eating and cooking demonstrations.

Monitoring Progress

Documentation and Tracking:

- Keep records of educational sessions and the number of families accessing food assistance programs.
- Track participation in community events and partnerships.

Regular Staff Meetings and Supervision:

- Hold monthly staff meetings to review progress and discuss challenges.
- Provide regular supervision and support to staff involved in food assistance programs.

Activity Updates:

- Provide quarterly updates on food assistance activities and outcomes to program directors.

Evaluation

Outcome Measures:

- Monitor the number of families accessing nutritious food and their reported improvements in diet via software such as WIC Wise.
- Track the effectiveness of educational sessions and community partnerships.

Program Review and Quality Assurance:

- Conduct an annual review of the food assistance program to assess impact and identify improvements.
- Include activities in the agency's internal quality assurance plan and address deficiencies

through quality improvement activities.

Participant Feedback:

- Collect feedback from participants to assess the effectiveness of the food assistance and educational support provided.

Optional

- 3 . Select one community level need from Table 2: Priority Ranking Table or your agency's most recent Community Needs Assessment and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

Need: Community lacks access to healthcare

Implementation

Community Health Worker (CHW) Initiative:

- Train and deploy CHWs who are familiar with the local community and can provide culturally competent support. CHWs can help patients navigate the healthcare system, make appointments, and understand medical conditions and treatments.
 - o CHWs can also conduct outreach and education, helping individuals understand the available services, such as Medi-Cal, and connect them to healthcare providers.

Community Supports Initiative:

- Provide non-medical services to address social determinants of health (e.g., housing, food insecurity, transportation). For instance, the agency could offer free transportation to medical appointments or help families access medically tailored meals.

Enhanced Care Management (ECM) Initiative:

- Offer comprehensive care coordination for individuals with complex healthcare needs. Case managers can oversee the patient's care and help connect them to a wide range of healthcare services, from medical appointments to behavioral health and social support services.

Monitoring Progress

Electronic Health Record System (eClinicalWorks):

- Fresno EOC will use eClinicalWorks (ECW) for clinical documentation and tracking of care coordination activities.
- This system will help monitor the engagement activities carried out by CHWs, including referral data, interactions, and client outcomes.

Cap 60 System:

- This internal platform will monitor internal referrals and generate detailed reports on the

services provided by CHWs.

Evaluation

Data Collection and Reporting:

- Collect data through ECW and Cap 60.
- This data will be used to develop structured reports and gather client feedback.
- Utilize key indicators to track change and improvements in a client's health and use of health services.

Client Feedback:

- Feedback from clients will be communicated back to Managed Care Plans (MCPs) to foster opportunities for ongoing improvement in the CHW program.
- Client satisfaction data will be collected and reported to program directors and the agency board.

Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- a. to remove obstacles and solve problems that block the achievement of self- sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
- b. to secure and retain meaningful employment;
- c. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- d. to make better use of available income;
- e. to obtain and maintain adequate housing and a suitable living environment;
- f. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- g. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
- h. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
-
- i. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
- ii. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure “that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- II. after-school childcare programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure “that funds made available through grant or allotment will be used – (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) Eligible entities will describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.”

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) Eligible entities will describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) An assurance “that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) An assurance “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) “[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Community Organizations

676(b)(9) An assurance “that the State and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Eligible Entity Tripartite Board Representation

676(b)(10) “[T]he State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) “[A]n assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs.”

State and Eligible Entity Performance Measurement: ROMA or Alternate System

676(b)(12) “[A]n assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

State Assurances

California Government Code Sections 12747(a), 12760, 12768

For CAA, MSFW, NAI, and LPA Agencies

[California Government Code § 12747\(a\)](#): Community action plans shall provide for the contingency of reduced federal funding.

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

For MSFW Agencies Only

[California Government Code § 12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

Organizational Standards

Category One: Consumer Input and Involvement

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

Category Two: Community Engagement

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

Standard 2.2 The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Category Three: Community Assessment

Standard 3.1 (Private) Organization conducted a community assessment and issued a report within the past 3 years.

Standard 3.1 (Public) The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

Standard 3.2 As part of the community assessment, the organization/department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3 The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5 The governing board or tripartite board/advisory body formally accepts the completed community assessment.

Category Four: Organizational Leadership

Standard 4.2 The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3 The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Part III: Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing, the Low-Income Testimony and the Agency's Response document, and a copy of the most recent community needs assessment as appendices A, B, and C, respectively. Other appendices as necessary are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Notice of Public Hearing) or separated by divider sheets and submitted with the CAP.

Document Title	Appendix Location
Notice of Public Hearing	A
Low-Income Testimony and Agency's Response	B
Community Needs Assessment	C
Community Needs Assessment Partner Survey	D
Community Needs Assessment Community Survey	E
Public Hearing Presentation	F
Public Hearing Sign-In Sheet	G

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Appendix A

Community Action Plan 2026-2027
fresnoeoc.org/community-action-plan-2026-2027/
Fresno EOC Links
SharePoint
Blackbaud - Sign in
Coupa Home
CSG - Login
National CAP | Com...
Search | California S...
CSD Agency Portal
Fresno DRIVE Initiat...
Risk and Manage...
CARO
All Bookmarks

HOME
ABOUT OUR AGENCY
PROGRAMS
MEDIA
CAREERS
DONATE

Fresno Economic Opportunities Commission
HELP ME WITH:
Type here to Search

2026-2027 COMMUNITY ACTION PLAN PUBLIC HEARING

Members of the public can attend the Public Hearing on the Fresno EOC Community Action Plan. The public hearing will be held on:

Tuesday, April 1 at 5:30 pm at Fresno EOC Head Start Franklin

1189 Martin Ave #3631, Fresno, CA 93706

COMMUNITY ACTION PLAN 2026-2027

Fresno Economic Opportunities Commission has drafted our bi-annual Community Action Plan (CAP). The CAP includes information about our community's population, service needs, and community

Your Community, Our Priority!

Want to Chat?

8:45 AM 3/31/2025

Fresno Economic Opportunities Comm...
5h

Fresno Economic Opportunities Commission

Public Hearing: Help Shape Our Community Action Plan! We want your feedback! Join us for a public hearing o...

We want your feedback!

2026-2027 Community Action Plan Public Hearing

Members of the public can attend the Public Hearing on the Fresno EOC Community Action Plan. The public hearing will be held on:

Tuesday, April 1st 5:30pm

Join us in person at

Fresno EOC Head Start Franklin
1189 Martin Ave., Fresno, CA 93706

Fresno Economic Opportunities Commi...
4,722 followers
2w

Public Hearing: Help Shape Our Community Action Plan!

We want your feedback! Join us for a public hearing on the Fresno EOC Community Action Plan for 2026-2027. Your input is vital in shaping services that meet our community's needs.

When: Tuesday, April 1 at 5:30 PM

Where: Fresno EOC Head Start Franklin, 1189 Martin Ave, Fresno, CA 93706

This is your chance to express your thoughts on the draft plan and ensure your needs are addressed. The public comment period is open until April 2, 2025, so don't miss out!

Submit Comments: <https://lnkd.in/guBdN5yC>

We look forward to hearing from you!

#FresnoEOC #CommunityAction #publichearing2025 #fresno #CommunityEngagement

We want your feedback!

2026-2027 Community Action Plan Public Hearing

We want your feedback!

2026-2027 Community Action Plan Public Hearing

Review and provide feedback on our action plan's strategies to address the needs and challenges faced by low-income individuals and families in Fresno County.

Members of the public can attend the Public Hearing on the Fresno EOC Community Action Plan. The public hearing will be held on:

Tuesday, April 1st | 5:30pm

Join us in person at

Fresno EOC Head Start Franklin
1189 Martin Ave.
Fresno, CA 93706

Helping People Changing Lives.

Fresno EOC Community Action Plan can be found at fresnoeoc.org/community-action-plan-2026-2027

¡Queremos escuchar su opinión!

2026-2027 Plan de Acción Comunitaria Audiencia pública

Revisar y comentar sobre las estrategias de nuestro plan de acción para abordar las necesidades y desafíos que enfrentan las personas y familias de bajos ingresos en el condado de Fresno.

El público puede asistir a la Audiencia Pública sobre el Plan de Acción Comunitaria de Fresno EOC. La audiencia pública se celebrará el:

Martes, 1 de Abril | 5:30pm

Únete a nosotros en persona en

Fresno EOC Head Start Franklin
1189 Martin Ave.
Fresno, CA 93706

Apoyando a las personas Cambiando vidas

El Plan de Acción Comunitaria de Fresno EOC se puede encontrar en fresnoeoc.org/community-action-plan-2026-2027

DRAFT

Appendix B

Community Member #1 (In-person):

“Just one thing that I think would be a really good add is, along with unemployment, really having a metric for underemployment. I think that one of the big issues is that relatively the unemployment rate isn't necessarily astronomical, but a lot of people are employed and still not making a livable wage. So there's a distinct difference between being employed and being employed in a spot that creates the ability to generate wealth and be sustained.

I will add the other thing is also potentially, also within that, figuring out ways to align some of the employment work. Based on the needs of the market as well. I think sometimes there is a tendency to train folks on things that we know that we've done before, but there may not be a lot of jobs in that particular area. So, like that diversification, maybe something to consider and also then advocating with employers about like what are the needs that they have and kind of aligning that with some of the job training.”

Agency Response: Thank you for your input! As of March 2024, underemployment is estimated to be 7.3% which would be over 34,000 workers if applied to Fresno County. The agency currently provides skills training and supports job placement. Another initiative that the agency is working on is expanding our digital literacy and access program. The intention is to help all ages increase their digital skills to be more successful in applying to jobs, improve computer skills for different types of work beyond traditional trade skill jobs, and support the navigation of other services mostly accessible online.

Community Member #2:

Name: Jane Doe

Are you low income? Yes

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:

This plan outlines targeted strategies for gender, age, and race/ethnicity-based poverty solutions, but a critical question remains: Will these "solutions" be co-authored with the very populations and demographics they aim to serve? Too often, well-intended strategies are designed behind closed doors, with little to no direct collaboration with the people facing these challenges daily. What equitable participatory frameworks will Fresno EOC implement to ensure continuous (not just onetime) community involvement in shaping these strategies? And how frequently?

Were your needs addressed in the Draft Community Action Plan? No

Agency Response: Thank you for your feedback! The section for gender, age, and race/ethnicity is an important part of the plan but does not encompass the total plan strategies. For instance, we can gather that a community member self identifies as a woman, but it does not determine if she is a mother, single mother, going to school, etc. In this plan, under section “Causes and Conditions of Poverty”, the agency provides a breakdown of the events that took place to involve the community in our planning process. In addition, several of our programs and one third of our board are governed by community appointed representatives. Your feedback sparked a conversation about conducting some innovative community events that may shape how we collect additional community input.

Community Member #3:

Name: Robin Ceja

Are you low income? Yes

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:
I need help with pge 2437 w garland ave fresno ca 93705
Were your needs addressed in the Draft Community Action Plan? Yes

Agency Response: Thank you for your feedback. Our LIHEAP Director has been made aware of your need. Thank you for providing your information.

Community Member #4:

Name: A Hillis

Are you low income? No

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:

When mentioning Adverse Early Childhood Experiences and Family Challenges (page14), only child abuse is mentioned, when we know that ACES are more than just that. It involves household challenges, too, which can create environments where abuse arises. Household challenges like mental illness, incarceration, divorce or separation, substance use/abuse, food insecurities, etc. It makes sense that we tie all of the factors together so to not blame our community for being overlooked and underserved. Page 21-early/head start, but it is being cut short? Also, this feedback form is too short.

Were your needs addressed in the Draft Community Action Plan? Yes

Agency Response: Thank you for your feedback. Our community action plan is intended to provide insight into leading causes of issues in our community. While the plan focused on the Adverse Early Childhood Experiences (ACES) pertaining to child abuse, additional impacts to children were identified in our food insecurity, and unstable housing sections. Due to your feedback, the agency will review our community needs assessment to incorporate any additional items pertaining to ACES.

Community Member #5:

Name: Cindy Hernandez

Are you low income? No

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:

Although great outline of programs and services that are needed in the community, it dawns on me that a great systems impact can be made if the ST Plan also includes ways that EOC can be more intentional on system change through policy and advocacy. Poverty is a system issue and programming can only go so far to address those symptom causes and systems approach is also needed. Coalition building with other community CBOs, public, & private entities is need to make long-term impact. How can EOC leverage its data, programs for advocacy & policy change to fix the systemic issue that is poverty.

Were your needs addressed in the Draft Community Action Plan? No

Agency Response: Thank you for your feedback! Our agency attends advocacy events throughout the year such as Legislative Day and our programs attend specific advocacy events that pertain to their focus areas. With your feedback, we have decided to shine a light on some of our advocacy during our Strategic Plan Third Year Program Portfolios which will allow us to also take a deeper dive into our advocacy efforts.

Community Member #6:

Name: Joe Martinez

Are you low income? Yes

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:

How much funding did EOC receive for CSD funded activities? How many clients were served under CSD funds? Did all CSD funded programs meet their requirements or set goals? CSD allows for flexibility, how did this help EOC funded programs? How did EOC decide which of their programs would receive CSD funding?

Were your needs addressed in the Draft Community Action Plan? Yes

Agency Response: Thank you for your feedback! Our agency receives a Community Service Block Grant (CSBG) allocation from the state every year as we are a designated community action agency and are required to meet certain guidelines to remain in good standing. Our CSBG allocations, budget, and agency annual report outcomes are required to be approved by our tripartite board and specific dollar amounts can be found on our website www.fresnoeoc.org under our board meeting minutes. The budget is in a format that aligns the spending with our strategic plan goals that are also aligned with our most recently approved community needs assessment.

Community Member #6:

Name: Anthony Gonzales

Are you low income? Yes

Do you live in Fresno County? Yes

Your feedback on the Draft Community Action Plan:

I'm on unemployment i very behind on bills

Were your needs addressed in the Draft Community Action Plan? Yes

Agency Response: Thank you for your feedback. We will attempt to locate you in our system. If you read this response, please contact our agency at 559-263-1057.

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Appendix C



Fresno
Economic
Opportunities
Commission

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT 2024-2025



Fresno EOC Executive Office
1920 Mariposa Street, Suite 300
Fresno, CA 93721
(559) 263-1000

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Executive Summary

Fresno County, located in the heart of California's Central Valley, is a community marked by an impressive array of strengths that contribute to its unique character and resilience. Among these strengths, the rich agricultural heritage stands out, positioning Fresno as a vital contributor to both the national and global food supply. This agricultural prowess fosters a sense of pride and tradition among residents, who benefit from and contribute to a thriving local economy.

Another significant strength of Fresno County is its diverse population, which brings together a vibrant tapestry of cultures, languages, and traditions. This diversity is celebrated through various community events, festivals, and educational programs, enhancing mutual understanding and cooperation among its residents. Furthermore, the community's commitment to education and innovation is evident in its support for local schools, libraries, and universities, which prepare future generations for a dynamic world.

Fresno County also exhibits a strong spirit of volunteerism and community service, with numerous organizations and individuals dedicated to supporting those in need. Whether it's providing shelter and services to the homeless, assisting low-income families, or preserving the natural beauty of the region, the people of Fresno are actively engaged in making their community a better place. This collective commitment to civic engagement and mutual aid not only addresses immediate needs but also strengthens the social fabric of the county, making it a heartwarming example of community solidarity and resilience.

Conditions of Poverty

Fresno County, despite its many strengths, also faces significant challenges related to inequity among its population. One of the most pronounced issues is the economic disparity that exists within the county. The overall poverty rate among individuals is 19%, however it is much more pronounced in specific communities, cultural enclaves, and among specific populations. Geographically, there is concentrated poverty in the City of Fresno and widespread poverty in the more rural areas of the county and in some communities such as Huron, Mendota, and Orange Cove.

Family status is tied to poverty rates. Among families, 15% have an income below poverty, of these families, 40% are married-couples with children and 49% are female – headed households with children. The rate of seniors living in poverty in Fresno County is higher than for California. The poverty rate for seniors is 14% compared to a rate of 11% for all of California. Poverty reflects broader socio-economic challenges, and the conditions of poverty are multifaceted impacting thousands of residents and various aspects of life.

Inadequate Housing: Housing was noted throughout the community data, community forums and interviews conducted for the community assessment as a condition of poverty. Fresno County has a high number of homes with substandard conditions which contribute to health

challenges, a lower quality of life and safety concerns for people who reside in those homes. According to the data, 42% of homes had at least one substandard condition. Housing Instability and insecurity is also a concern. Furthermore, housing instability and homelessness are significant problems, with many residents struggling to find affordable housing due to rising costs and limited availability. This issue is compounded by a lack of supportive services and infrastructure to assist those in need. Of the community survey respondents, 64% noted the county has a major need for temporary housing, utility assistance, home repair programs, safe multi-family housing and programs to support energy efficiency.

Food Insecurity: Some individuals and families that live in poverty experience food insecurity, meaning they lack consistent access to enough nutritious food to lead a healthy life. Food insecurity rates in Fresno County did not stand out in the public data as one of the top needs. However, when viewed from an equity perspective several conditions are revealed that should be addressed. First, there are many food deserts throughout the county and the communities with the highest poverty rates also have the least access to food. Since these communities are home to more diverse populations, there is a racial disparity in food access. This trend is also supported with data for Fresno County from Feeding America which notes that Black/African American and Hispanic residents experience a higher degree of food insecurity than Whites. Data shows that more than 50,000 people in Fresno County with a low-income live in an area where they also have low access to food. Food insecurity was also noted repeatedly in the community forums as a top community problem.

Unemployment and Low-Wage Jobs: Limited job opportunities or the prevalence of low-wage jobs make it challenging for individuals to secure stable employment and earn a sufficient income to meet their basic needs. The COVID-19 pandemic has led to changes in the job market that are fueling unemployment rates. For example, there are lingering layoffs and job losses, reskilling and upskilling needs to help the unemployed transition into new careers, and job market shifts where e-commerce, health care, and fields that involve remote work have become more desirable, yet they lack a workforce and often people do not possess the soft skills for success in these jobs. The unemployment rate in Fresno County far exceeds that of California and the nation at 9.5%.

There is also the problem of underemployment. Based on national percentages, as of March 2024, 7.3% of all workers were underemployed. If this percentage were applied to Fresno County this would mean that over 34,000 workers are underemployed. Adequate employment and good jobs were noted as a community concern in the community assessment survey responses and also in the community forums. Among community survey respondents, 64% noted the community needs better job opportunities.

There are income and employment disparities due to race/ethnicity as the result of factors such as historical injustices and discriminatory practices, low rates of educational attainment that limit earning potential, occupational segregation in which minorities are concentrated in lower – paying positions and lack business ownership, the wealth gap where individuals of color are less likely to own assets that can generate additional income, and racial discrimination practices in hiring.

Educational Inequities: In Fresno County, schools in lower-income neighborhoods often have fewer resources, larger class sizes, and less access to advanced placement courses or extracurricular activities compared to schools in more affluent areas. This disparity impacts the educational outcomes and future opportunities for many children and young adults. Foundational issues contributing to this problem include a school funding formula that is dependent on property taxes where low-income neighborhoods receive less tax revenue for schools versus neighborhoods that have homes with a higher value have schools that benefit from higher contributions of tax dollars to support educational programs.

Limited access to Healthcare and Racial and Socioeconomic Disparities Contributing Social Determinants of Health: Access to affordable healthcare services is a barrier for people in poverty. Lack of health insurance coverage and the limited availability of healthcare can result in inadequate medical care which impacts the life span and the quality of life for those in poverty. The Fresno County health care provider to low-income resident ratio for dentists, physical health, and mental health care professionals indicates that people have more limited access to health care. Data reflecting community wellbeing factors indicates that the number of providers is an issue, however transportation barriers also limit access to services. In addition, the large percentage of the population that receives Medicaid also impacts access to health care services because some providers will not accept public insurance as payment.

Data shows that residents in the economically disadvantaged areas of Fresno County often have less access to healthcare services, including preventive care. Even when people do go to the doctor, they are often told they can only address one issue if they are utilizing Medicaid and they must wait an extended period of time to see a doctor. This is exacerbated by environmental issues, such as poor air quality and pesticide exposure, which disproportionately affect low-income, rural farming communities. The result is a higher incidence of health problems like asthma, diabetes, and other chronic conditions in these populations. Other public and individual health concerns include a high rate of substance abuse and overdose deaths. In the community assessment survey, 55% of respondents noted that lack of access to health services was a major concern and 55% also reported they had inadequate insurance coverage. When data from the U.S. Census is analyzed, it was found that specific cohorts of the population are impacted more greatly by lack of access to health services such as pregnant mothers who do not receive adequate prenatal care, people using Medicaid, primarily children, and the unemployed which have an uninsurance rate of 14%. In Fresno County, more than 61,544 people are uninsured.

There are also deep disparities in maternal child health. Over 28% of births are to mothers in poverty and the teen birth rate is 4% of all babies. The rate of prenatal depression in Fresno County is 17% compared to a rate of 14% for California. Additionally, Fresno fares worse than the state in the number of babies that are born with low birthweight, a major contributor to infant death. The Fresno County infant mortality rate exceeds that of California and when disaggregated by race, the rate of infant mortality for Black infants is 9.71/per 1,000 births compared to 6.33/1,000 for Hispanic/Latino babies and 5.06/1,000 for White infants.

Addressing these inequities is vital for the overall health and cohesion of Fresno County. Efforts to reduce disparities and promote inclusivity are essential to ensuring that all residents can contribute to and benefit from the community's strengths and resources.

Adverse Early Childhood Experiences and Family Challenges: The rate of child abuse in the service area is rising and the rate for Fresno County is 61.3/1,000 children, compared to a rate of 43.5/1,000 for California. There are many factors that contribute to a tendency of children to be impacted by an adverse experience. In Fresno County, community risk factors include that more than 14,000 children under five years live in single-parent families. It is also estimated that more than 5,000 children under six reside in doubled-up housing or they are unhoused. There were also 8,748 domestic violence reports in the county for the time period analyzed in this report, which is a major contributor to homelessness and child and family trauma. Within the Head Start program in the past year, 445 families received assistance to resolve a crisis highlighting the vulnerability of young children and families.

Causes of Poverty

There are various causes of poverty in Fresno County. Some of these issues reflect evidence on the primary causes of poverty such as structural inequities, labor market issues, differences in educational attainment and the changing economy. However, the causes of poverty can also be attributed to and are exacerbated by political factors, individual decisions, and the restriction of safety net programs such as Temporary Aid for Needy Families (TANF), food assistance, health insurance, subsidized housing, and childcare subsidies. These challenges have led to an overburdened system and families and individuals lack access to the assistance they need to climb out of poverty. The lack of programs and services in the counties disproportionately impacts the poor and near-poor population.

A shifting economic landscape also drives significant changes. Data collected for this community assessment demonstrates that employment opportunities increasingly lie in jobs requiring higher level skills, including a college degree and analytical and technical skill sets. At the same time, jobs requiring physical or manual skills have faded or remain low paying. These changes have played out over decades resulting in inequities in earnings, as workers with in-demand skills experience rising wages while wages for workers without a college education have remained stagnant. Even small increases in wages have been outpaced by inflation and an increased cost of living. Barriers to upward mobility such as low-income, limited language proficiency, lack of social and/or family support, and limited self-sufficiency have been identified as contributors to poverty and are also experienced by subpopulations in the service area at disparate rates.

Causes of Poverty

Education

Limited access to quality education or low educational attainment levels leads to limited employment opportunities and lower wages, which contributes to poverty.

Unemployment/Underemployment

High unemployment rates or a lack of job opportunities for specific segments of the population are persistent in the area, particularly for individuals with limited skills or education, which makes it difficult for people to escape poverty. Underemployment, where individuals work part-time or in jobs that don't match their skills, also keeps people in poverty.

Low Wages

Fresno County data shows wages vary among specific cohorts of the population and contribute to poverty rates and inequities.

Demographic Factors

Certain demographic factors contribute to poverty rates. For example, a high percentage of single-parent households and households where the adult has limited English proficiency face increased vulnerability to poverty.

Affordable Housing

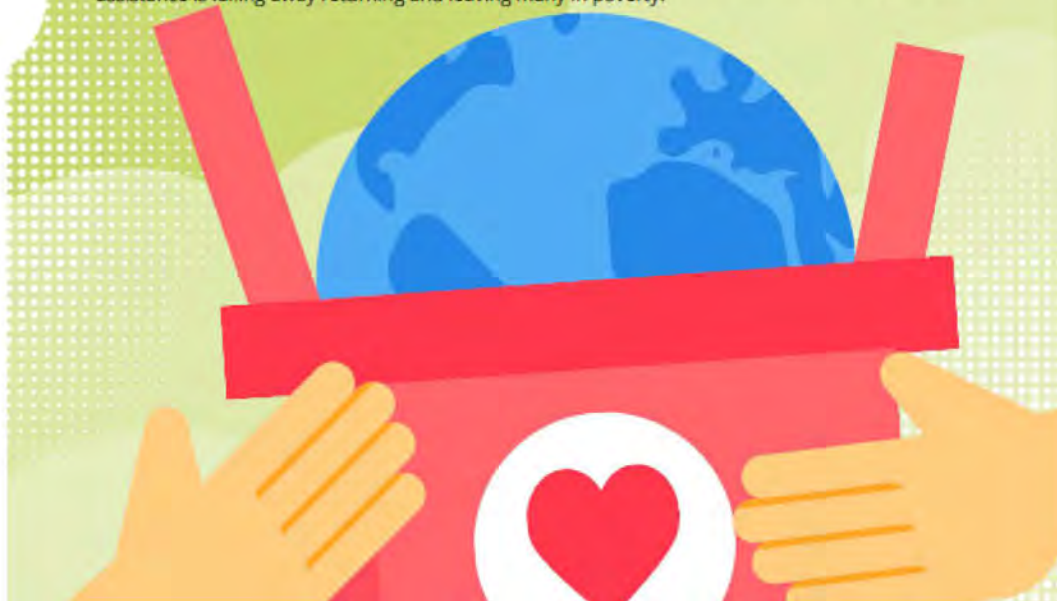
The availability and affordability of housing in the area plays a significant role in poverty. High housing costs or limited affordable housing options consume a significant portion of a household's income, leaving less for other essential needs.

Racial and Ethnic Disparities

Systemic inequalities and racial or ethnic disparities contribute to higher poverty rates among certain groups, as they face discrimination, limited access to resources, and fewer opportunities for economic mobility.

Economic Shocks and Lingering Pandemic Transitions

Economic downturns, job losses, or changes in local industries are having a significant impact on poverty rates. Inflation of the cost of goods and services is occurring at the same time as pandemic assistance is falling away returning and leaving many in poverty.



Introduction

The community needs assessment is facilitated by Fresno Economic Opportunity Commission every three years and by Fresno Head Start 0 to 5 every five years. The intent of the community assessment is to determine the underlying causes and conditions of poverty throughout Fresno County, in the communities served by Fresno Economic Opportunities Commission. The community needs assessment is the first phase of the Results Oriented Management and Accountability Cycle. Together, the community needs assessment and the Results Oriented Management and Accountability Cycle (ROMA) create a foundation for the work to develop and deliver programs and services that improve equity and lift families and communities out of poverty.

Methodology

The Community Needs Assessment

The purpose of the community wide strategic planning and needs assessment is to provide a current snapshot of the well-being of families and children in Fresno Economic Opportunities Commission (Fresno EOC) service area of Fresno County. The community-wide strategic planning and needs assessment (community assessment) assists the agency in designing a program that meets community needs and builds on the strengths and resources in the community. This document is prepared in accordance with 45 CFR 1302.11. This report also conforms with the regulations governing community assessments for Community Service Block Grant (CSBG) agencies which are designed to ensure that resources are effectively targeted to reduce poverty and improve living conditions for low-income individuals and families.

By requiring thorough and periodic assessments, Fresno EOC aims to be responsive to changing needs and to foster community involvement and accountability for our programs. The community assessment serves as an overall assessment of local social and economic conditions as they relate to the needs, priorities, and lives of low-income individuals, families, and Head Start eligible children in Fresno County. It provides information compiled from various local, regional, national, state, and authoritative sources for the service area.

Purpose of the Community Assessment

- To guide and solidify the overall vision and direction of the agency.
- To inform decision-making and program planning, including coordinated approaches.
- To educate staff and stakeholders.
- To establish the program goals and long and short-term program objectives.
- To address changing priorities and policies and to respond to trends and changes.
- To mobilize community resources and maximize community relationships.
- To identify the service and recruitment area served by Head Start and Early Head Start.
- To identify the number of Head Start and Early Head Start eligible children and families in the service area and appropriate locations for services.
- To identify community partners.

Table 1. Purpose of Community Assessment

Throughout the community assessment process, the staff, Fresno EOC Board of Commissioners and Head Start 0-5 County-Wide Policy Council worked collaboratively to determine the information to collect, methods for collecting data, the participants for each data collection method, the anticipated process timelines, and the data sources for each indicator in the community assessment. The community assessment was prepared by Heartland Solutions, a Colorado consulting firm.

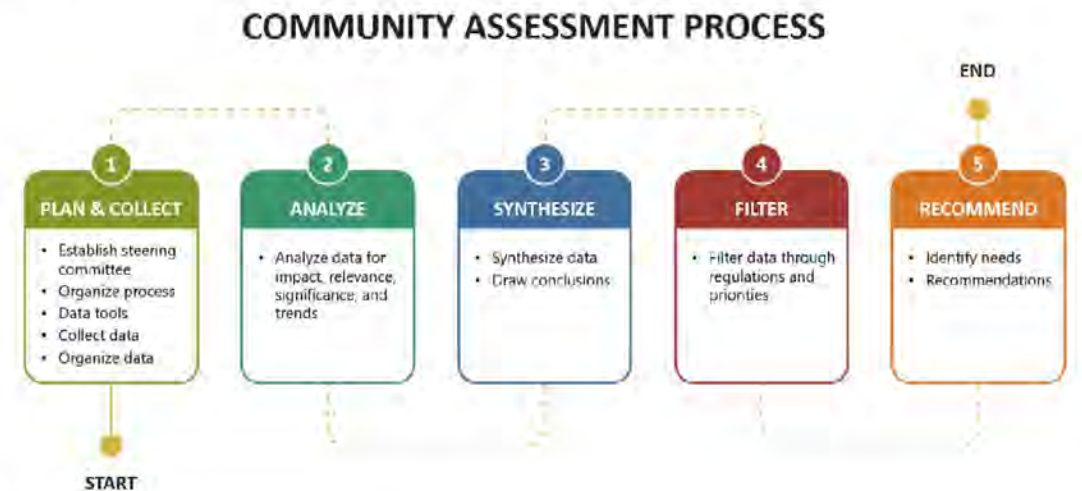


Figure 1. Community Assessment Process

To meet the requirements for the CSBG program and for Head Start 0 to 5, the community assessment includes the following information:

- *Overview of Fresno County, its communities, and demographics.* Detailed demographic data on the community, including age, gender, race, ethnicity, and family composition. This information helps identify specific groups within the community that may have unique needs. This also enables the program to determine the context for providing services and programs.
- *An analysis of community wide conditions including economics, education levels, housing, health and nutrition, and social services.* An internal and external analysis of quantitative and qualitative data in order to address verified urgent and local needs.
- *A description and analysis of the needs of low-income individuals, their families and Head Start eligible families and children.* The agency staff worked with the Heartland demographer and research team to discover the needs of low-income individuals using a variety of sources.
- *A description of the Head Start eligible population.* A profile of the service area's Head Start and Early Head start eligible families based on authoritative information sources, including the number of eligible infants, toddlers, preschool age children, and expectant mothers, along with their geographic location, race, ethnicity, and spoken languages.
- *A description of special populations, targeted populations and other marginalized groups.* An analysis of children experiencing homelessness in collaboration with, to the extent

possible, McKinney-Vento Local Educational Agency Liaisons and an estimate of the number of children in foster care.

- *An overview of access to early childhood education programs.* A review of other child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served.
- *A description of the number of children with disabilities and access to services.* A description of the number of children with disabilities, including the types of disabilities and relevant services and resources provided to these children by community agencies such as IDEA Part C and B providers.
- *Economic, employment, education, housing, health, Nutrition, transportation, asset development, and social service needs.* A description of the needs of low-income families and children including prevalent social or economic factors that impact their well-being. This also includes a description of the specific needs of low-income individuals and families within the community. This should include barriers to economic security and opportunities for improvement.
- *The childcare and training schedules of parents of children birth-to-five.* Typical work, school, and training schedules of parents with eligible children.
- *Community resources and strengths.* Identification of resources and strengths within the community that can be leveraged to address needs, including community organizations, volunteer groups, and local businesses.

The community assessment will serve as Fresno EOC's baseline for identifying current community needs, designing new plans, choosing community partners, developing strategic collaborations, evaluating the effectiveness and progress of prior strategies and interventions for serving low-income families and children in the community, and for making decisions about the program that can accelerate outcomes for low-income individuals, children, and families. The community assessment is also used to assess and identify the Head Start 0 to 5 program recruitment and service area, develop goals and objectives, select program options and calendar, and to establish the annual selection criteria and program priorities.

Figure 2. depicts how the community assessment informs the Head Start 0 to 5 program recruitment process and other aspects of the program including selection of children, recruitment, enrollment, recordkeeping, eligibility, and attendance procedures.

How does the Community Assessment Inform?



Figure 2. Community Assessment Information (Head Start)

Community Assessment Process	
Project activities begin.	January 2023
Needs assessment workgroup created, assessment coordinator identified within Fresno EOC and Heartland, appointed the agency planning team, and created a data map, including quantitative and qualitative data and sources.	January 2023
Implement data collection plan (qualitative and quantitative data), timelines monitored, defined roles of staff, board members, agency partners, consultants.	February-April 2024
Data analysis and key findings are identified.	April 2024
1 st draft is submitted for review. Agency staff and governing body members review data and identify critical community issues, resources, and service gaps.	May 2024
Final draft is submitted for acceptance. .	May 2024
Presentation of CNA to Board and Head Start County-Wide Policy Council. .	May-June 2024

Table 2. Community Assessment Timeline

Sources of Data and Data Collection Methods

Numerous primary and secondary data sources were used to describe the demographics of the service area and the physical, social, and economic well-being of low-income families. Sources of data included population datasets such as the U.S. Census Bureau, the CARES Community Engagement Network website, California Education Agency the Kids Count Data Center, California Department of Health and Human Services, Healthy People 2030, and the County Health Ranking reports. In addition, the assessment includes information garnered from other

secondary sources such as community health and needs assessments published by other agencies in the service area and community interviews.

Internal data included information necessary to create a profile of children and families, services received, and services for children with disabilities. These sources included the Head Start/Early Head Start Program Information Report for Fresno EOC and community action service reports. The following table details the distinguishing features of the American Community Survey Data and was utilized for data consistency throughout this report and to select community areas of focus. It is important to note there are data inconsistencies due to differing data sources. The data is intended to identify trends and where appropriate examines multiple sources of data.

Distinguishing Features of ACS 1-year, 3-year, and 5-year Estimates		
1-year estimates	3-year estimates	5-year estimates
12 months of collected data	36 months of collected data	60 months of collected data
Data for areas with populations of 65,000+	Data for areas with populations of 20,000+	Data for all areas
Smallest sample size	Larger sample size than 1 year	Largest sample size
Less reliable than 3 years or 5 years	More reliable than 1 year; less reliable than 5 years	Most reliable
Most current data	Less current than 1-year estimates; more current than 5-year estimates	Least current
Best Used When	Best Used When	Best Used When
Currency is more important than precision	More precise than 1-year, more current than 5-years	Precision is more important than currency
Analyzing large populations	Analyzing smaller populations and geographies	Analyzing very small populations and tracts for which 1-year data is not available

Table 3. Distinguishing Factors of Census Data

Summary of Data Sources	
Source	Topics
U.S. Census; American Community Survey	Demographics, Education, Income, Healthcare/Insurance, Employment, Housing, Nutrition, Maternal and Child Health, Basic Assistance, Economics
U.S. Department of Labor; Bureau of Labor Statistics and North Carolina Workforce Commission	Employment, Income and Wages, Industry, Workforce
California Department of Health Services	Behavioral Risk Factors, Health, Immunizations, Oral Health, Birth Defects, Health Workforce, Nutrition
U.S. Center for Disease Control	Oral Health
Annie E. Casey Foundation Kids Count Data Center	Dual Language Learners, Maternal and Child Health, Child Abuse, WIC Enrollment
United Health Foundation	Health Rankings
Mental Health America	Mental Health

Summary of Data Sources		
Quantitative Data		
Source	Topics	
U.S. Department of Housing and Urban Development	HUD and housing information	
CARES Community Engagement Network	Population Density, Demographics, Education, Student Achievement, English Language Proficiency, Health, Neighborhood and Environment, Housing, Veterans, Insurance, Health Professional Shortage Areas, Immunization Data, Elderly Population Demographics, Nutrition	
National Center for Education Statistics	Education, Student Achievement, Disabilities, English Language Learners, Economically Disadvantaged Students	
Head Start Program Information Report	Head Start Demographics, Enrollment, and Services	

Table 4. Summary of Data Sources

Methods for Data Analysis

Initial data analysis was completed by Heartland Solutions and the Fresno EOC management team. Conclusions and recommendations were formulated from these reviews and were considered by the Fresno EOC Board of Commissioners and Head Start 0-5 County-Wide Policy Council. Heartland utilized the following process to analyze the community assessment data:

Data Analysis Strategies	
Analysis Task	Purpose
Data was organized and combined according to information about each indicator that was assessed.	Although data differs slightly combining the data allows the assessment team to analyze the multiple dimensions of a single issue.
Closely related information was grouped together and organized into domains.	Issues were analyzed in order to connect conditions to the different statistical, programmatic, and opinion indicators that facilitate a complete understanding of issues.
The data was analyzed to identify similarities in findings across data sources.	The thematic analysis allows the assessment team to rank needs present in the service area.
Needs are ranked and categorized.	Classification of the needs assists in developing strategies to address each need.
The program staff determine how the program can address needs.	The comparison of data allows Fresno EOC to assess how effectively the community is meeting the needs identified in the community assessment.

Table 5. Data Analysis Strategies

Data Limitations

It should be noted that throughout this assessment there are some inconsistencies in data due to the design of the community survey which allowed respondents to select multiple responses to specific questions. As a result, the total percentage of respondents reported for some indicators may exceed 100%.

Community Engagement

Community engagement is a crucial component of Fresno EOC's community assessment process. To effectively identify and address local needs, we rely on the active participation of the community members we aim to serve. This involvement ensures that the assessment reflects the true conditions and challenges faced by the community. Engaging the community included conducting surveys, holding town hall meetings, and focus groups that allowed specific populations to express their concerns, needs, and suggestions. This inclusive approach not only helps in gathering accurate data but also fosters a sense of ownership and collaboration among community members, increasing the likelihood of successful implementation of the agency's interventions. Moreover, by incorporating diverse perspectives, especially from underrepresented groups, Fresno EOC can tailor its strategies to be more effective and equitable, ensuring that all voices are heard and acted upon.

In interviews with Fresno County community leaders, a recurring theme was the array of obstacles faced by the economically disadvantaged population, particularly in accessing essential services. Awareness and access to services, transportation, and the need for more collaborative efforts among service providers emerged as significant challenges. Leaders emphasized the importance of coordinated data sharing, aligning funding between impact agencies, and improving coordination among institutions to enhance service provision. Furthermore, access to healthy affordable food in rural communities and improved healthcare access were identified as pressing needs, alongside access to childcare, early childhood services, and affordable housing, especially for those transitioning out of programs like foster care. There was a consensus on the necessity of expanded early childhood programs to facilitate greater economic upward mobility.

Despite these challenges, the community was recognized for its resilience and determination to overcome economic hardships. However, it was also noted that this resilience might inadvertently perpetuate the cycle of poverty because adaptation and normalization can be seen as a strength. Additionally, the lack of "soft skills" was highlighted as a formidable challenge for workforce development. Services in rural and urban areas were identified as needing differentiation based on the specific needs of each community. Throughout the discussions, Fresno EOC emerged as a pivotal provider of services for the economically disadvantaged, underlining the importance of stable leadership and Fresno EOC's role in removing barriers to accessing essential services.



Figure 4. Community Engagement Summary

Demographics

The Fresno EOC service area, Fresno County is comprised of over 35 different communities. The county has 15 incorporated cities. Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, San Joaquin, and Selma. In addition, there are 25 small, unincorporated communities; among these are: Auberry, Biola, Cantua Creek, Caruthers, Del Rey, Highway City, Laton, Pinedale, and Riverdale. For this report demographic data for the smaller communities has been

organized into community profiles, while this report features the larger communities in the service area for which public data is available and to allow for the comparison of community data. In some cases, the data differs due to the data source and time period collected. However, overall trends can be identified, making it a valuable contribution to the report.

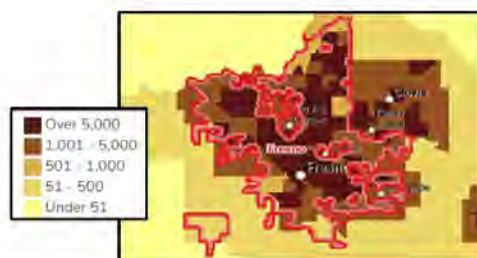


Figure 5. Fresno EOC Service Area

Population Density

Population density is important in determining the needs of the community. How many people a community has influences whether a business will have enough customers to survive, which impacts economic development. Whether the population grows or shrinks influences decisions on school funding formulas, employment, housing, and other allocations for public funding, as well as the resource needs of the community. Whether the population is young or old also influences the needs of the community and the economy. The population of Fresno County is 1,008,280, with the City of Fresno representing 541,528 residents¹.

Population Density (per sq. mi.)



Area	Population
Clovis	123,529
Coalinga	17,488
Huron	6,250
Kerman	15,980
Kingsburg	12,490
Mendota	12,603
Orange Cove	9,635
Parlier	14,554
Reedley	25,441
Sanger	26,461
Selma	24,318
Fresno City	541,528
Fresno County	1,008,280

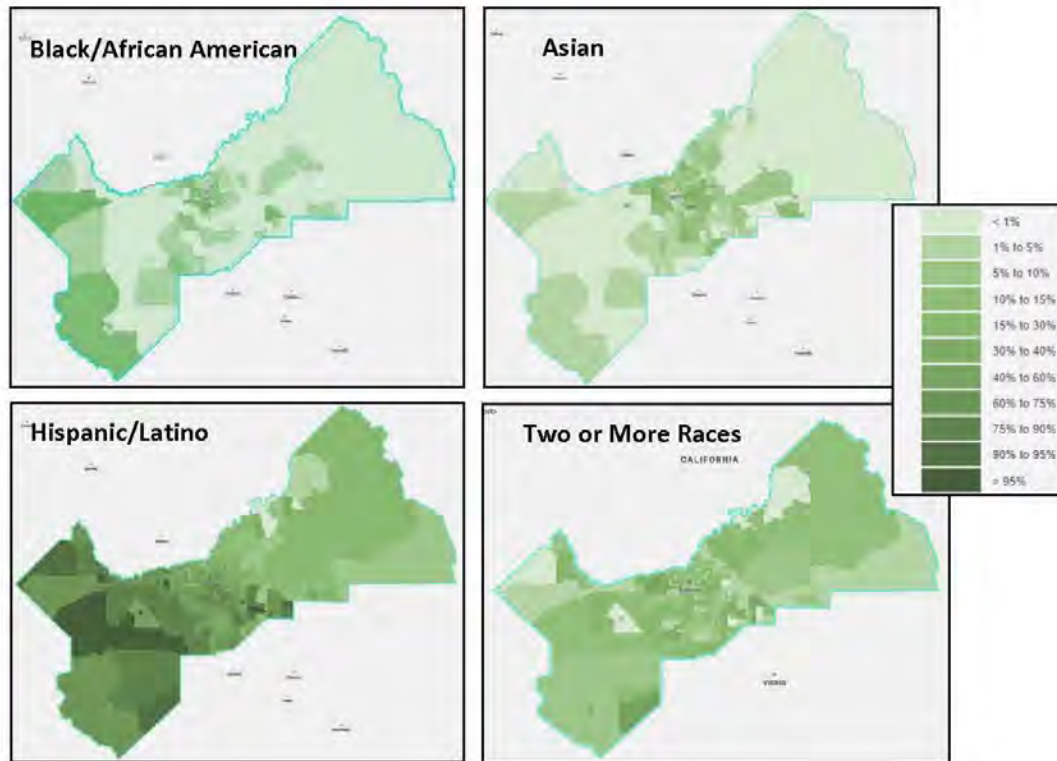
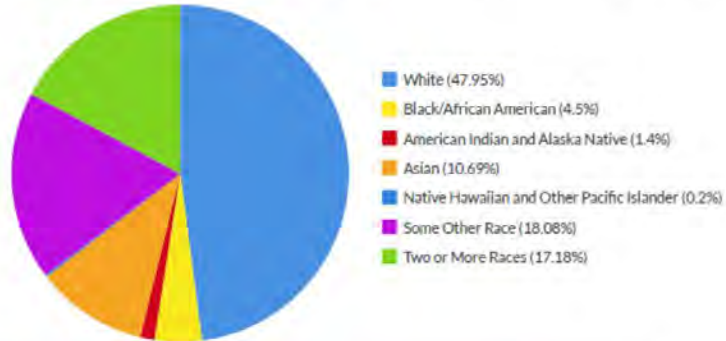
Table 6. Population

¹ United States Census Bureau. *American Community Survey, 2022.*

Race & Ethnicity

Fresno County is considered one of the most diverse counties in California, home to a generous mixture of people and cultures. The following figures provide an overview of the race and ethnicity of the county and detail the percentage of the population comprised of specific populations by census tract. In total, 54% of the county population is Hispanic/Latino¹. Among the smaller communities, the population that is Hispanic/Latino is higher ranging from a low of 34% in Clovis to a rate exceeding 90% of the population in Huron, Orange Cove, and Riverdale ¹.

Fresno County Race



Population Change

Population growth can impact the population in several ways. For example, population growth can positively impact the economy and negatively impact the environment. Since 2020, the county population has increased by 78,204 people or 8%. The fastest growing communities include Mendota (+ 12% population) and the City of Fresno (+6%). In contrast, some communities have experienced a population decline including Riverdale (-17%), Laton (-15%) and Firebaugh (-8%)¹.

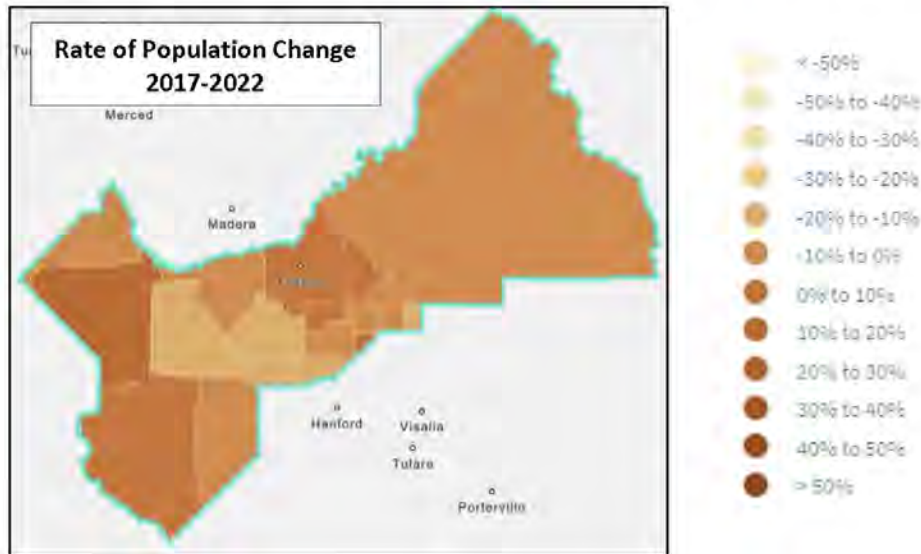
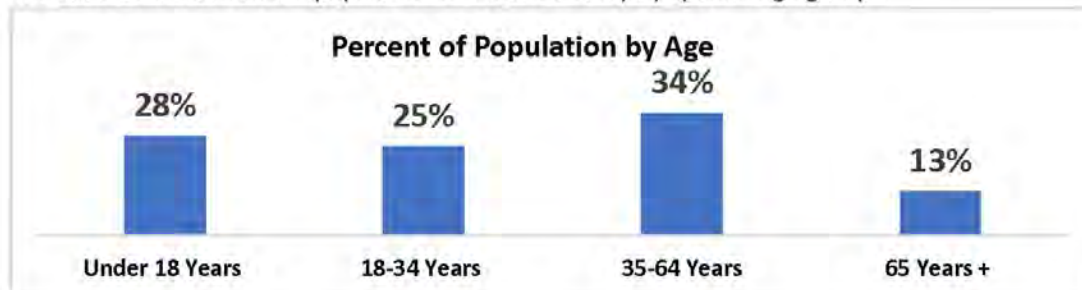


Figure 6. Rate of Population Change

Age

The table below shows the population of Fresno County by specific age group¹.



Percent of Population by Age for Community Areas						
Age	Biola	Clovis	Huron	Kingsburg	Mendota	Orange Cove
Under 18 Years	38.4%	28.9%	34.1%	25.9%	38.5%	37.8%
18-34 Years	35.4%	21.6%	29.1%	20.0%	26.0%	24.7%
35-64 Years	18.1%	36.4%	33.9%	36.7%	29.0%	31.5%
65 Years +	8.2%	13.1%	2.9%	17.4%	6.6%	6.1%

	Parlier	Reedley	Riverdale	Sanger	Selma	Fresno City
Under 18 Years	32.4%	30.3%	47.9%	29.2%	26.8%	27.8%
18-34 Years	28.2%	25.7%	21.3%	25.5%	27.4%	26.6%
35-64 Years	31.3%	18.1%	27.6%	34.5%	34.3%	33.6%
65 Years +	8.2%	8.2%	3.3%	10.7%	11.6%	11.9%

Table 7. Percent of Population by Age by Community

Population Under Five Years by Age by Specific Community						
Age	Biola	Clovis	Huron	Kingsburg	Mendota	Orange Cove
Under 3 Years	107	4,383	303	294	756	407
3 and 4 Years	47	3,935	206	310	480	405

Age	Reedley	Riverdale	Parlier	Kerman	Firebaugh
Under 3 Years	1,335	42	468	758	314
3 and 4 Years	1,041	24	627	485	319

Age	Sanger	Selma	Coalinga	Fresno City	Fresno County
Under 3 Years	1,009	886	456	23,373	40,995
3 and 4 Years	1,113	764	342	16,906	31,582

Table 8. Population Under Five Years by Community

Family Composition

The U.S. Census Bureau reports there are 177,757 households, of which 118,129 are family households, comprising 66.4% of all households¹.

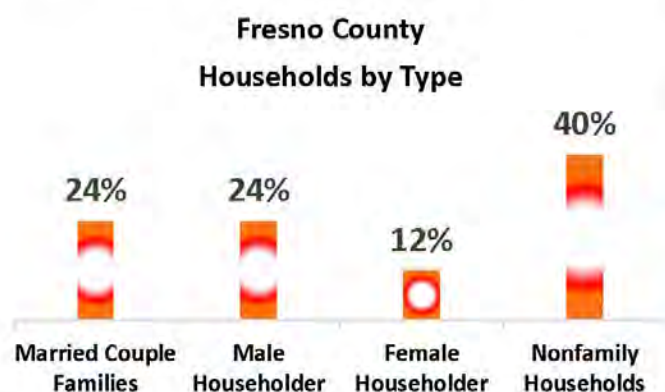


Figure 7. Households by Type

A total of **14,189** children under five in Fresno County live in single parent families.

In Fresno City, **6,035** children under three and 3 and **3,357** children 3 & 4 live in single parent households.

Family Status of Head Start Children

According to the Head Start Program Information Report (PIR) for the Fresno County Head Start program, 1,167 children live in single-parent families (52%) and 1,091 children live in two-parent families (48%). Within Head Start, almost four times as many children live in single-parent families compared to the general community. Six percent of children live with their grandparents¹.

Grandparents Caring for Grandchildren

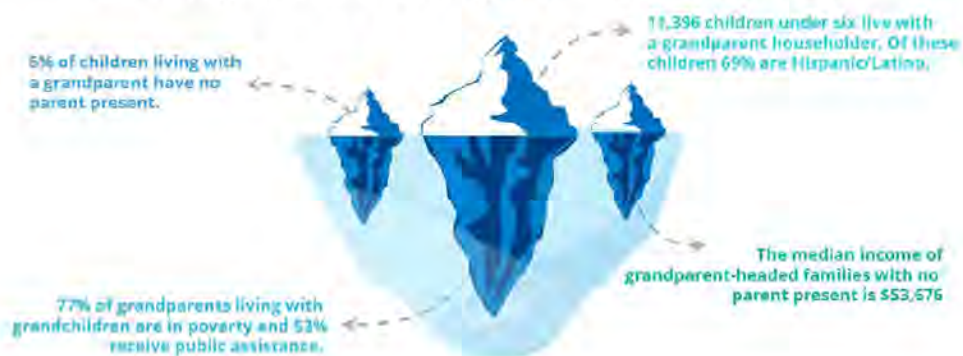


Figure 8. Grandparents Caring for Grandchildren



Demographic Data Key Findings

The social environments of communities in Fresno County shape the experiences of those who live there and contribute to the life experiences of children who grow up in Fresno County. These differences can transfer into racial disparities. It is important to understand the location and make-up of various communities in the area in order to identify appropriate community partners and to direct services to geographic areas and populations that can benefit most.

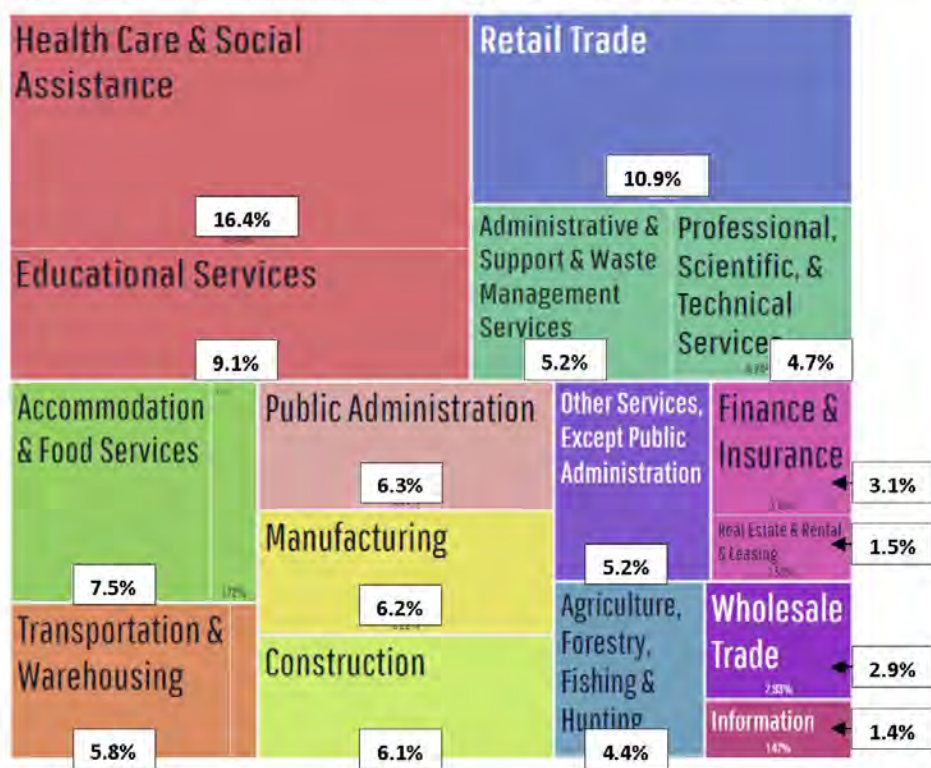
Fresno County's population is primarily white, however there are diverse communities of culture and place. Overall, the population that is Hispanic/Latino exceeds 50%. There are a large number of Hispanic/Latinos that live in southwest Fresno County. According to Fresno State University, the City of Fresno experienced an influx of Southeast Asian refugees in the 1970's giving rise to a diverse Asian population in the City of Fresno that today is comprised of a number of subgroups in the Asian Community, including Hmong, Filipino, Japanese, Khmer, Korean, Indian, and Vietnamese-Americans. Many of the county's Black/African American residents live in west Fresno. Within the general demographic patterns there is great diversity that is often obscured due to data collection gaps and undercounting of some populations in the U.S. Census.

Economic Activities

The economic characteristics of the community impact job growth, employment, and can contribute to or detract from the prosperity of individuals and families. For example, cycles of growth, the types of industries, and employment opportunities available in a community can generate cycles of opportunity that advance human development as parents invest in their child's education and adults seek career training so they can participate in a positive labor market and improve their economic status. In turn, as income increases or decreases, so does an individual's health status. As a social determinant of health, a household's income impacts choices about housing, education, childcare, food, and medical care. Employment also usually includes health benefits which further support healthy lifestyle choices. Underemployment and unemployment limit purchasing power and the inability to accumulate savings and assets puts individuals and their families at risk during times of economic distress.

Industry

The following figure demonstrates the different industries that make up the Fresno County economy. Fresno County is experiencing growth in Agribusiness, Logistics/E-Commerce, Advanced Manufacturing, Healthcare and Energy and Water Technology Sectors².



² DataUSA. <https://datausa.io>.

Agriculture

Fresno County is home to 1.88 million acres of the world's most productive farmland and agriculture covers over half of the county's geography. Fresno County growers raise more than 350 different crops, supporting 20% of all jobs in the Fresno area and the county is the second top agricultural producer in California and the nation. Many of the county's crops are not grown commercially anywhere else in the nation. Every \$1 generated on the farm produces another \$3.50 in the local and regional economy³. According to the Department of Labor Occupational Outlook there are over 18,360 farmworkers in Fresno County who earn an average wage of \$16.86 per hour⁴. According to the California National Agricultural Workers Survey Research Report, farmworkers have the following characteristics:

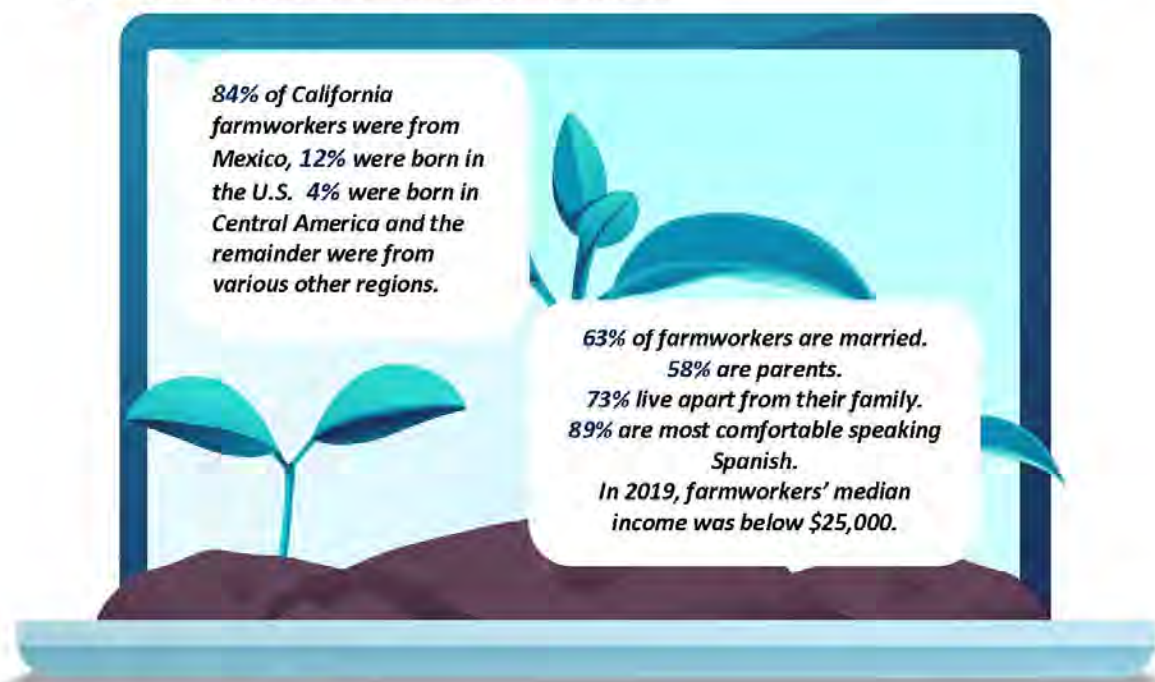


Figure 9. Farmworker Characteristics

Unemployment Rate

The unemployment rate in Fresno County has now climbed to pre-pandemic rates. The unemployment rate was 7.6% in 2023, down from 8.2% in 2020. However, in 2024, the rate has increased to more than double the national unemployment rate to 8.8% (January 2024) and has risen to 9.5% as of March, 2024⁵.

³ Fresno County Crop Report, 2022.

⁴ U.S. Bureau of Labor Statistics, 2024, https://www.bls.gov/oes/current/oes_23420.htm#45-0000

⁵ US Department of Labor, Bureau of Labor Statistics. 2024 - January.

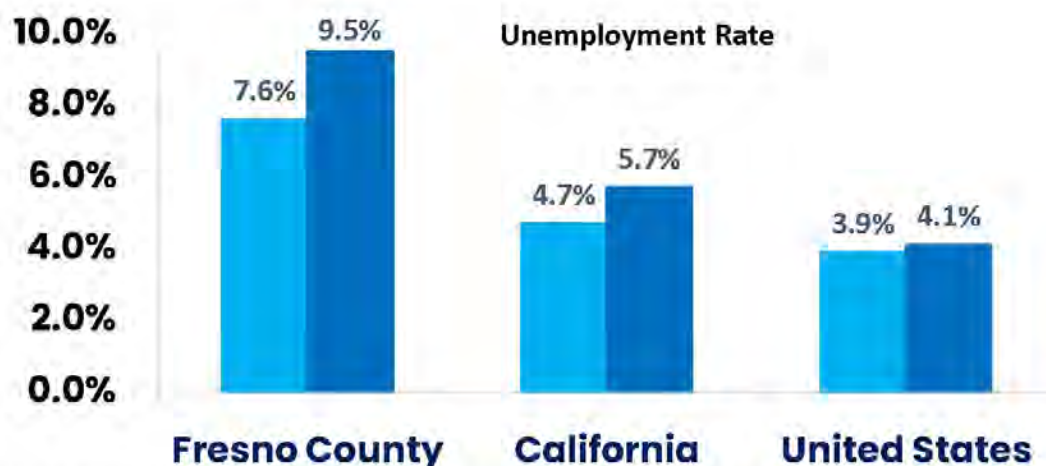


Figure 10. Unemployment Rate

Underemployment

Visible underemployment is where an individual works fewer hours than is necessary for a full-time job. Underemployment may refer to a variety of situations, most commonly it refers to someone who is employed, but not in the desired capacity. The unmet need may relate to any or all hours of work, level of skill utilization, application of qualifications or experience, or level of compensation (i.e. working in a lower paid job than qualifications would suggest the worker is suited to). The underemployment rate (U6) includes – in addition to the Unemployment Rate – anyone who wants to work but has given up looking for employment in the last year, as well as people working part-time who would like to work full-time.

To gauge the number of Fresno County workers that are underemployed, we considered data from the U.S. Bureau of Labor Statistics on the percent of the population in the labor force that is working less than 35 hours due to economic reasons⁶. Based on national percentages, as of March 2024, 7.3% of all workers were underemployed. If this percentage were applied to Fresno County this would mean that over 34,000 workers are underemployed.

⁶ Labor Force Statistics, Current Population Survey. <https://www.bls.gov/cps/cpsaat20.htm>; <https://www.bls.gov/news.release/emps/t.t15.htm>



Community Survey Responses

Of the community survey respondents (total 2,775), 843 were currently seeing employment. Community survey respondents were asked to rank and identify the employment needs in their community. The highest rated needs were for additional job opportunities in the community, followed by financial assistance to attend training programs and access to affordable childcare. This data is consistent with feedback from the community forums.

Percent of Survey Respondents Reporting Employment Needs by Type of Need

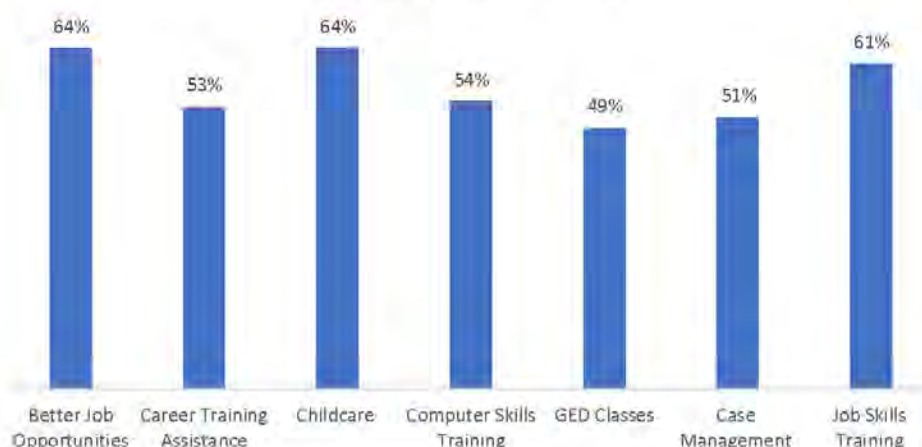


Figure 11. Employment Needs in Fresno County

A total of 2,672 respondents noted the following employment problems impacting Fresno County. Respondents noted more than one factor when appropriate.

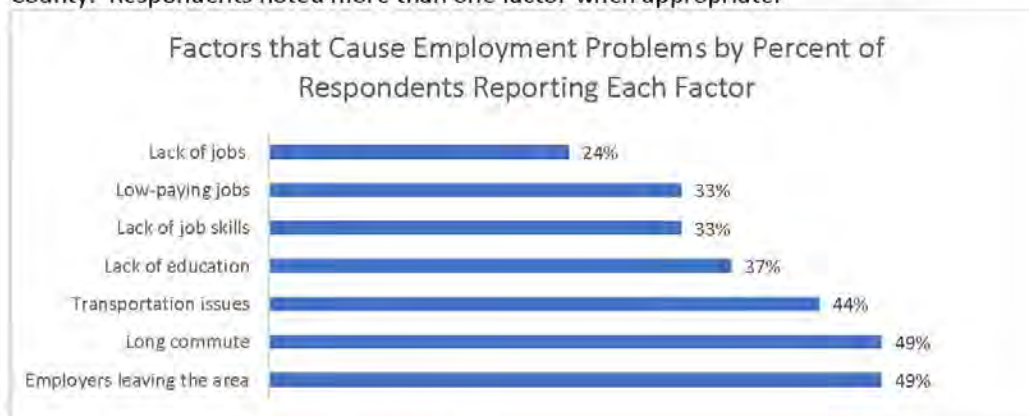


Figure 12. Factors that Cause Employment Problems

Median Income Level

The median income for households is highly stratified by race and community. The chart below illustrates the median income by race for Fresno County households. The largest percentage of the population is comprised of Whites (54%) and Hispanic/Latinos (46%). Black/African American's comprise 9% of the population, while Asians, who have the highest income represent 9.2% of the population. Fresno County families and households have a lower median income than their peers statewide. Family income for married couples is more than twice that of married couple families.

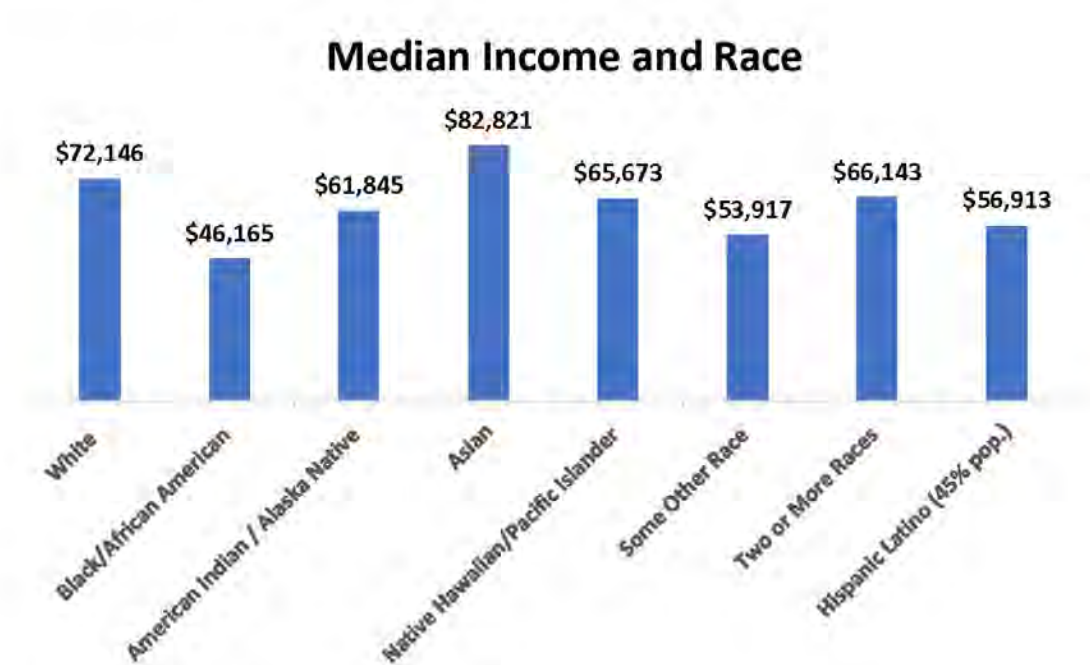


Figure 13. Median Income by Race



Community Survey Responses

Of the community survey respondents (2,663):

- 69% earned their income from work activities
- 8% received Temporary Assistance for Needy Families
- 8% received retirement income from Social Security
- 6% received SSI income
- 4% were disabled
- 5% received unemployment

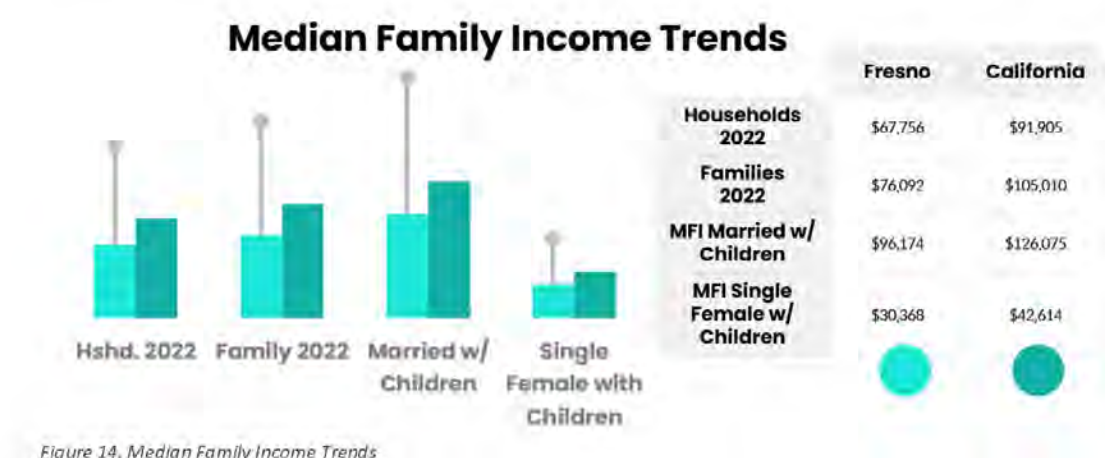


Figure 14. Median Family Income Trends

Living Wage

Families must earn enough income to pay for their typical expenses to be self-sufficient. This includes the cost of food, childcare, medical, housing, transportation, and other necessities. The chart below shows the annual income required to achieve self-sufficiency in Fresno County for families with two adults with two children and families with one adult with two children⁷. When this data is compared to data for the median income in the service area it is evident that the median income for all types of families in Fresno County is insufficient to achieve self-sufficiency. This data indicates there is a large percentage of families that are vulnerable to shifts in employment, wages, and the economy.



Figure 15. Self-Sufficiency Standard

⁷ MIT Living Wage Calculator (2019). Living Wage Calculator. Retrieved from <https://livingwage.mit.edu/>; United States Census

The cost of living was noted as a concern in the community forums and is evidenced in data from the community assessment survey. The following figure shows the percentage of respondents (totaling 2,658) that paid a bill late in the past six months by the type of bill paid.

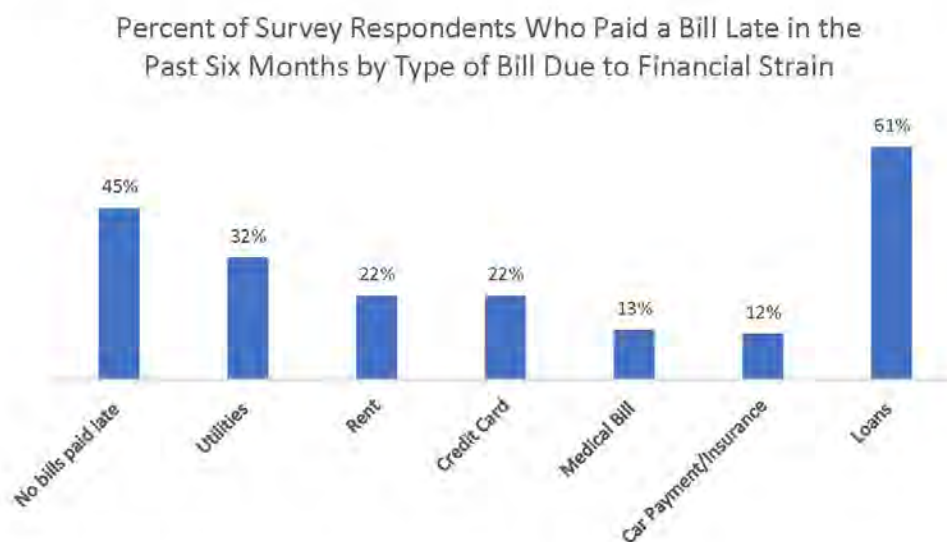


Figure 16. Bills Paid Late by Community Survey Respondents

Median Income Level by Family Type					
Area	Households	Families	Married Couple Families	Single Female Householder w/Children	Single Male Householder
Clovis	\$98,554	\$111,257	\$132,797	\$51,617	\$67,945
Coalinga	\$68,976	\$69,500	\$86,685	\$22,351	\$59,351
Huron	\$43,664	\$48,070	\$48,070	\$19,151	\$68,281
Kerman	\$53,956	\$58,234	\$73,917	\$37,026	\$75,313
Kingsburg	\$74,897	\$83,242	\$95,154	\$60,848	\$68,750
Mendota	\$43,315	\$43,301	\$55,087	\$14,464	\$39,453
Parlier	\$50,026	\$51,592	\$65,142	\$29,133	\$42,868
Orange Cove	\$33,671	\$33,691	\$45,227	\$18,987	\$31,053
Reedley	\$61,629	\$66,774	\$76,453	\$37,513	\$87,576
Sanger	\$69,333	\$71,324	\$85,866	\$38,326	\$41,696
Selma	\$53,874	\$58,562	\$71,193	\$24,167	\$54,295
Fresno City	\$63,001	\$71,430	\$92,651	\$28,901	\$54,038
Fresno County	\$67,756	\$76,092	\$96,174	\$30,827	\$45,547

Table 9. Median Income by Family Type

Supplemental Security Income

Supplemental Security Income (SSI), provides monthly financial payments to low-income adults that are blind, disabled, or age 65 and older. Disabled or blind children are also eligible to receive SSI benefits. Families receiving SSI are categorically eligible for Head Start services, providing the family an additional supportive resource¹.

Receipt of Supplemental Security Income (SSI), Cash Public Assistance (CPA), SNAP				
Area	Total	% Pop. SSI	% Pop. CPA	% Pop. SNAP
Clovis	123,529	3.1%	4.9%	12.7%
Coalinga	17,488	6.4%	5.1%	17.6%
Huron	6,250	2.6%	4.9%	35.8%
Kerman	15,980	7.5%	5.6%	24.7%
Kingsburg	12,490	6.9%	5.0%	14.6%
Mendota	12,603	5.2%	2.2%	29.3%
Parlier	14,554	8.8%	5.6%	26.5%
Orange Cove	9,635	8.2%	8.5%	36.0%
Reedley	25,441	7.0%	7.4%	18.4%
Sanger	26,461	10.8%	5.8%	17.4%
Selma	24,318	5.1%	8.1%	22.4%
Fresno City	541,528	9.3%	7.3%	22.0%
Fresno County	1,008,280	7.7%	5.8%	22.7%

Table 10. Social Security Income & Public Assistance

2023 Head Start Families Receipt of Public Assistance				
	SNAP	SSI	WIC	TANF
HS/EHS Families	1,325 (59%)	111 (5%)	1,521 (70%)	521 (23%)

Table 11. Head Start Families Receipt of Public Assistance

Profile of Self-Sufficiency

Indicators of self-sufficiency that can be gleaned from Program Information Report (PIR) data for Head Start families include rates of parental employment and the extent to which families use public assistance. The number of families in which one parent is employed, in job training or in school totals 1,475, which is 66% of all enrolled families. Of these families, 185 are in job training (13%) and 32 are attending school to obtain a GED or a degree. This rate is higher than in 2022, in which 24% of parents were unemployed and not attending school or job training. Among children in Fresno County under six years, 62% had all parents in the labor force. Among children aged 6-17 years, 68% had all parents in the labor force. This data shows that parents in the program work at levels comparable to other families in the community.



Economic Activities Key Data Findings

- The unemployment rate is rising over pre-pandemic levels and in March 2024 reached 9.5%, meaning that there is a total of 44,600 people that are unemployed. Additionally, there are over 34,000 workers who are underemployed.
- Fresno County is experiencing growth in Agribusiness, Logistics/E-Commerce, Advanced Manufacturing, Healthcare and Energy and Water Technology Sectors. With training, these careers offer entry level career opportunities for individuals in poverty.
- Economic trends indicate that the largest sectors by industry employment are education and health care and social assistance. However, there is a significant number of farmworkers and individuals employed in agriculture. Farmworkers have higher rates of poverty and most often have limited English proficiency.
- Median income is stratified by race and Hispanic/Latinos and African American/Black residents are more likely to have a lower income than the general population. Additionally, the median income for married-family households with children is three times that of single-female headed households. Fresno County median income is lower than the state median income for families and households.

There have been changes in the work environment and in the job structure due to the COVID-19 pandemic. Many people in poverty that are working are employed in the low-wage labor market in jobs that lack benefits. As shown by underemployment and growing unemployment rates. In Fresno County, a significant number of jobs are also in the retail and hospitality sector where employers schedule work hours unpredictably. These factors result in wage volatility that undergirds poverty and the ability to achieve self-sufficiency.

WHAT HAPPENS AFTER UNEMPLOYMENT TO FAMILIES?

Unemployment can be especially devastating for families with children and for individuals. Housing payments, food and transportation costs, health care needs, and even childcare costs don't end when a job ends. Research shows that children are more likely to repeat a grade when parents lose jobs, and those living with unemployed single mothers are more likely to drop out of school and to experience lower emotional wellbeing. Other studies document that unemployment often intensifies parental stress, which in turn impairs children's future outcomes.

Single-mothers, whose families stand to gain the most from the benefits of postsecondary degrees, face obstacles to college completion which would help them move out of low-wage employment, including financial insecurity and heavy caregiving burdens. Steps that can be taken to help people transition into self-sufficiency include:

- Providing support for increasing education in alignment with job growth trends. Aligning education and employment can help clients enter into careers that offer full-time work and benefits.
- Providing comprehensive services that buffer the impact of the caregiving burden and lack of resources experienced by single mothers. For example, offering childcare programs that meet the full-time/year-round care needs of families and creating peer support groups. The Head Start program model is particularly effective at combining mental health, financial, and other career support to help families.
- Integrating data collection efforts into HS and other programs that uncover the reasons behind unemployment, calculating under-employment among individuals, and developing targeted strategies to address the needs of people that are struggling. For example, creating surveys to uncover the barriers experienced in relation to employment barriers.

WHAT ARE THE IMPACTS OF UNEMPLOYMENT ON INDIVIDUALS?

Financial hardship that leads to difficulties covering basic expenses.

Uncertainty and a loss of a sense of purpose can contribute to emotional distress.

Loss of self-esteem and identity because work often plays a crucial role in shaping a sense of self and identity.

Health implications such as loss of insurance and physical health problems due to stress and anxiety.

Negative impacts on relationships and financial strains may affect interactions with others.

Reduced social interactions and more limited sense of community.

Delaying life's milestones such as retirement, starting a family, or buying a home.

Negative long-term career effects as the result of lengthy periods of unemployment.

Poverty

Poverty contributes to death, disease, and health impairments. As income inequality increases, life expectancy differences also emerge. According to a recent study, low-income Americans have higher rates of physical limitation, heart disease, diabetes, stroke, and other chronic conditions, compared to high-income Americans.⁸ Conversely, wealth supports educational attainment, housing stability, and financial security.⁹ Poverty also exerts adverse impacts on children through family stress processes because it can lead to family dysfunction, stress among caregivers, and parenting challenges.

Elderly poverty can lead to depression and reduce the life span. Some individuals may 'inherit' poverty because of being born into a particular social group defined by race, class, and location. Others experience situational poverty from which they never escape. Poverty is interconnected along five pathways: substance abuse, educational failure, unemployment, debt, and family breakdown, making it particularly insidious.

Population in Poverty by Census Tract

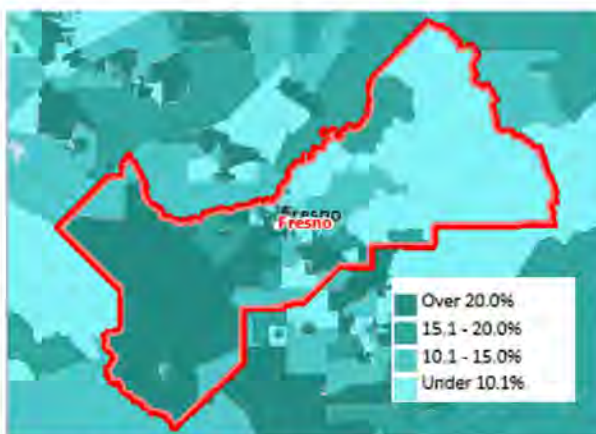


Figure 17. Population in Poverty by Census Tract

Number Below Poverty Level

Poverty estimates for 2022 show a total of 193,675 Fresno County residents have an income below the poverty threshold. The poverty rate is 19.5% compared to a rate of 12.5% for California¹.

Area	Population	Poverty Rates	
		Population in Poverty	Percent in Poverty
Fresno County	990,821	193,675	19.5%
California	38,643,585	4,685,272	12.1%
United States	323,275,448	40,521,584	12.5%

⁸ Chetty R, Stepner M, Abraham S, et al. (2016). The Association Between Income and Life Expectancy in the United States, 2001-2014. JAMA, 315(16):1750-1766. doi:10.1001/jama.2016.4226

⁹ Health Affairs (2018). Health, Income, & Poverty: Where We Area & What Could Help. Retrieved from <https://www.healthaffairs.org/doi/10.1377/hpb20180817.901935/full/>.

Population in Poverty by City				
Area	Total	Population in Poverty	% Population in Poverty	Individuals Income < 50% Poverty
Clovis	119,318	10,049	8.4%	4,703
Coalinga	14,185	2,654	18.7%	1,372
Firebaugh	8,139	3,521	43.3%	843
Huron	6,260	2,007	32.1%	1,051
Kerman	15,564	3,408	21.9%	1,023
Kingsburg	12,490	1,185	9.6%	472
Mendota	12,603	4,101	32.7%	1,937
Orange Cove	9,635	4,463	46.5%	891
Parlier	14,554	3,988	27.4%	1,756
Reedley	25,441	3,977	15.9%	1,219
Sanger	26,461	4,198	5.8%	1,219
San Joaquin	3,725	1,238	33.2%	242
Selma	24,318	5,157	21.2%	1,882
Fresno City	532,251	117,570	22.1%	55,948

Poverty Rate by Family Type

In the service area, children living in single female headed households are more than three times likely to be living in poverty than all families. Within the service area 35,096 families (15%) live in poverty. Of families in poverty, 13,985 are married couples (39.8%), 4,095 are male householders and 17,016 are female – headed households (48.5%)¹.

Families in Poverty by Family Type



Figure 18. Poverty Rate by Family Type

Number of Children Living in Poverty

Among Fresno County children, the poverty rate is 8%, compared to a rate of 11.9% in California and 17.0% in the U.S. The highest rates of poverty among children are in Orange Cove and Firebaugh¹.

Area	Children in Poverty			
	Total Population	Population < 18 years.	% Children in Poverty	Total Children in Poverty
Clovis	119,318	33,821	9.6%	10,049
Coalinga	14,185	4,092	25.1%	1,026
Firebaugh	8,139	2,849	55.3%	1,575
Huron	6,260	2,135	56.9%	1,214
Kerman	15,564	4,846	28.1%	1,364
Kingsburg	12,490	3,231	7.9%	255
Mendota	12,603	4,782	41.2%	1,970
Orange Cove	9,635	3,609	61.0%	2,203
Parlier	14,554	4,677	38.4%	1,797
Reedley	25,441	7,517	21.1%	1,586
Sanger	26,461	7,765	23.2%	1,803
San Joaquin	3,725	1,444	44.0%	635
Selma	24,318	6,445	29.6%	1,908
Fresno City	532,251	148,084	30.4%	45,043

Table 12. Children in Poverty by Age

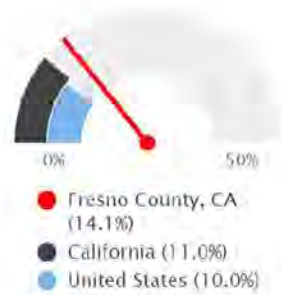


Figure 19. Poverty by Population Type

Seniors Living in Poverty

According to the American Community Survey 5-year data, an average of 19% of people in Fresno County lived in a state of poverty during 2022. The poverty rate for seniors living in Fresno County is 14.1%, totaling 17,307 people, a rate higher than the rate for California and the rate for the nation¹.

Ages 65 and Up Poverty Rate



Poverty by Race/Ethnicity

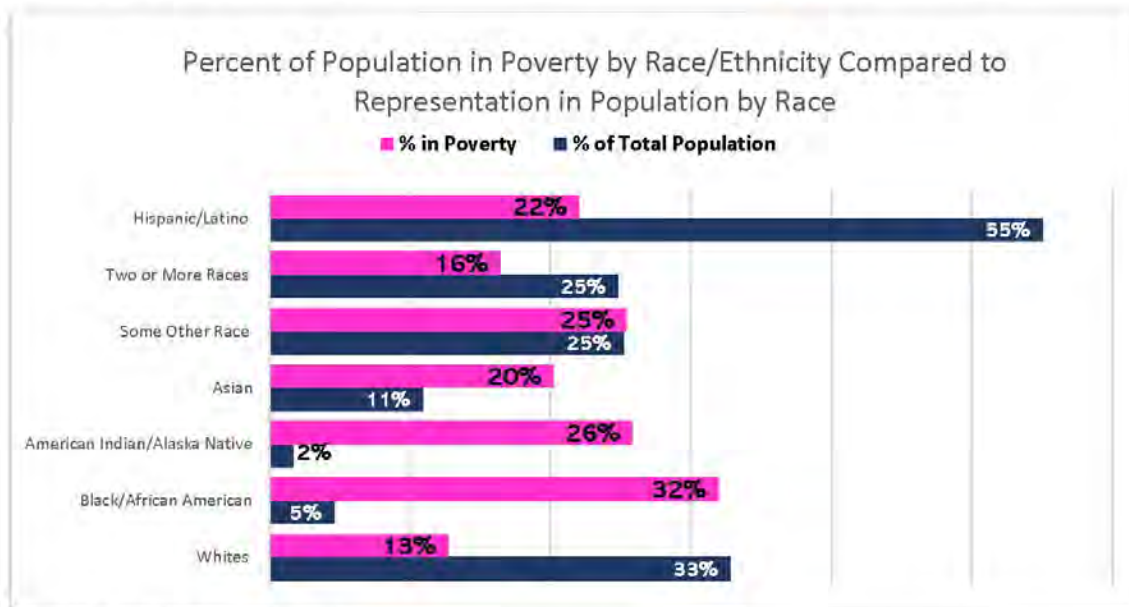


Figure 20. Poverty by Race and Ethnicity

Latino and Hispanic households are more likely to live in poverty than the general population.

Percent of Hispanic/Latino Population living in Households with an Income below Poverty

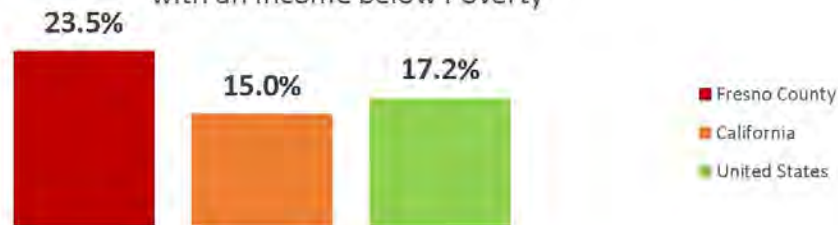


Figure 21. Hispanic / Latino Population in Poverty

Children Age 0 to 4 in Poverty by Race (%)



Figure 22. Children Aged 0-4 Years in Poverty by Race

Individuals and Families Near Poverty

It is important to examine the near poverty rate to identify people who have an income that may be above the poverty line, but an income still low enough to put them at significant risk of falling into poverty due to unforeseen circumstances such as job loss, major illness, or divorce. Additionally, the data can be used to create stabilization solutions that can help households before they fall into poverty. In regard to social equity, focusing on the near poverty rate can lead to more equitable social programs that address disparities in access to resources and opportunities. This focus can help mitigate systemic issues that contribute to persistent poverty. The graphic to the right indicates the number of people that have an income near the poverty level.

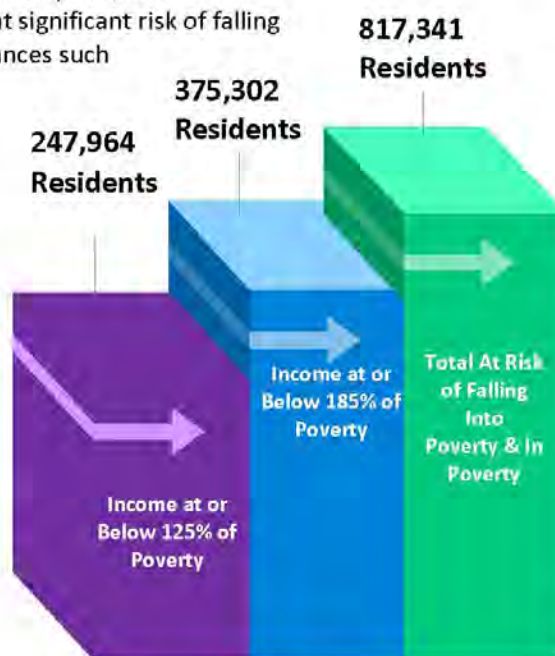


Figure 23. Population at-risk of Poverty

Poverty among racial/ethnic groups in the service area differs due to the longstanding impacts of historical injustices, discrimination, and bias in various aspects of society such as education disparities, employment discrimination, and the wealth gap. The criminal justice system and neighborhood segregation also contribute to higher poverty rates among some groups.



Community Survey Responses

Community survey respondents were asked about which factors of inequity impacted their daily lives. The following data details the responses by 2,437 community survey answering this question.

- 31% of respondents reported that families of color live in specific neighborhoods.
- 17% of respondents reported that children of color do not get the same quality of education as children who are not of color.
- 17% reported they are treated differently at their job because of their color, race, or gender.

Poverty Rate by Educational Attainment

Individuals who have lower levels of educational attainment are more likely to live in poverty.

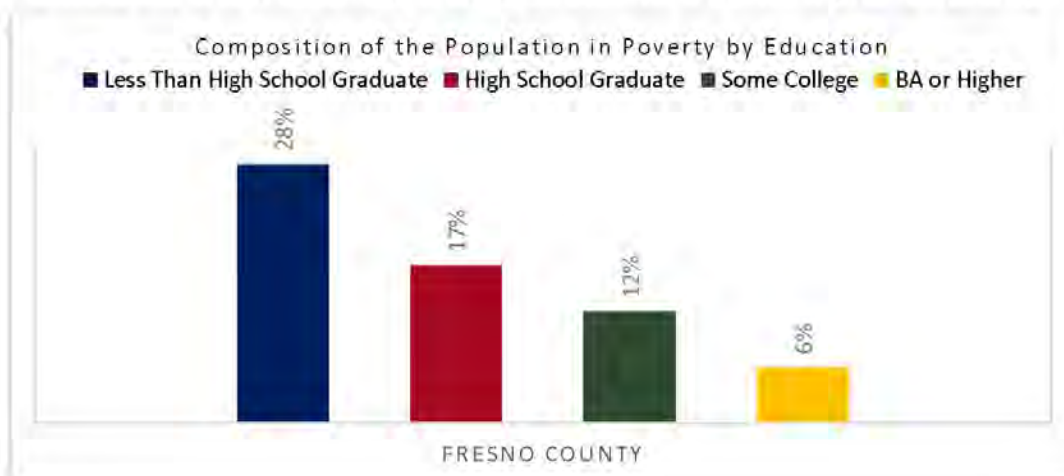


Figure 24. Poverty and Educational Attainment

Poverty Rate by Employment Status

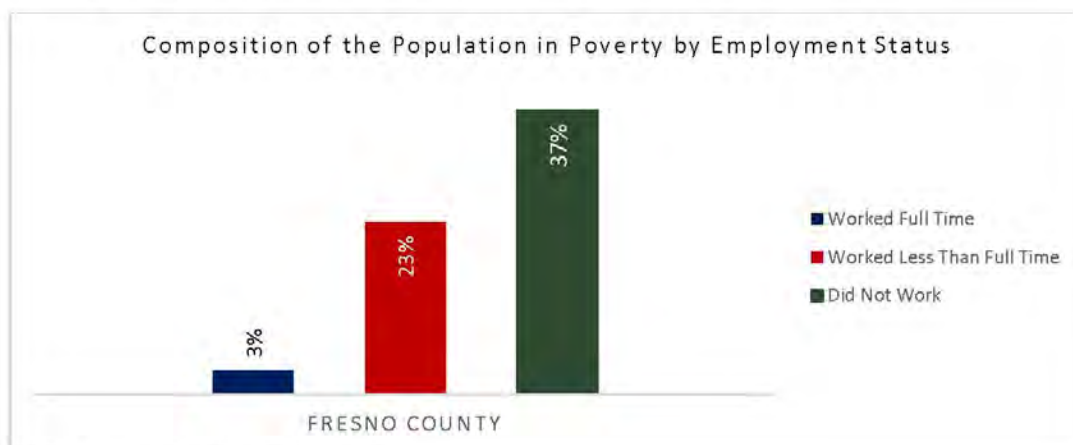


Figure 25. Poverty Rate by Employment Status

Social Vulnerability

The Social Vulnerability Index uses census data to determine the social vulnerability of the population based on 15 social factors, including poverty, lack of vehicle access, and crowded housing. The data is grouped into four themes as follows:

- Socioeconomic
- Housing Composition and Disability
- Minority Status and Language
- Housing and Transportation

The map that follows shows Fresno County census tracts with the greatest vulnerability.

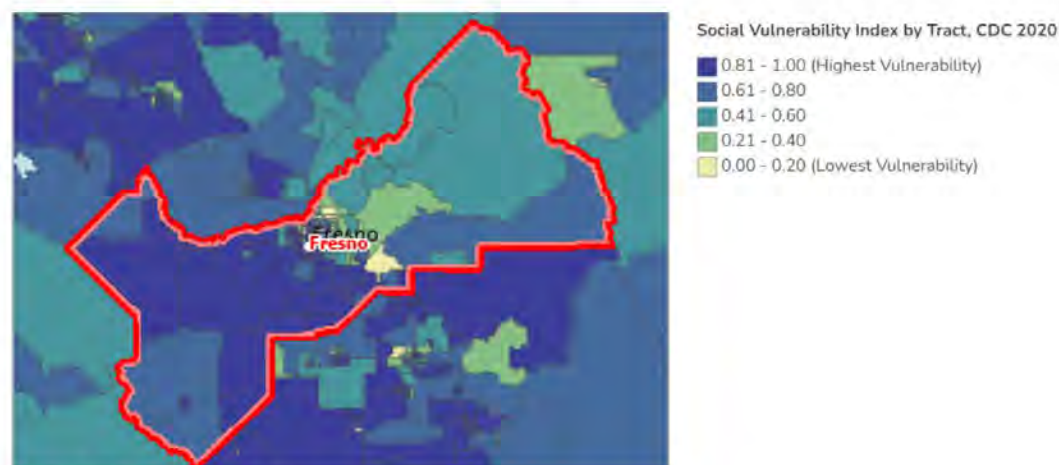


Figure 26. Social Vulnerability by Census Tract



Poverty Key Data Findings

The poverty rate indicates that 193,675 individuals live in poverty, totaling 19.5% of the population. The rate of poverty among children is higher than the general rate of poverty. The southwest areas of the county have the highest poverty rates. The data also reveals that high levels of education correlate with employment resulting in higher incomes and lower rates of poverty. For example, Fresno County householders that worked full-time had a poverty rate of 3% compared to a rate of 37% for households with no workers. Other notable trends included a wide disparity in which single-female headed households and people of color experienced higher poverty rates than Whites and married-couples.

The communities with the lowest rates of poverty are Sanger, Clovis, and Kingsburg. The communities with the highest rates of poverty are San Joaquin, Mendota, Huron, and Firebaugh. In ranking community needs it is important to consider both the percentage of the population in poverty as well as the number of people in poverty. The City of Fresno has by far the greatest number of individuals that live in poverty.

Early Care and Education & Head Start Eligibles

Context for Preschool Early Childhood Services

The Fresno County early childhood landscape is changing which has provided unique opportunities and challenges for Head Start and Early Head Start. Four critical trends must be included in any effort to take stock of the developing system so that data-driven program adjustments can be made.

Expansion of Childcare Subsidies: Families with children under age 5, who have incomes below the federal poverty line who pay for childcare, typically spend 36% of their income on childcare costs. For many families, the high cost of childcare leaves insufficient funds for food, housing, and other basic costs. Households with incomes just above the federal poverty level spend more than 20% of their income on childcare¹⁰. In April 2024, legislative changes to the Child Care and Development Fund will lower the costs of childcare for families by allowing access to subsidies for families so that childcare costs do not comprise more than 7% of their income. The changes will also simplify enrollment in childcare programs¹⁰.

Federal policymakers began expanding access to childcare in 2020 in an effort to rebuild and stabilize the childcare system after the COVID-19 pandemic. However, the finality of the changes are still in flux both at the state level and in Washington D.C. Ambitious proposals are on the table to expand access to childcare and to fix the unsustainable childcare system, but the state is facing a budget shortfall, and the federal response is not guaranteed.

Expansion of Transitional Preschool: California's Transitional Kindergarten (TK) program provides an additional year of schooling within the K–12 system that aims to prepare children for kindergarten. Launched a decade ago with limited eligibility, the program will be expanded to all four-year-olds by 2025–26. The program has expanded rapidly which impacts the enrollment of four-year olds in Head Start as parents are drawn to programs offered in elementary schools. The program is expected to expand; however, the most recent state budget proposal will not be approved until May so decisions cannot be made until a final proposal is approved. In the past, and in other states facing budget shortfalls that have committed to expanding preschool programs, slot expansions have been delayed which could be the case for California as well.

Employment Volatility: Access to full-day childcare and early education programs impacts families' ability to work. In Fresno County, the percentage of parents that work is lower than for the state and the unemployment rate is rising. This may impact the need for extended-day early care and education programs. Many families responding to the community survey note that they work variable hours or part-time and less than two parents are working. These working parents, who often earn low wages and cannot rely on a consistent schedule (or paycheck) or who work nights or weekends, have few childcare options available to them. Within the Head Start

¹⁰ <https://www.federalregister.gov/documents/2024/03/01/2024-04139/improving-child-care-access-affordability-and-stability-in-the-child-care-and-development-fund-ccdf>

program, 66% of children have at least one parent working. This factor could impact enrollment and attendance in Head Start programs in addition to impacting the stability of families.

Early Childhood Staffing Crisis: Research is clear that skilled early educators “are the single most important factor” in providing children with the early experiences necessary to foster positive learning and development in early childhood settings¹¹. Despite this research, most early educators earn exceedingly low wages, sometimes at or near the federal poverty level, lack access to workplace benefits, and often struggle to meet the needs of their own families¹². Despite interventions and investments in the early childhood workforce several factors have undermined the effort to resolve the early childhood staffing crisis. For example, environment related issues such as burnout from working with children and families with more intense needs and increased demand for early childhood staff as other programs expand has worsened these trends.

Head Start Regulations: In November 2023 the Office of Head Start related a set of proposed rules for the program that will impact the operation of Head Start programs. The rulemaking proposed to:

- Increase wages to align with preschool teachers in public school settings and to make progress toward full pay parity with elementary school teachers;
- Improve benefits for Head Start staff, including health insurance and paid leave, and to enhance staff health and wellness supports;
- Ensure better integration of mental health supports in program services;
- Improve child health and safety in program facilities;
- Improve family engagement services; and
- Modernize the processes for programs to identify and meet community needs.

The proposed changes provide a substantial shift in how Head Start programs will be required to use their limited resources. For example, the rules propose a cap of 40 for the caseloads of family service workers. The changes are not yet approved but should be monitored and plans for when the rules are implemented should be a focus of program design decisions.

¹¹ Yoshikawa, H., Weiland, C., Brooks-Gunn, J., Burchinal, M., Espinosa, L., Gormley, J., Ludwig, J., Magnuson, K., Phillips, D., & Zaslow, M. (2013). Investing in Our Future: The Evidence Base on Preschool Education. New York, NY: Foundation for Child Development and Society for Research in Child Development.

¹² United States Department of Health and Human Services and United States Department of Education (2016). High quality early learning settings depend on a high-quality workforce: Low compensation undermines quality. Washington, D.C.: Institute of Education Sciences, U.S. Department of Education.

Number of Children Eligible for Head Start and Early Head Start

Head Start and Early Head Start Eligibles						
Area	# of Children Under 3	# of Children Aged 3 & 4	Poverty Rate for Children Under 5	EHS Eligibles	HS Eligibles	Annual Births to Women in Poverty
Biola	107	47	42%	45	20	29
Clovis	4,383	3,935	11%	482	433	204
Coalinga	456	342	19%	87	65	79
Firebaugh	314	319	61%	192	195	37
Huron	303	206	67%	203	138	109
Kerman	758	485	19%	144	92	73
Kingsburg	294	310	10%	29	31	20
Mendota	756	480	37%	280	178	38
Orange Cove	407	405	48%	195	194	64
Parlier	468	627	45%	211	282	49
Reedley	1,335	1,041	14%	187	146	53
Riverdale	111	149	11%	12	16	0
Sanger	1,009	1,113	14%	141	156	82
San Joaquin	225	208	52%	117	108	29
Selma	886	764	37%	328	283	65
Fresno City	23,373	16,906	31%	7246	5241	2,474
Fresno County	39,152	30,381	28%	10,963	8,507	4,150

Table 13. Head Start and Early Head Start Eligibles

Number of Children by Age

Data on the number of children eligible for Head Start and Early Head Start can be examined using two measures, that both differ in the final count. However, examining the number of children by single years of age is helpful for classroom planning and for expansion efforts.

Number of Children by Age				
Child Population	1 yr.	2 yrs.	3 yrs.	4 yrs.
Total Children	13,859	13,991	13,979	14,649

Table 14. Number of Children by Age

Race/Ethnicity of Head Start/Early Head Start Eligible Children

According to the Children's Defense Fund, Black and Hispanic/Latino children continue to suffer disproportionately from poverty, with the youngest children most at-risk of being poor.¹³ The data below shows disparities among children in the U.S. by race. Fresno County poverty trends reflect the increased likelihood that children in poverty are of color.

¹³ <http://www.childrensdefense.org/library/data/child-poverty-in-america-2015.pdf>

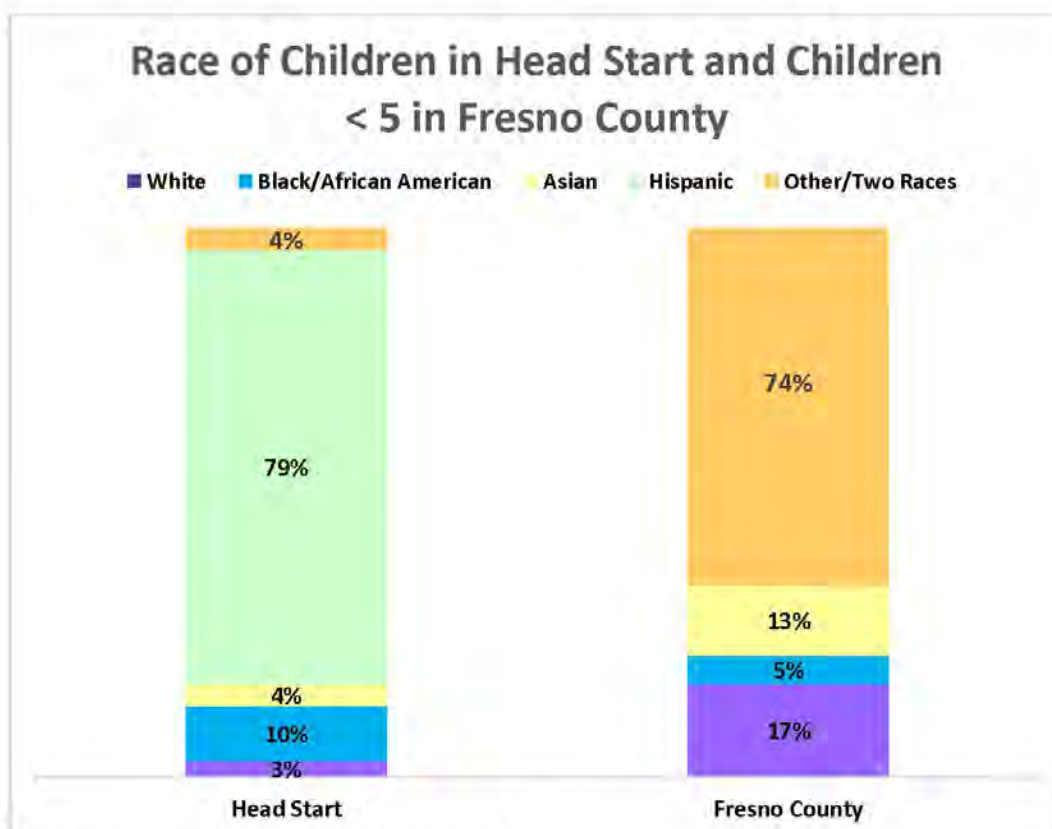


Figure 27. Race of Children in Head Start and Fresno County

Based on the poverty rate for children that are White, Black/African American, Asian, and Hispanic the following table estimates the race and ethnicity of the Head Start eligible population. Note - this data does not equal the total number of HS/EHS eligibles due to differing data sources and calculation methods. However, this data can be utilized to identify general trends in the race of children eligible for HS/EHS.

Race of Head Start Eligibles for Primary Racial Groups (racial groups comprising more than 1% of the total child population under six years)			
Race/Ethnicity	Children < 5 Yrs.	Poverty Rate for Children < 6 yrs. by Race ¹⁴	Estimated HS and EHS Eligibles by Race
White	18,103	7%	1,267
Black/African American	3,727	24%	894
Hispanic/Latino	45,605	41%	18,698

¹⁴ U.S. Census American Community Survey, 2022. B17010A: B17010B: B17010C: B17010D: B17010E: B17010F

Asian	8,278	14%	1,158
American Indian/Alaska Native	1,479	27%	399
Other /2 Races	38,420	22%	8,452

Table 15. Race of Head Start and Early Head Start Eligibles

Dual Language Learners Eligible for Head Start and Early Head Start

In Fresno County a large number of children live in a household with limited English proficiency. Out of 2,590 enrollees, 68% speak English as the primary language at home. Using data from the Program Information Report and the percentages provided in the table below, it is estimated that there are 4,824 infants and toddlers eligible for Early Head Start and 3,743 children eligible for Head Start that are dual language learners. Note – this data does not equal the total number of HS/EHS eligibles due to differences in calculation methods.

Head Start and Early Head Start Eligibles - Dual Language Learners ¹⁵					
Area	# of Children Under 3	# of Children Aged 3 & 4	% Families Speak Language other than English	EHS Eligibles	HS Eligibles
Biola	45	20	80%	36	16
Clovis	482	433	24%	116	104
Coalinga	87	65	47%	41	31
Firebaugh	192	195	80%	154	156
Huron	203	138	90%	183	124
Kerman	144	92	73%	105	67
Kingsburg	29	31	20%	6	6
Mendota	280	178	87%	244	155
Orange Cove	195	194	84%	164	163
Parlier	211	282	81%	171	228
Reedley	187	146	63%	118	92
Riverdale	12	16	73%	9	12
Sanger	141	156	52%	73	81
San Joaquin	117	108	82%	96	89
Selma	328	283	51%	167	144
Fresno City	7,246	5,241	43%	3,116	2,254
Fresno County	10,963	8,507	44%	4,824	3,743

Table 16. Fresno EOC Dual Language Learners Eligible for Head Start

¹⁵ United States Census Bureau. *Language* 20122. Table S1601. Retrieved from: <https://data.census.gov>.

Primary Language of Head Start and Early Head Start Families			
Language	Early Head Start	Head Start	Total
English	317	266	583
Spanish	133	711	844
Native Central American/South American/Mexican Languages	2	4	6
Middle Eastern & South Asian Languages	6	24	30
East Asian Languages	13	44	57
European and Slavic Languages	0	1	1
American Sign Language	0	1	1
Other-Unspecified	0	5	5

Table 17. Primary Language of Head Start and Early Head Start Families

Homeless Children Eligible for Head Start and Early Head Start

Homeless children are particularly vulnerable and experience poor health, disruption in services due to mobility, lack of access to adequate nutrition, and exposure to trauma at a rate that exceeds that of children that live in families with secure housing.

Difficulty in accounting for the homeless population makes it challenging to estimate the number of homeless children eligible for Head Start. The Early Childhood Homeless State Profile for California states that 1 in every 12 children are homeless. Using this methodology, there is estimated to be 3,262 children aged birth-two years and 2,531 children aged three-to-five years who are homeless in Fresno County¹⁶. Included in the table below are estimates by community.

Estimates of Early Childhood Homelessness by Community				
Area	# of Children Under 3	# of Children Aged 3 & 4	EHS Eligibles	HS Eligibles
Biola	45	20	4	0
Clovis	482	433	40	36
Coalinga	87	65	7	5
Firebaugh	192	195	16	16
Huron	203	138	17	5

¹⁶ U.S. Department of Education. Estimates of Early Childhood State Homelessness. <https://www2.ed.gov/rschstat/eval/disadv/homeless/early-childhood-homelessness-state-profiles-2021.pdf>

Estimates of Early Childhood Homelessness by Community				
Area	# of Children Under 3	# of Children Aged 3 & 4	EHS Eligibles	HS Eligibles
Kerman	144	92	12	8
Kingsburg	29	31	2	5
Mendota	280	178	23	15
Orange Cove	195	194	16	5
Parlier	211	282	18	24
Reedley	187	146	16	5
Riverdale	12	16	1	1
Sanger	141	156	13	13
San Joaquin	117	108	9	9
Selma	328	283	24	24
Fresno City	7,246	5,241	437	437
Fresno County	10,963	8,507	709	709

Table 18. Estimates of Early Childhood Homelessness by Community

According to the Fresno County Program Information Report, Head Start 0-5 served 25 families who were experiencing homelessness during the 2022 program year. In total, 19 children experiencing homelessness were enrolled in Head Start because they were categorically eligible due to homelessness.

Foster Children Eligible for Head Start and Early Head Start

The Head Start program served 100 children in foster care during the 2022 program year. The rate of foster care entry for children under age 1 is 13.3/1,000 children. For children aged 1-2 years, the rate of foster care entry is 4.8/1,000 children. Among children aged 3-5 years the rate is 3.7/1,000 children¹⁷. Based on this data it is estimated there are 136 infants under 1 year; 129 children aged 1-2 years; and 105 children aged 3-5 years in foster care eligible for Head Start and Early Head Start.

Children with Disabilities Eligible for Head Start and Early Head Start

The California Department of Education reports that in 2022, 21,987 children in Fresno County received disabilities services¹⁸. Of these children, 6.9% received services in a preschool setting. This indicates there are 1,517 preschoolers with disabilities in the county that are age-eligible for Head Start. The Central Valley Regional Center (CVRC) reported in 2022 they served 22,430 individuals of these 15% were aged 0-2 years and 12% were 3-5 years. This data indicates that

¹⁷KidsData.org. <https://www.kidsdata.org/topic/17/foster-entries-age/table#fmt=2325&loc=357&tf=125&ch=928,924,926,927,923,925&sortColumnId=0&sortType=asc>

¹⁸ California Department of Education. 2022. Disabilities Enrollment by Age. <https://data1.cde.ca.gov/dataquest/DQCensus/SPEDEnrLevels.aspx?aggllevel=County&cde=10&year=2022-23>

there is estimated to be 3,364 infants and toddlers with disabilities and 2,691 children aged 3-5 years with a disability served by CVRC¹⁹.



Head Start Eligibles Key Data Findings

In Fresno County, there are 10,963 children aged 0-2 years eligible for Early Head Start and 8,507 children aged 3-4 years eligible for Head Start. There were 4,150 births to women in poverty in the past 12 months in Fresno County. The race and ethnicity of children served in the Head Start program reflects that of the county, as it is comprised of more Hispanic/Latino children than any other group. It also reflects the high rates of poverty found among this population. It is estimated there are a significant number of dual language learners eligible for Head Start as the rate of families that speak a language other than English at home in the population is more than 50% in some communities. It is estimated there are 4,824 infants and toddlers that are living in linguistically isolated households and 3,743 preschoolers living in households where the language spoken at home is not English.

Communities in Fresno County show both increasing and decreasing birth rates, but there are around 13,000 new births every year. Many of these children are born to single mothers in poverty that are eligible for Head Start and Early Head Start, as demonstrated by poverty rates for children under five years that exceed 40% in Firebaugh, Huron, Orange Cove, Biola, Parlier, and San Joaquin. The rate of poverty among children under five is even higher for children living in single parent families. The rate of poverty for children under five exceeds 30% in Mendota, Selma, and Fresno. This means that these communities are ideal locations for Head Start and Early Head Start services due to such a large population that lives in concentrated deep poverty.

An important responsibility of the Head Start program is to serve children that are the most vulnerable. To achieve this aim, the program targets children in foster care, children that are homeless, and children with disabilities. According to the data there are 3,262 infants and toddlers and 2,531 children aged 3-5 years that are homeless in Fresno County. There are also 3,364 infants and toddlers and 2,691 preschoolers with disabilities age-eligible for Head Start. The number of children in foster care totals 136 infants under 1 year; 129 children aged 1-2 years; and 105 children aged 3-5 years in foster care eligible for Head Start and Early Head Start.

¹⁹ Summary Performance Report for Central Valley Regional Center, Spring 2022

Social Determinants of Health and Wellbeing

Health status is disparate in Fresno County with affluent communities experiencing better health and increased access to health services while poor communities experience less access to services across a range of health needs. In research it is also well documented that people with a lower income experience a greater degree of disease and mortality, especially seniors, infants, and children. Differences in the use of health services and lack of access to health insurance also results in disproportionate health issues as individuals grow older. Higher educational attainment and incomes typically result in a higher use of health care such as preventive visits which also contributes to better health outcomes throughout life. The following graphic details the components that make up social determinants of health (SDoH) which allows for the tracking and design of solutions to mediate disparities in health outcomes.

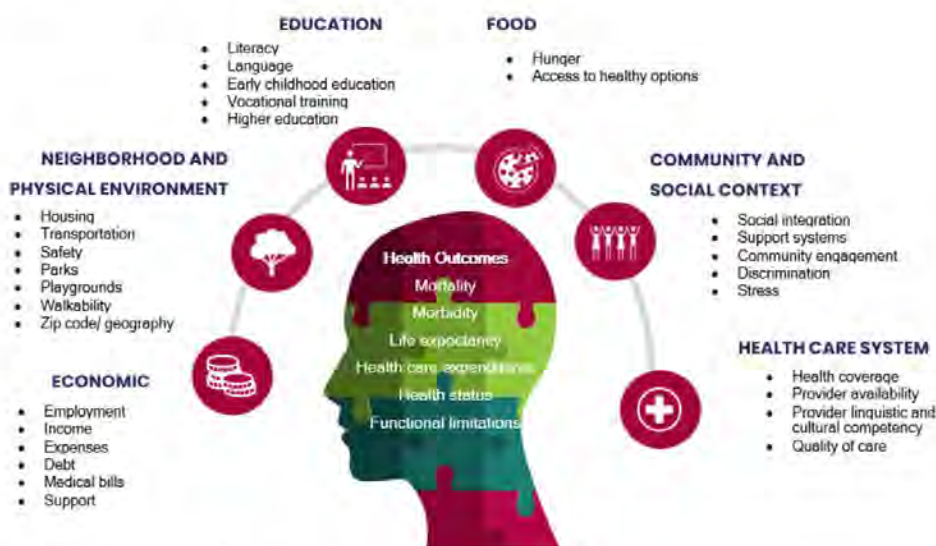


Figure 28. Social Determinants of Health



Community Survey Responses

Community survey respondents (2,457) were asked about health problems and health needs in the community. The following notes the percentage of respondents identifying a specific health issue as a major need. The question allowed for respondents to identify more than one need.

- 55% of respondents reported lack of access to health services as a major problem, consistent with the community forums.
- 39% reported their work conditions were unhealthy.
- 48% reported there is limited help for people to enroll in public insurance.
- 55% reported inadequate insurance coverage.
- 35% reported lack of access to culturally responsive care.

Population Health



The Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute conduct an annual snapshot analysis of county health throughout the United States which helps to identify possible solutions to create healthier places to live, learn, work and play. The ranking also provides a broadened understanding of the many factors that shape health and provides a lens through which the social determinants of health that are impacting the population in the area can be evaluated. The following components provide information on four areas that influence health: health behaviors, clinical care, social and economic factors, and the physical environment. The following charts detail health outcomes for residents living in Fresno County and California.

20

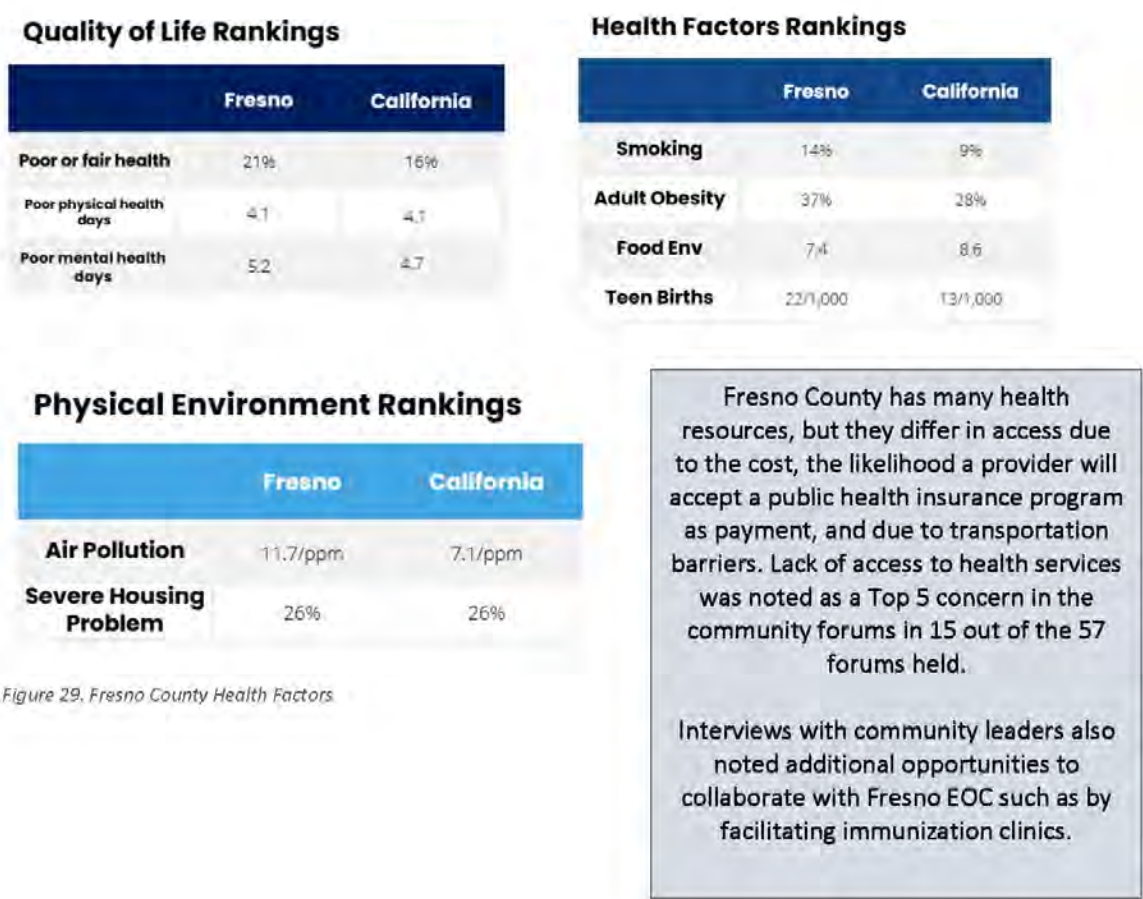


Figure 29. Fresno County Health Factors

²⁰ County Health Rankings, 2024. <https://www.countyhealthrankings.org/health-data/california/fresno?year=2024>.

Poor outcomes on the SDoH can result in reduced life expectancy. In Fresno County, the average life expectancy is 78.5 years which is lower than found for California residents (80.32 yrs.), but comparable to the national life expectancy of 78.69 yrs.²¹

20

Social and Economic Factors Ranking

	Fresno	California
Some College	58%	68%
Unemployment	6.4%	4.2%
Children in Poverty	25%	15%
Income Inequality	5.1%	5.2%
Children in Single Parent Households	28%	22%
Social Associations	5.2	6.0
Injury Deaths	68	59



Life Expectancy At Birth, Years by Tract



Figure 30. Life Expectancy

Disease and Illness

The rate of communicable and other diseases in Fresno County is detailed below.

Rate of Disease and Illness in Fresno County ²²					
Area	Cancer Incidence Rate	Adults with Asthma	Chlamydia Infections Rate (per 100,000)	Hep C.	Gonorrhea Infections (per 100,000)
Fresno County	389.1	15.8%	637.3	41.1	179.1
California	394.7	14.2%	488.2	22.1	158.5

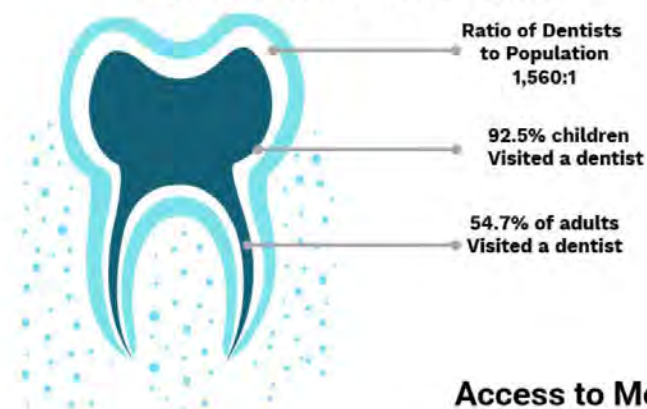
Table 19. Disease and Illness

²¹ Centers for Disease Control and Prevention and the National Center for Health Statistics, U.S. Small-Area Life Expectancy Estimates Project. 2010-15.

²² Cares Engagement Network, Community Action Partnership, 2024

Access to Health Services

Access to Dental Care



23

Access to Mental Health Providers



The rate of deaths of despair for Fresno County is 43.1/100K compared to a rate of 37.1 for California.

Access to Primary Care

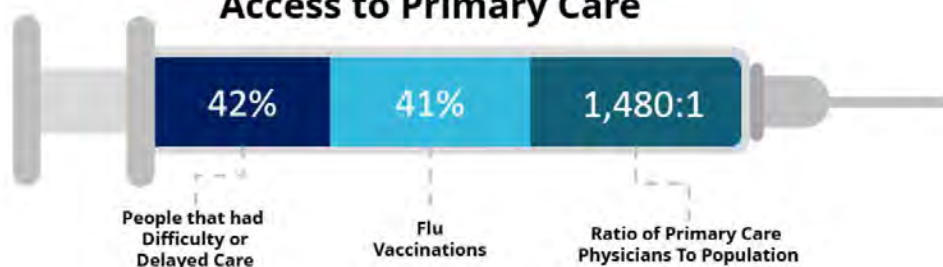
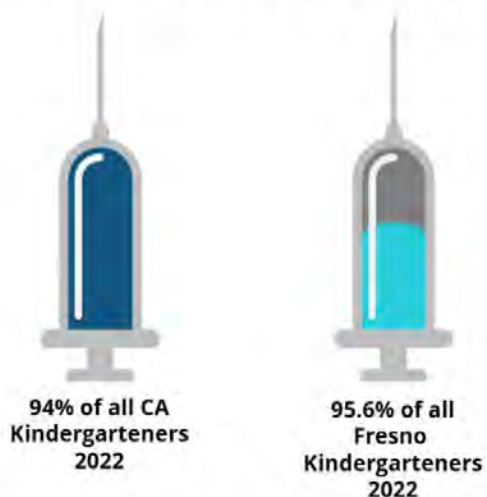


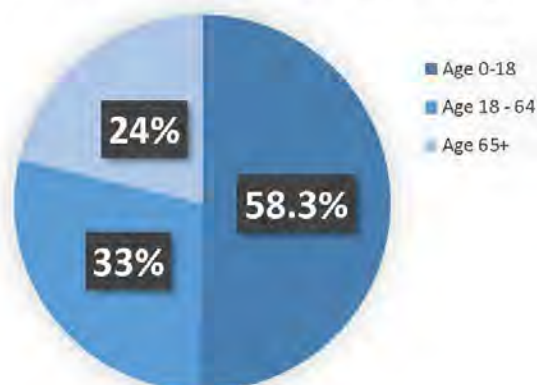
Figure 31. Access to Health Services

²³ Healthy Fresno County. <https://www.healthyfresnocountydata.org/indicators>.

Immunization Rate



Medicaid Use by Age Group



Insurance Characteristics

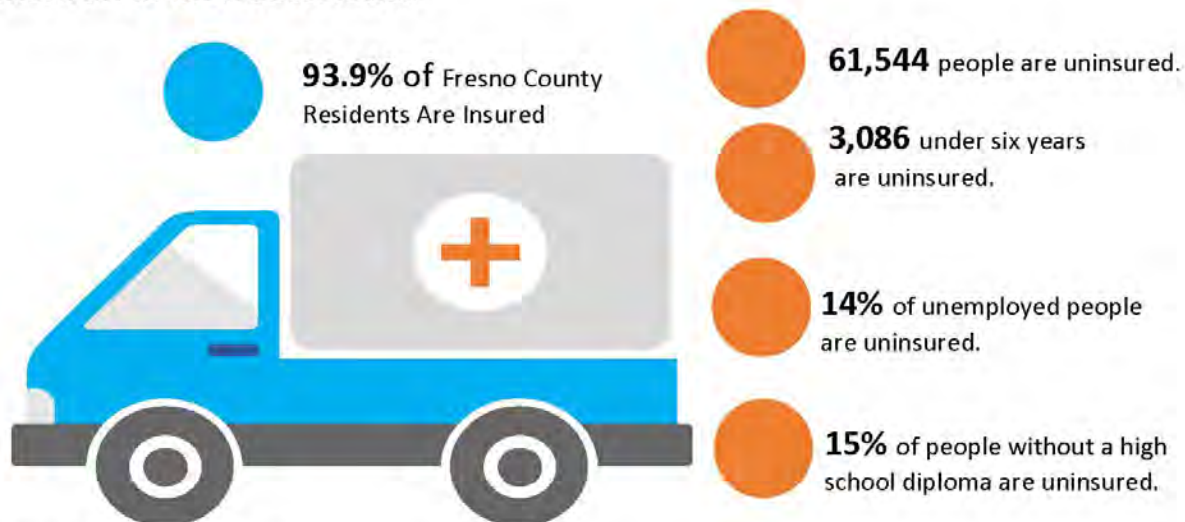


Figure 32. Insurance Characteristics

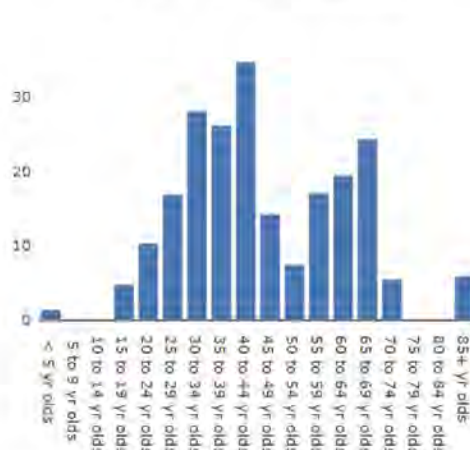
Substance Abuse²⁴

The impact of drug and alcohol abuse on individuals, families, and communities is profound. Compared to their peers, children of substance abusing parents show increased rates of anxiety, depression, oppositional behavior, conduct problems, and aggressive behavior as well as lower rates of self-esteem and social competence²⁵. Because the younger children are, the more dependent they are on the care of their parents. This makes drug and alcohol abuse the most harmful for the youngest children.

For adults, substance abuse contributes to depression, anxiety, chronic disease and poor mental health. According to the County Health Rankings dataset, about 15% of Fresno County adults report excessive drinking and 28% of driving deaths in Fresno County involved alcohol. The county fares worse than the state in regard to impaired driving deaths.

The most recent data analyzed for the community assessment shows an increase in substance abuse that has worsened over time. As shown below, the rate of accidental overdose deaths has been rising since 2019 and slightly declined in 2021²⁶. Out of the total coroner cases, statistics report about 43% of them were deemed accidental deaths. Of these accidents, more were overdose-related than in prior years. In total, 232 were accidental overdoses with males making up 75% of those deaths. Methamphetamine was present in a majority of these overdoses with fentanyl following closely behind.

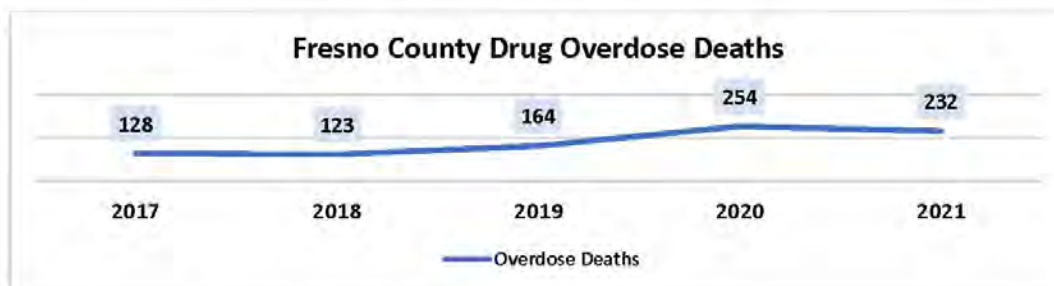
Any Opioid-Related Overdose Deaths - Fresno County by Age Groups, 2022
Crude Rate per 100,000 Residents



²⁴ California Department of Public Health. Substance Abuse Dashboard. <https://skylab.cdph.ca.gov/ODdash/?tab=CTY>

²⁵ Solis, J. M., Shadur, J. M., Burns, A. R., & Hussong, A. M. (2012). Understanding the diverse needs of children whose parents abuse substances. *Current drug abuse reviews*, 5(2), 135–147. <https://doi.org/10.2174/1874473711205020135>

²⁶ Fresno County Sheriff's Office Coroner Unit Statistics 2021. chrome-extension://efaldnbmnnibpcajpcgiclfndmkaj/https://www.fresnosheriff.org/images/pdfs/2021_Coroner_Unit_Statistics.pdf



Fresno County Adverse Early Childhood Experiences

According to KidsData.org, 21% of parents reported their child has been exposed to two or more adverse childhood experiences (ACEs). Additionally, 31% reported their child has been exposed to at least one ACE. The following table shows factors that contribute to adverse early childhood experiences and their prevalence in the Head Start eligible population²⁷. The illustration below shows the trajectory of the ACE process.



Child Abuse

Child maltreatment is an adverse experience and exerts severe effects on children's cognitive, social-emotional, language, mental health, and behavioral development that can last well into adulthood. Adults who were neglected or abused as children are at a greater risk for substance abuse, eating disorders, mental health issues, and chronic disease.²⁸ In contrast, safe, stable, and nurturing relationships and environments enable healthy growth and development. However, in

²⁷ Fresno County Domestic Violence Dashboard. <https://mmcenter.org/domestic-violence-dashboard>

²⁸ National Center for Injury Prevention and Control (2014). *Understanding Child Maltreatment: Fact Sheet*. Retrieved from: www.cdc.gov/violenceprevention

Fresno County, the rate of child abuse and neglect is far higher than found for the State of California at 61.3 per 1,000 children, compared to 43.5/per 1,000²⁹. Young children under the age of four are at the greatest risk for the most severe consequences of abuse and neglect. The rates of child abuse are highest for children aged 11-15 years, but this is likely due to their ability to report abuse³⁰. The following chart shows reports of abuse and neglect by age group for Fresno County²⁹.

Reports of Child Abuse by Age Group

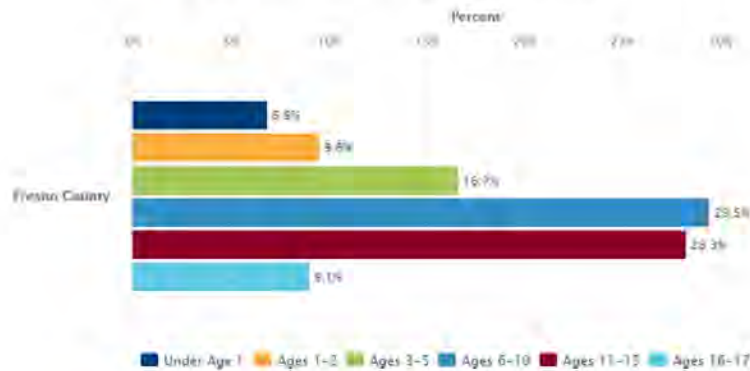


Figure 33. Child Abuse Rate by Age

Children in families of color are often over-represented among the child welfare population, even when they have the same problems and characteristics as white children due to a reporting bias and cultural differences between families and child welfare staff³⁰. Additionally, children in poverty are also over-represented because poverty is frequently confused with neglect³¹.

Reports of Child Abuse by Race

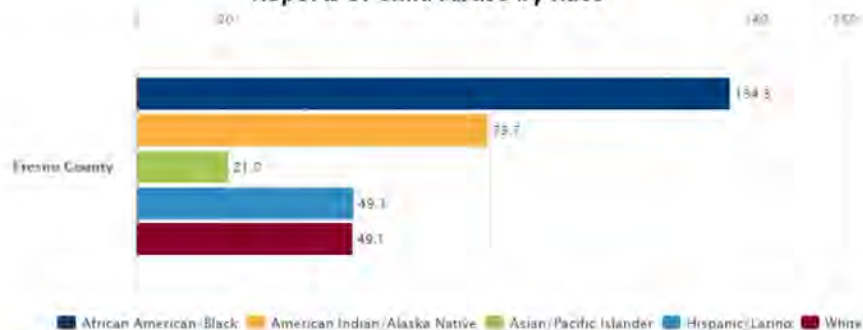


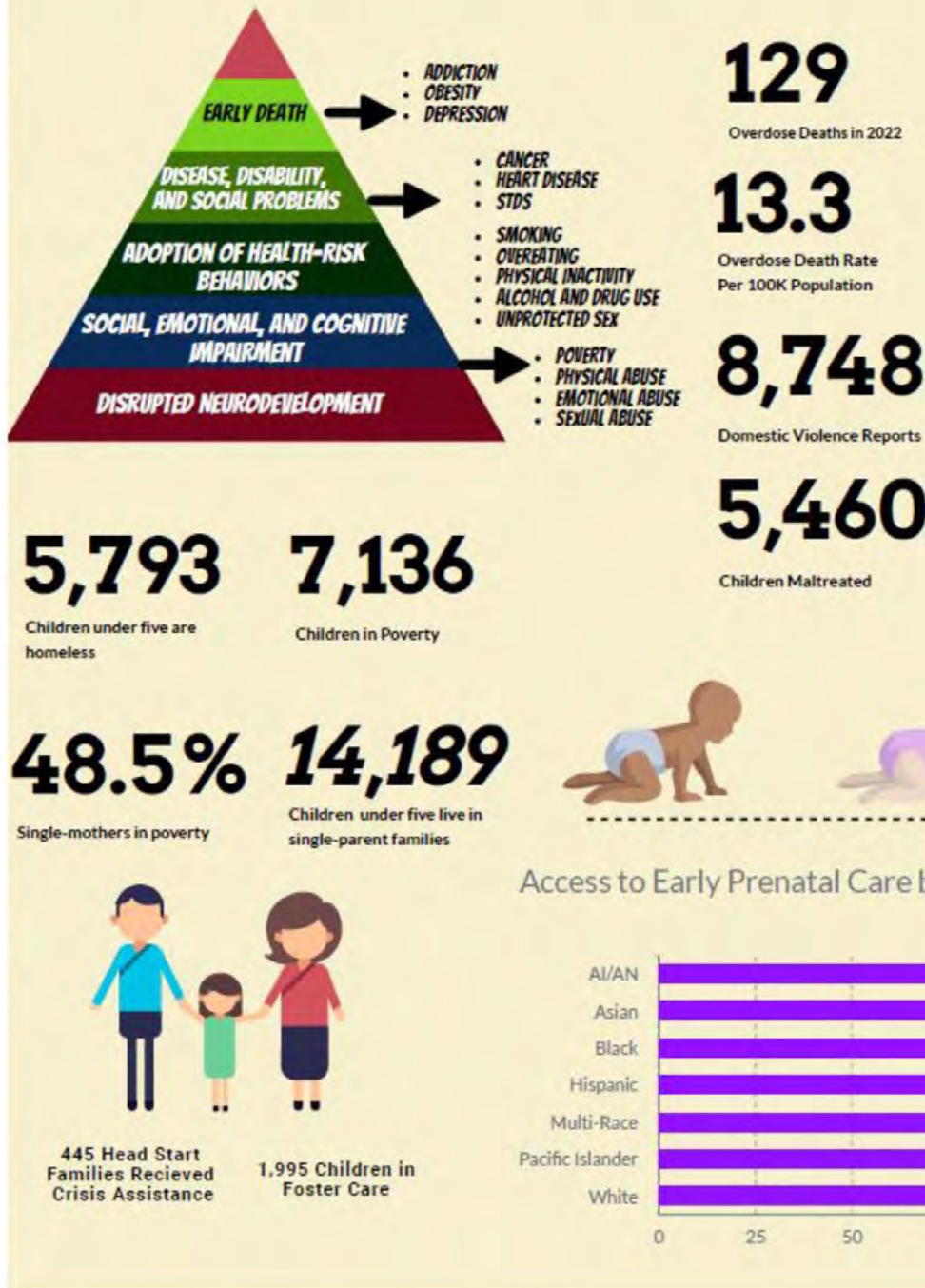
Figure 34. Child Abuse Rate by Race

²⁹ <https://www.kidsdata.org>

³⁰ Ellis, K. (2019). Race and Poverty Bias in the Child Welfare System: Strategies for Child Welfare Practitioners. https://www.americanbar.org/groups/public_interest/child_law/resources/child_law_practiceonline/january--december-2019/race-and-poverty-bias-in-the-child-welfare-system---strategies-f/.

³¹ California Child Welfare Indicators Project, CCWIP Reports. University of California at Berkeley & California Dept. of Social Services (Oct. 2021).

Fresno County Adverse Childhood Experiences



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Disabilities

Disabilities services are provided by Fresno Unified School District, Clovis Unified School District and the Fresno County Superintendent of Schools which serves as the umbrella agency for all other school districts. These programs reported serving 878 children aged 3-5 years¹⁸. For infants and toddlers, the Fresno County Superintendent of Schools, Fresno Unified School District, and Central Valley Regional Center provide services to approximately 327 infants and toddlers annually³². Fresno EOC served 253 children in Head Start with a diagnosed disability and 52 children in Early Head Start with a disability.

Early Childhood Disabilities Services		
Provider	Preschool Children Served	Infants and Toddlers Served
Fresno County Superintendent of Schools	33	39
Fresno Unified School District	510	66
Clovis Unified School District	335	0
Central Valley Regional Center		327
Total	878	432

Table 20. Early Childhood Disabilities Services

Disability and High School Graduation

Receiving early intervention is linked to the likelihood a child with a disability will graduate from high school. The table below details high school graduation rates for youth with a disability by race and ethnicity and shows a slight racial disparity in graduation rates³³.



Figure 35. Disability and Graduation Rate by Race

³² California Department of Social Services, Regional Center Oversight Dashboard, Central Valley Regional Center, Overview Report 2022. <https://www.dds.ca.gov/rc/dashboard/>

³³ Annie Casey Kids Count Data Center, 2023

Maternal and Child Health

Maternal and child health factors in Fresno County and local communities show that pregnant and new mothers and children fare similarly or worse in relation to maternal child health outcomes than their peers in California and the nation. There are also persistent racial disparities that undermine maternal and child health³⁴. One of the most significant factors impacting the health of newborns is low birthweight. In Fresno County, the rate of low birthweight babies is 7.62/1,000 compared to 7.42/ 1,000 for California³⁴.



Fresno County At-Risk Births

Births to Mothers in Poverty
4,187
28.5% of Births

Births to Mothers with Low Educational Attainment
2,890
19.7% of Births

Teen Births
630
4.3%

Post-natal depression is one of several common mental health conditions experienced during pregnancy. Prenatal depression increases the risk of preterm birth, low birthweight and preeclampsia and can negatively impact breastfeeding and the ability of new mothers to bond with their baby. The rate of prenatal depression in Fresno County is 17.1% versus a rate of 14.7% for California.

6% of pregnant women drank alcohol during their third trimester of pregnancy and 5% used marijuana during pregnancy³⁴.

Infant and Child Mortality

The infant mortality rate is the number of infant deaths for every 1,000 live births. The CDC states that “in addition to giving us key information about maternal and infant health, the infant mortality rate is an important marker of the overall health of a society.” Fresno

County’s infant mortality rate is high when compared to the state and there is also a racial disparity in infant mortality³⁵. Note – There was no data reported for multi-race births.

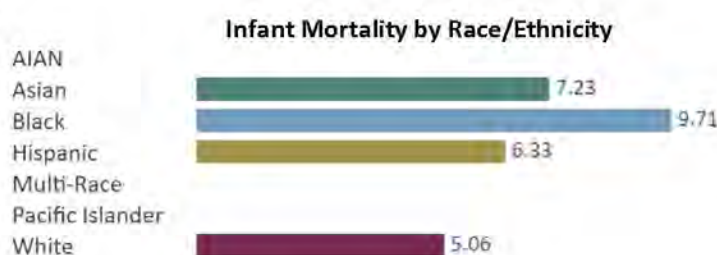


Figure 35. Infant Mortality by Race

³⁴ California Department of Public Health. Maternal Child Health Dashboard, 2024.

<https://www.cdph.ca.gov/Programs/CFH/DMCAH/surveillance/Pages/Low-Birthweight.aspx>

³⁵ <https://www.cdph.ca.gov/Programs/CFH/DMCAH/surveillance/Pages/Infant-Mortality.aspx>



Health Key Data Findings

At first glance Fresno County residents experience far worse health outcomes than their peers in California. However, in several areas the county fares at-parity with California including in the rate of children with immunizations, the ratio of mental health care providers to people in the population in need of care is lower than for the state, and the rates of uninsurance in the general population are low. Despite these factors, the data shows there is still a lack of access to care, that plays out in lower rates of life expectancy. There is also a high rate of children exposed to adverse early childhood experiences and deep racial disparities in well-being that impact the population.

The healthcare system is overburdened, likely due to the high rates of use of public health insurance and lack of transportation, a theme that was also reiterated in community feedback. The ratio of people to health care providers such as primary care physicians and dentists is greater than found for the state.

Racial disparities in health and well-being are concerning, particularly disparities in maternal and child health. Improving maternal health often involves empowering women with access to education, reproductive rights and economic opportunities. Empowered women can make informed decisions about their health and the well-being of their families. Improving maternal and child health is instrumental in breaking the cycle of poverty and in reforming systems of oppression and inequity. Healthy mothers can participate more actively in the workforce and contribute to their families' economic stability, thus improving the overall socioeconomic conditions of their communities. Maternal health and well-being plays a vital role in promoting early childhood development. A healthy and nurturing environment during a child's early years positively impacts their physical, cognitive, and emotional growth. Low birthweight babies often require more intensive medical care during infancy and childhood, leading to increased healthcare costs for families and the healthcare system.

When asked about health needs and concerns in the community, survey respondents reported the following issues: lack of access to doctors, lack of access to oral health services, lack of safe parks and streets, lack of transportation, non-responsive public systems, the cost of medical care and copays and lack of doctors that accept public insurance as payment for services.

Education

Education is a strong determinant of socioeconomic status and health outcomes. Steps taken to increase the educational level in a population can decrease poverty and improve population health. It is known that on average, those with more than 12 years of education have a higher life expectancy than those with 12 or fewer years of education. People with less education often have less income and reduced access to health insurance and other social services they may need to attain self-sufficiency.

Low levels of educational attainment can perpetuate a cycle of poverty and economic inequality. Individuals with lower education levels often face restricted access to well-paying jobs and career advancement opportunities. This income disparity contributes to various equity issues, such as income inequality which can hinder social mobility and perpetuate intergenerational poverty cycles. Additionally, in today's digital age those with lower educational attainment may face barriers in acquiring digital literacy skills, exacerbating the digital divide, and further limiting access to educational resources and opportunities for participation in the digital economy. Furthermore, education plays a crucial role in determining access to health insurance and other social services, impacting overall well-being and exacerbating health disparities between individuals with different educational backgrounds. Thus, efforts to increase educational levels in a population can lead to improved socioeconomic status, reduced poverty, and better health outcomes, ultimately promoting equity and social justice.

Educational Attainment

Educational attainment data shows the distribution of the highest level of education achieved among Fresno County residents. This helps schools and businesses to understand the needs of adults, whether it be workforce training or the ability to develop science, technology, engineering, and mathematics education opportunities that prepare individuals to enter into growing industries. In the following table, educational attainment is calculated for persons over 25 years old and is an estimated average for 2022. In Fresno County, 16% of the population has at least a bachelor's degree, while 23% stopped their formal educational attainment after high school. In all of the service area cities except Clovis and Kingsburg, the rate of individuals without a high school diploma is higher than for the state. Only Clovis, at 9%, has a lower rate of individuals with no high school than in the nation. Often times, when a community demonstrates this, it is indicative of lower median income due to lack of attainment of a college degree.

Area	Educational Attainment					
	No High School Diploma	High School Diploma	Some College	Associate degree	Bachelor's Degree	Graduate or Professional Degree
Clovis	3.7%	19.6%	25.9%	10.3%	22.2%	13.1%
Coalinga	14.1%	26.4%	23.9%	7.7%	8.0%	4.1%
Firebaugh	38.9%	17.4%	26.1%	9.7%	4.0%	3.1%
Fowler	13.5%	8.9%	19.2%	19.6%	11.2%	8.5%
Huron	48.9%	14.8%	17.2%	11.3%	4.8%	2.6%
Kerman	25.7%	16.4%	21.4%	16.7%	6.7%	10.4%
Kingsburg	5.5%	8.8%	29.5%	26.0%	8.6%	12.7%
Mendota	47.9%	14.9%	23.6%	7.5%	2.5%	2.9%
Orange Cove	45.5%	10.0%	18.9%	13.9%	5.0%	4.8%
Parlier	36.5%	10.9%	28.6%	15.3%	3.7%	4.1%
Reedley	20.8%	12.3%	21.6%	18.9%	10.4%	10.5%
Sanger	16.9%	10.4%	27.9%	24.5%	7.6%	10.0%
San Joaquin	38.7%	15.4%	26.3%	11.3%	5.7%	2.7%
Selma	17.9%	9.8%	26.3%	26.0%	8.7%	8.1%
Fresno City	10.1%	10.1%	22.4%	23.5%	9.4%	16.4%
Fresno County	12.2%	24.0%	21.8%	9.4%	15.9%	23.4%
California	15.3%	20.5%	19.3%	7.9%	22.5%	14.4%
United States	10.4%	26.1%	19.1%	8.8%	21.6%	14.0%

Table 21. Educational Attainment

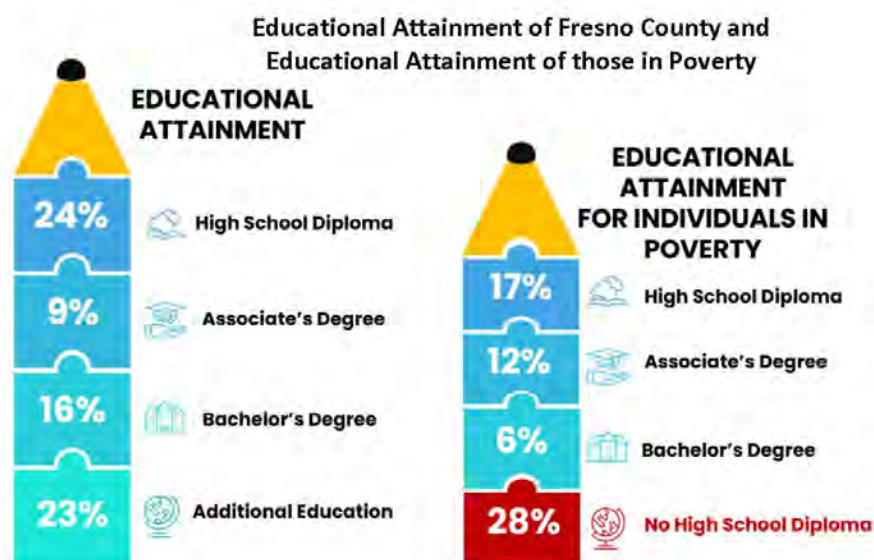
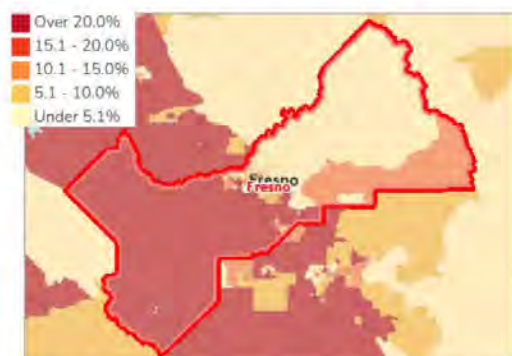


Figure 37. Comparison of Educational Attainment in Fresno County

Population with no HS Diploma by Tract

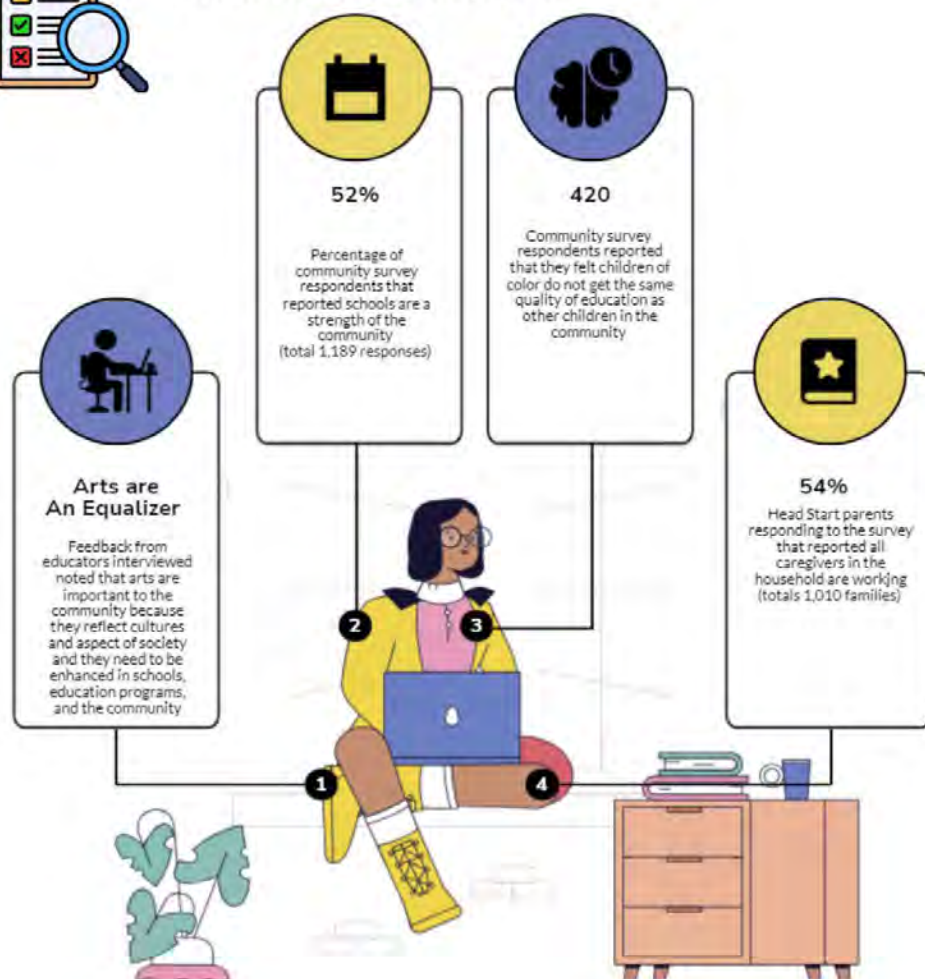


Areas shaded in the darkest orange have the largest percentage of the population without a high school diploma. The areas that have the highest poverty rates also have the lowest rates of educational attainment.

Figure 38. Population with Low Educational Attainment by Tract



Community Survey Responses



Educational Attainment by Race

The composition of the population obscures racial disparities in educational attainment. The predominant races in Fresno County are White and Hispanic/Latino as shown in the charts that follow. Analyzing educational attainment data by race/ethnicity in reveals significant racial disparities. While 92% of White individuals hold a high school diploma, only 68% of Hispanic individuals do, highlighting a substantial gap of 24 percentage points. Moreover, White individuals are more than twice as likely as Hispanic individuals to hold a bachelor's degree, with 33% of Whites having a bachelor's degree compared to 15% of Hispanics. Asians have a higher high school diploma attainment rate at 79% compared to Hispanic individuals, but are slightly behind White individuals. However, they surpass both White and Hispanic individuals in bachelor's degree attainment, with 31% of Asians having obtained a bachelor's degree.

Black/African American individuals in Fresno County also face educational disparities. Among Black/African Americans, 90% hold a high school diploma which is a rate comparable to Whites. Black/African Americans lag behind Whites in the rate of bachelor's degree attainment at 25%. These disparities underscore the existence of systemic barriers and inequities in educational opportunities and access to resources, which perpetuate racial inequalities in Fresno County. Addressing these disparities requires targeted interventions aimed at improving educational access, quality, and support systems for marginalized communities to ensure equitable opportunities for all residents.

EDUCATIONAL ATTAINMENT BY RACE/ETHNICITY

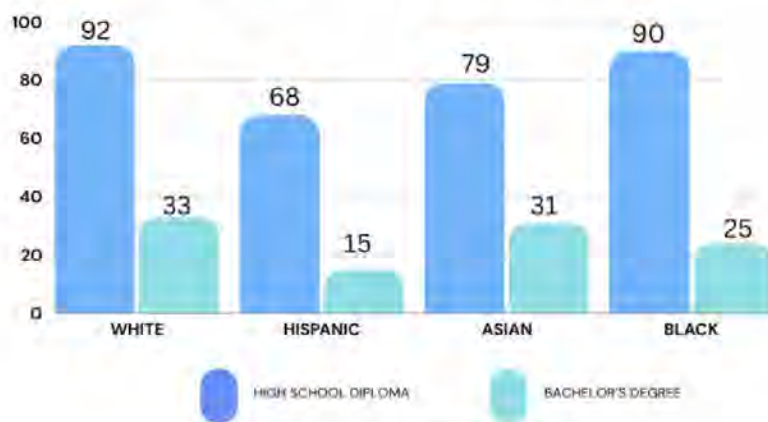


Figure 39. Educational Attainment by Race and Ethnicity

Analyzing data from the Fresno County school district CAASPP test scores alongside educational attainment rates reveals notable patterns and comparisons between county and state data. While Fresno County's educational attainment rates are slightly below the statewide averages, its CAASPP test scores in both English Language Arts (ELA) and Math fall below the state averages by 3.5 and 4.2 percentage points, respectively. Among Fresno County school districts, Clovis Unified stands out with the highest educational attainment rates and CAASPP scores significantly above both the county and state averages. Clovis is also one of the highest income communities.

Conversely, districts like Parlier Unified and Laton Joint Unified have lower educational attainment rates, higher poverty rates, and notably lower CAASPP scores, indicating disparities in academic performance. These discrepancies highlight the importance of addressing equity issues in the education system to ensure all students have access to quality education and opportunities for academic success, regardless of their socioeconomic backgrounds or geographic location. Further examination of factors influencing academic achievement in these districts is crucial for implementing targeted interventions and improving student outcomes.

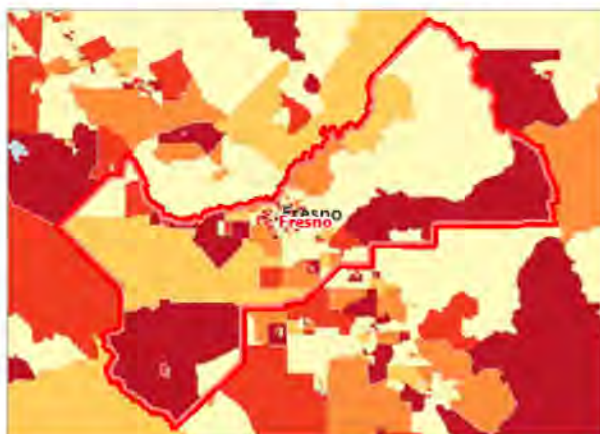
Student Achievement		
School District	ELA	MATH
Sierra Unified	38.0%	28.7%
Selma Unified	38.5%	23.1%
Sanger Unified	47.6%	34.5%
Parlier Unified	24.0%	12.0%
Pacific Union	42.7%	36.9%
Laton Joint Unified	19.8%	11.9%
Kingsburg Joint Union High	63.6%	30.1%
Riverdale Joint Unified	36.4%	29.1%
Kings Canyon Joint Unified	48.5%	35.6%
Kerman Unified	39.8%	24.1%
Golden Plains Unified	21.6%	15.8%
Fowler Unified	45.2%	32.3%
Firebaugh-Las Deltas Unified	38.2%	18.9%
Coalinga-Huron	19.8%	10.5%
Clovis Unified	66.1%	51.0%
Central Unified	41.3%	26.5%
Caruthers Unified	43.7%	29.1%
Burrell Union Elementary	25.9%	24.7%
Washington Unified	31.1%	17.7%
Fresno Unified	33.2%	23.3%
Mendota	35.3%	20.45%
Fresno County	43.1%	30.4%
California	46.6%	34.6%

Table 22. Student Achievement by District

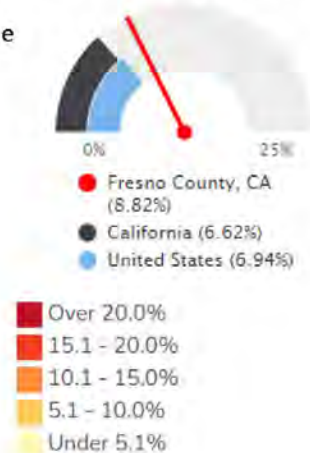
Dropout Rate

High school dropout rates can be calculated by examining the number of young people not in school and not working. This measure provides valuable information regarding the educational and career outlook for young adults.

Youth Not Working and Not in School by Census Tract



Population aged 16-19 Not in School and Not Employed



Adult Literacy

Individuals with literacy skills at Level 2 still struggle to perform text based informational tasks but are nearing reading proficiency. People in this literacy level can usually read printed words and digital print and can relate to and make inferences from multiple pieces of information that can be pulled from more than one document. However, complex evaluation and inferencing may still be too difficult. The percentage of the population with a literacy level at or below Level 2 in Fresno County is estimated at 25.9%, with a 95% probability that the actual (true, unknown) percentage is between 20.3% and 31.7%.

Adult Literacy Rate				
Report Area	Population Ages 16-74	Total At or Below Level 1	Lower Credible Interval	Upper Credible Interval
Fresno County	675,013	39.3%	36.4%	44%
California	28,700,840	28.4%	24.9%	31.9%
Unites States	235,567,157	21.8%	18.1%	25.6%

Table 23. Adult Literacy Rate

Educational Attainment of Head Start Families

Among Early Head Start and Head Start families the rate of households headed by someone without a high school diploma is equal to the general population. However, more Head Start families have a high school diploma or associate degree as their highest level of education compared to the general population. The data in the table reveals that 40% of families are headed

by parents who are high school graduates or parents who have obtained a GED, indicating a substantial portion of families have at least a basic level of education. Additionally, 27.6% of families have parents with an associate degree, vocational school certificate, or some college education, suggesting a moderate level of educational attainment. However, disparities persist, with 24.9% of families headed by parents with less than a high school education, highlighting significant educational challenges and potential limited opportunities. Furthermore, 7.4% of families are led by parents with an advanced degree or bachelor's degree, showing a smaller but still significant segment with higher levels of educational attainment. Understanding these educational backgrounds can inform initiatives to help families and individuals gain access to post-secondary education and career training programs that are vital for achieving a living wage.

Head Start and Early Head Start Parent/Guardian Educational Attainment		
Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	# of families at enrollment	% of families
An advanced degree or baccalaureate degree	168	7.4%
An associate degree, vocational school, or some college	624	27.6%
A high school graduate or GED	902	39.9%
Less than high school graduate	564	24.9%

Table 24. Educational Attainment of Head Start Families

PARENT/GUARDIAN EDUCATION LEVEL

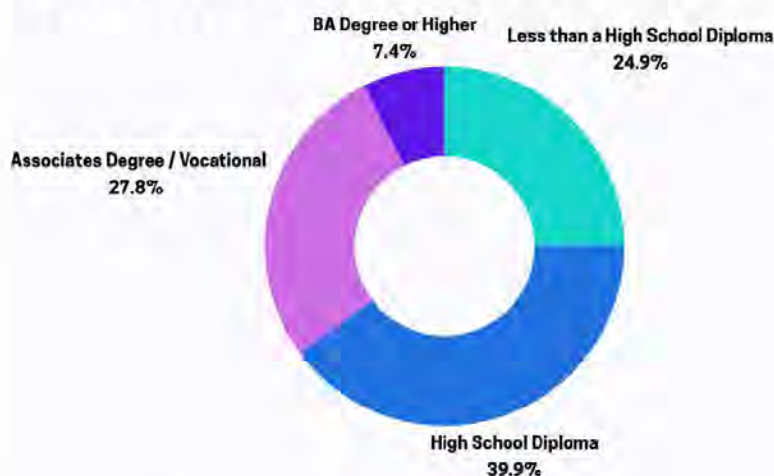


Figure 40. Educational Attainment of Head Start Families

Population Aged 3-4 Years Enrolled in School

This indicator reports the percentage of the population aged 3-4 years that is enrolled in public and private preschools. This data helps identify geographic locations where preschool opportunities are either abundant or lacking.

Area	Population Aged 3-4	Enrolled Population Age 3-4 Public	Enrolled Population Aged 3-4 Private	% Age 3-4 Enrolled in Public School
Clovis	3,935	348	373	8.8%
Coalinga	352	133	0	37.7%
Huron	206	42	0	20.3%
Kerman	485	113	13	23.2%
Kingsburg	310	37	85	11.9%
Mendota	480	167	0	34.7%
Parlier	627	208	0	33.1%
Reedley	1,041	451	30	43.3%
Sanger	627	402	0	64.1%
Selma	764	568	50	74.3%
Fresno City	16,751	6,330	1,721	37.7%
Fresno County	30,381	9,821	3,067	32.3%

Table 25. Population 3-4 Years Enrolled in School

3- & 4-Year Olds Enrolled in School by Census Tract

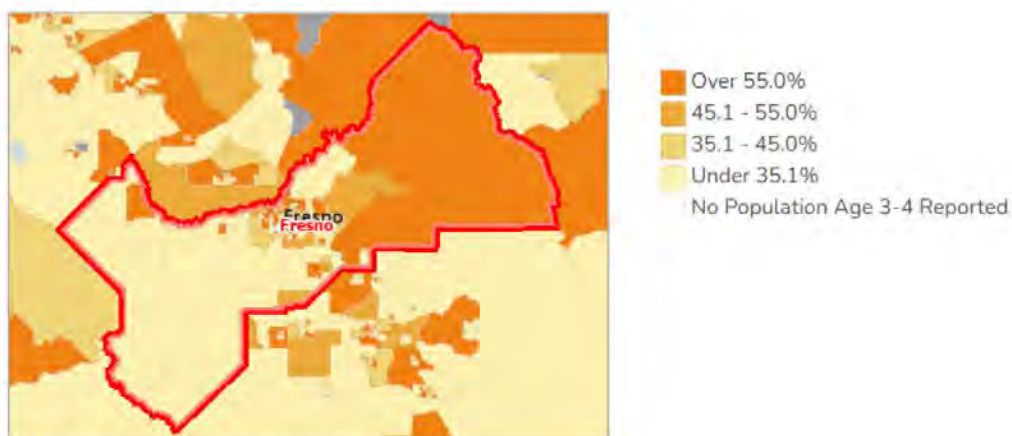


Figure 41. 3 & 4 Year-Olds Enrolled in School by Census Tract

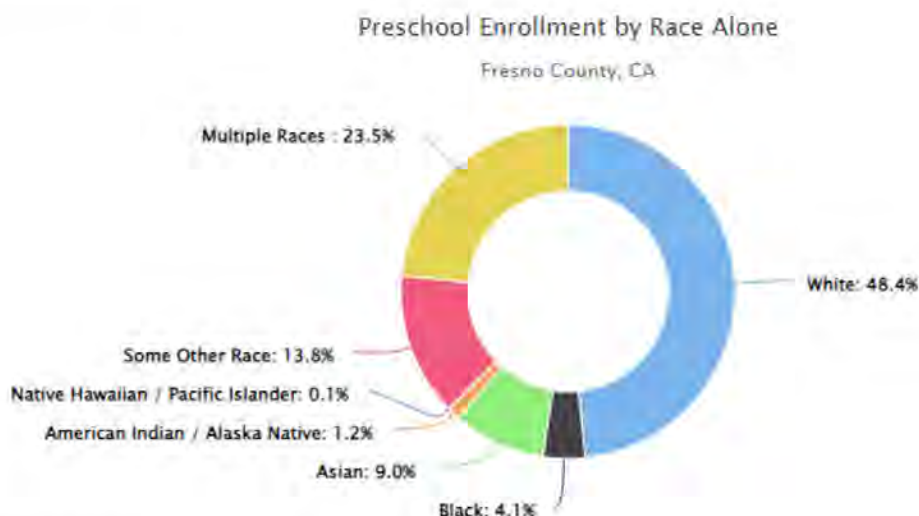


Figure 42. Preschool Enrollment by Race



Education Key Data Findings

The data indicates Fresno County has a large percentage of the population that is educated with a college degree at the same time as having higher high school dropout rates and lower rates of student achievement on Math and Reading tests. The resulting social challenge in communities that experience this trend is that the education levels in the population do not necessarily lead to proportional improvements in social and economic outcomes. For example, economic and educational success are not always correlated, and people experience factors such as underemployment, wage stagnation, student debt, a mismatch between skills and job opportunities, limited access to a high-quality education and a changing job market where skills quickly become outdated.

Addressing the education paradox requires a comprehensive approach that includes aligning education with the needs of the job market, improving access to quality education, providing relevant skills training and development, and promoting lifelong learning. It also involves addressing structural barriers and inequalities that hinder individuals' ability to fully utilize their educational qualifications in the workforce. By understanding and addressing the education paradox, societies can strive to create more equitable and sustainable pathways to economic and social success for individuals of all backgrounds.

Among Early Head Start and Head Start families, the rate of families that are less than a high school graduate is equal to the rate for Fresno County. In contrast, when compared to the general population, more Head Start families have a high school diploma or associate degree as their highest level of education. Since the completion of some college education is typically required

to earn a living wage, it is important to help families and individuals gain access to post-secondary education and career training programs. At the same time, community interview participants noted that individuals need soft skills training. Prior research has found that the risk factors of living in a household without a parent who has not completed high school, living in a single-parent household, and living in poverty are associated with poor educational outcomes for students, including receiving low achievement scores, having to repeat a grade, and dropping out of high school.

Educational attainment data for Fresno County shows the following trends:

- Families in poverty demonstrate low rates of educational attainment, particularly regarding the attainment of a bachelor's degree and a high school diploma.
- The rate at which individuals in poverty have an associate degree indicates that many people are working in low-wage jobs.
- The degree attainment rates among families in Head Start is lower than found among the general population. Head Start families are more likely to have a high school diploma than other members of the population in poverty in Fresno County. Among Head Start families, 7% have a bachelor's degree, 27% have an associate degree, 40% have a high school diploma, and 25% have not attained a high school diploma.
- Educational disparities are present among children of color.

Nutrition

Food insecurity is the household-level economic and social condition of limited or uncertain access to adequate food. Increases in diet-related diseases and obesity are major public health problems in communities across America. Limited access to supermarkets, grocery stores, and other sources of healthy and affordable food may make it harder for some residents to eat a balanced diet. Food security was noted as a Top 5 need in the community in 17 out of the 57 community forums conducted for the community assessment.

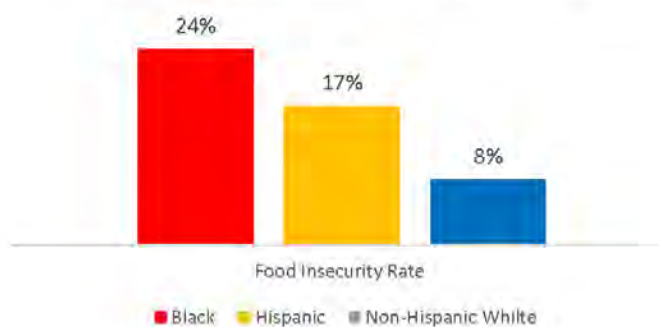
Food Insecurity³⁶

FOOD INSECURITY



Figure 43. Food Insecurity Data

Food Insecurity Rate by Race/Ethnicity



The USDA Food Environment Atlas and Map the Meal Gap from Feeding America provide statistics on three broad categories that describe food insecurity. The indicators include the following:

- **Food Choices** - Indicators of the community's access to and acquisition of healthy, affordable food, such as: access and proximity to a grocery store; number of food stores and restaurants; expenditures on fast foods; food and nutrition assistance program participation; food prices; food taxes; and availability of local foods.
- **Health and Well-Being**- Indicators of the community's success in maintaining a healthy diet.

³⁶ Feeding America, 2021.

- **Community Characteristics** - Indicators of community characteristics that might influence the food environment, such as: demographic composition; income and poverty; population loss; metro-nonmetro status; natural amenities; and recreation and fitness centers.

Children and adults living in the service area experience a higher rate of food security than children in the state and the nation. There is a racial disparity in which Black/African American residents experience more food insecurity than Whites and individuals in the community.

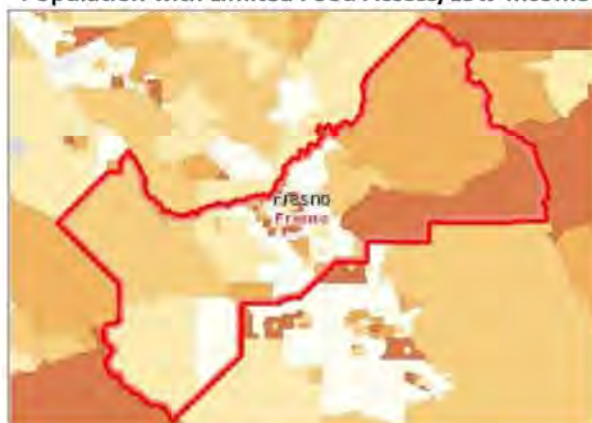


Food Assistance Program Participation

Low-Income and Low-Food Access

Families and individuals with a low-income and low food access are those that live more than ¼ mile from the nearest supermarket or grocery store. Data from the 2020 Food Access Research Atlas notes 11.5% of Fresno's low-income population falls into this category, totaling 49,776 individuals. This rate is slightly above the state rate of 10.3% of all residents³⁷. The number of SNAP authorized food stores totals 9.2 per 10,000 residents which is above the rates for the state and nation which are 6.1 (per 10,000) for California and 7.4 (per 10,000) for the U.S.³⁸.

Population with Limited Food Access/Low-Income



Population with Limited Food Access, Low Income, Percent by Tract, USDA - FARA 2019

Over 50.0%
20.1 - 50.0%
5.1 - 20.0%
Under 5.1%

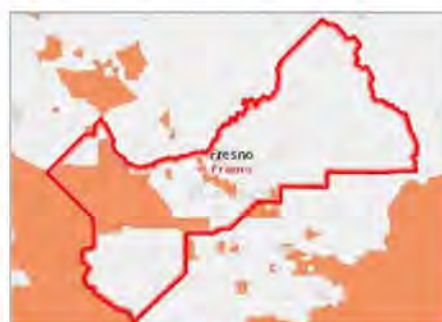


Figure 44. Food Desert Census Tracts

THE AREAS OF THE COUNTY WITH THE HIGHEST POVERTY RATES HAVE THE LEAST ACCESS TO FOOD.

³⁷ US Department of Agriculture, Economic Research Service, USDA - Food Access Research Atlas. 2019. Source geography: Tract

³⁸ US Department of Agriculture, Food and Nutrition Service, USDA - SNAP Retailer Locator. Additional data analysis by CARES. 2021. Source geography: Tract

Nutrition Resources

Programs that provide nutrition education in Fresno County include Metro Ministry cooking classes in Fresno, the UC Cooperative Extension CalFresh Nutrition Education Program for families with children age four and above, individuals and seniors living in a household with an income up to 185% of the Federal Poverty Level; the West Fresno Family Resource Center; and the Fresno County Health Department's Nutrition Education and Obesity Prevention program which targets areas in the city of Fresno, Parlier, Kerman, Reedley and Sanger.

There is a wide variety of food resources in the county. These include: food distribution sites throughout the county; CalFresh assistance and CalFresh enrollment outreach by community organizations/service providers; food pantries; emergency food assistance and meal services provided by churches and community organizations; the Food Bank's Mobile Pantry (fresh produce); Neighborhood Markets (produce and perishables) and support of food pantries throughout the county; community garden programs, Fresno EOC's Summer Food Service Program for children 1-18 years old and the federal After-School At-Risk Program at locations throughout the county.

Population Receiving SNAP (CalFresh) Benefits

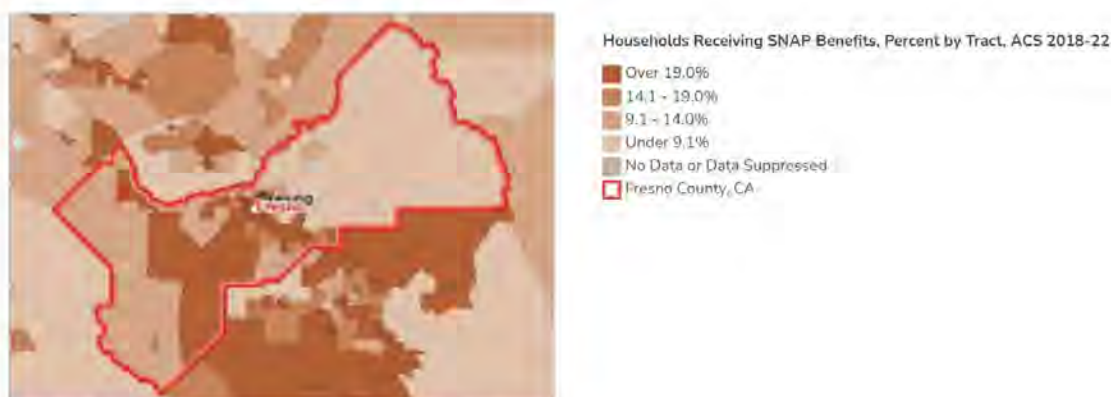


Figure 46. Population Receiving CalFresh by Census Tract

In Fresno County, 61,139 households participate in CalFresh. Of these, 26,536 are households headed by seniors totaling a rate of 36% of senior households that participate in CalFresh. Within the county, 41,799 households with children participate in CalFresh¹. The table below shows the number of households that receive food assistance. A significant percentage of households receiving food assistance have an income below poverty. The areas of the county with the highest rate of people receiving food assistance are Huron, San Joaquin, Firebaugh and Orange Cove.

Participation in CalFresh by Area ¹				
Area	# of Households (HH) receiving CalFresh	% of HH receiving CalFresh	# HH receiving CalFresh with Children	% in HH Using CalFresh with income < poverty
Clovis	5,367	9.9%	1,954	16.3%
Coalinga	804	17.6%	492	44.4%
Firebaugh	794	33.6%	440	44.2%
Huron	595	35.8%	422	37.3%
Kerman	1,520	24.7%	1,121	30.7%
Kingsburg	620	14.6%	205	33.5%
Mendota	936	29.3%	710	55.0%
Orange Cove	894	34.1%	691	69.9%
Parlier	1,187	23.4%	972	46.8%
Reedley	1,401	18.4%	1,099	44.3%
Sanger	1,462	17.4%	1,103	42.7%
San Joaquin	382	33.9%	291	59.9%
Selma	1,814	22.4%	1,208	38.9%
Fresno City	46,614	22.0%	28,037	43.0%
Fresno County	22%	19.2%	38,121	43.6%

Table 26. Participation in CalFresh by Community

Women, Infants, and Children (WIC)

In Fresno County 28,928 pregnant women and new mothers participate in WIC³⁹. Fresno EOC Head Start and Early Head Start programs provided 34 pregnant women (100%) nutrition information and support in 2021. Additionally, 2,045 families (58%) participated in WIC and 38% participated in CalFresh.

Head Start Families that Receive Food Assistance ⁴⁰		
Subject	Number of families at enrollment	Number of families at end of enrollment
Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	1,577	1,521
Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP)	1,325	1,271

Table 27. Head Start Families Receiving Food Assistance

³⁹ KidsData.Org. <https://m.kidsdata.org/table/357/fresno-county/2145/wic-participant-type>

⁴⁰ Head Start Program Information Report, 2022.



Nutrition Key Data Findings

Efforts to address food insecurity often involve a combination of social assistance programs, community initiatives and policy changes aimed at improving access to affordable, nutritious food for all individuals and families. The service area has disparate access and outcomes in access to healthy food for populations that are low-income and populations of color. As shown in the data the following findings are notable:

Racial Disparity in Food Security – Black/African American and Hispanic residents experience higher rates of food insecurity than their peers when compared to Whites.

Access to Food is Limited – The percentage of the low-income population that lacks access to healthy food is highest in the most impoverished and rural areas of Fresno County.

Food Programs are Not Utilized – A large percentage of the eligible population is not enrolled in SNAP or WIC. Based on family income and poverty rates cross-referenced with food insecurity data it is likely that many eligible families are not using CalFresh. Of community survey respondents, 1,534 indicated that there should be more help for people that need to apply for public assistance.

Housing and Homelessness

Adequate and safe housing plays a crucial role in promoting overall well-being and in maintaining good health for individuals and communities. For example, housing is linked to physical health because safe and well-maintained housing provides protection from pests and pollutants and exposure to environmental hazards such as mold, lead, asbestos, and poor air quality which can lead to respiratory issues, allergies, and other health problems. Adequate housing also supports personal hygiene and sanitation which is essential for preventing the spread of diseases. Mental health is also connected to housing. Living in a stable environment promotes lower stress levels and improved mental health outcomes. On the other hand, overcrowded, unstable, or unsafe housing can contribute to anxiety, depression and other mental health issues.

A child's healthy growth and development are dependent on many factors, including their living environment. The impact on children's development is both immediate and long term; growing up in poor or overcrowded housing has been found to have a lasting impact on a child's health and well-being throughout life. Research has demonstrated that children's life chances (the factors that affect their current and future well-being) are affected by the standard of their housing. This "housing effect" is especially pronounced in relation to health. Both children and adults living in poor or overcrowded conditions are more likely to experience respiratory problems, to be at risk of infections, and to experience mental health issues. Housing that is in poor condition or overcrowded also threatens safety. Further, neighborhood conditions have a major impact on health, birth outcomes and exposure to risk factors such as injury, violence and hazards. The town we live in can also limit the choices and resources available. For example, living in an urban area without access to safe public parks. Children in rural areas may have little access to recreation or other opportunities for development. Adults also suffer from poor recreational opportunities which undermines overall health and wellbeing.



Figure 47. Housing Characteristics

Housing Landscape



Households:
310,097



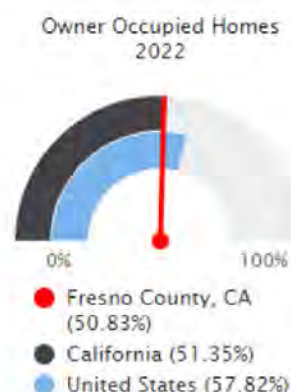
Population:
990,821



Total Census Tracts:
199

Housing Characteristics

Homeownership is important because it provides an avenue for wealth building. As individuals build equity and make payments on their mortgage and the property value increases, the ability of a home to serve as a source of security and wealth is established. Additionally, owning a home provides a sense of belonging and security in a community and supports stable housing costs, which also contributes to wealth building. Over the past 20 years, the number of owner – occupied homes has decreased by almost 7% which has occurred in-step with rising housing costs. Beginning in 2012, the rate of home ownership leveled off around 55% which has remained consistent over time. Of, 339,270 housing units, 172,455 are owner occupied¹.



Housing Characteristics – Home Ownership ¹				
Area	% Owner-Occupied Homes 2012	% Renter-Occupied Homes 2012	% Owner-Occupied Homes 2022	% Renter-Occupied Homes 2022
Fresno County	55.0%	45.0%	54.2%	45.8%
California	56.0%	44.0%	55.6%	44.4%

Data from the Fresno Multi-Jurisdictional Housing Element (December 2023) notes that asking rents increased by 10.7% between 2020 and 2021. According to the same report, renters need to earn approximately 1.6 times the minimum wage to afford the average asking rent in Fresno County. This could pose as a barrier to finding adequate housing.



Figure 48. Housing Tenure by Community

Vacant Housing Units

There are many reasons for a high rate of vacant housing units, some of which are not a problem and many of which are needed to sustain the housing market. However, vacant housing units have economic and social costs such as undermining the quality of life in neighborhoods, diminishing the value of nearby properties, and providing a place for criminal activity to take place. Vacant properties also signal other problems, such as concentrated poverty and economic decline. Typical vacancy rates for rental units is between 5%-6% and for ownership housing a vacancy rate of 2% is considered optimum⁴¹. When vacancy rates approach 20% or more, “hyper-vacancy”, they indicate that market conditions have deteriorated. The overall residential vacancy rate for Fresno is 1.5%. There are higher vacancy rates in some of the unincorporated areas of the county due to the proximity of Kings Canyon and the Sierra National Forest and the large number of vacation rentals in these areas. Vacancy

Housing Vacancy Rate by Census Tract

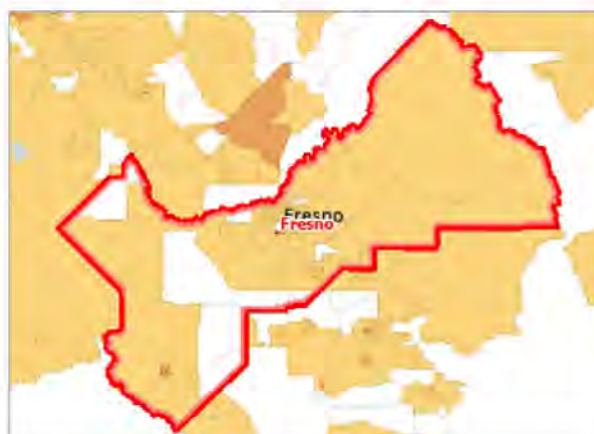


Figure 49. Vacancy Rates by Census Tract

⁴¹ Fresno Multi-Jurisdictional Housing Element. Dec. 2023. FCOG Data Packet, 2022 – U.S. Census Bureau, American Community Survey 5-Year Estimates (2016-2020).

rates are highest in Firebaugh and Reedley at 8.1% and 6.1%, respectively indicating a low housing stock⁴¹.

Housing Costs

Fresno County rents are significantly below the state average. The highest rental costs are in the City of Fresno followed by Clovis.

Location	Median Housing Cost ¹	
	Median Monthly Costs for Housing Units with a Mortgage	Median Monthly Rental Costs
Fresno County	\$1,493	\$1,304
California	\$2,009	\$1,870

Table 28. Median Housing Costs

Nearly 50% of residents in Fresno County and 52% of residents in the City of Fresno are renters, placing them at a greater risk of having a housing cost burden⁴². Housing typically comprises the largest share of monthly household expenses. A housing burden creates financial insecurity. Individuals and families experiencing a housing burden often have trouble meeting basic consumption needs, may need to rely on public assistance and have limited savings/emergency funds. Financial resources which would otherwise be used for food, clothing, medical costs etc. must be allocated to housing costs. The housing burden can be examined in two ways; first by the percent of owners that are spending more than 30% of their income on housing and additionally, by the percent of renters that are spending more than 30% of their income on housing. A severe housing burden exists when more than 50% of income is spent on housing. Orange Cove has the greatest share of the population that experiences a housing cost burden, followed by Riverdale. The City of Fresno is also home to a large population of families and individuals with a housing cost burden.

Location	Housing Cost Burden ¹	
	Percent with a Housing Cost Burden (30% income spent on housing)	Percent with a Severe Housing Cost Burden (50% of income spent on housing)
Fresno County	38%	18.0%

Table 29. Housing Cost Burden

⁴² Evicted in Fresno-Facts for Housing Advocates (2019).
https://drive.google.com/file/d/1w2Q__CstpJHwLDmioYao7OZwCk6fKpu9/view

Housing Cost Burden by Census Tract

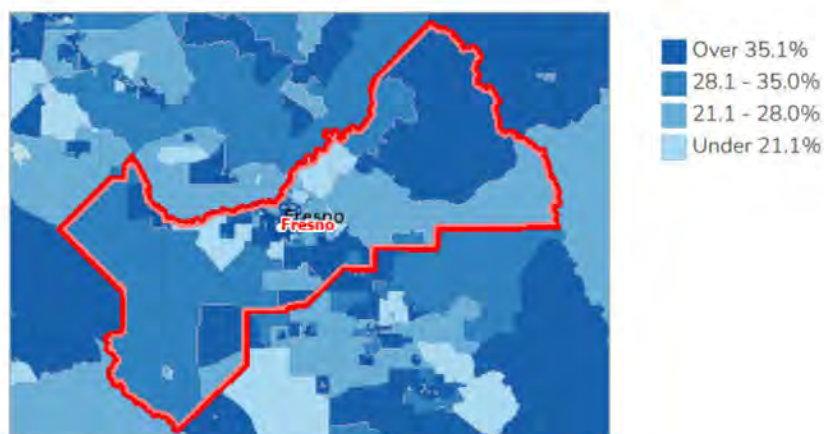


Figure 50. Cost Burdened Households by Census Tract

Evictions

Fresno has a higher eviction filing rate than the nation. The most evictions occur in south Fresno. Eviction rates are nearly three times as high in neighborhoods with the lowest median incomes. Eviction rates also vary by race and ethnicity. As shown in the maps that follow, the eviction rate is highest in the parts of Fresno where the percentage of the population comprised of Whites is lowest. The rate of eviction in non-majority White neighborhoods is 2.22 compared to a rate of eviction in majority White neighborhoods of 1.58⁴³.

Neighborhood Eviction Rates



Neighborhood Percent White



Figure 51. Neighborhood Eviction Rates

⁴³ Evicted in Fresno-Facts for Housing Advocates.

https://drive.google.com/file/d/1w2O__CstpJHwLDmioYao7OZwCk6fKpu9/view

Assisted Housing Units

Housing, and lack there-of, can make communities more segregated by race and class, encourage sprawl, and generate clogged highways and packed trains. Lack of housing also impacts the economy as employers experience difficulty recruiting new employees. Elevated housing costs result in a generational-wealth transfer where younger people must pay huge sums of money to the older generation for homes their elders bought at a much lower cost. Based on the rate of families that experience a cost burden, data indicates that the supply of affordable housing does not match the need for affordable housing.

Affordable housing resources are offered by the Fresno Housing Authority, which develops, maintains, and operates public housing including the Section 8 rental assistance program. Affordable housing costs are expressed as the percentage of affordable units in which housing costs do not exceed 30% of the total household median income for a particular area. According to the data, just 49% of the housing available is affordable for those earning less than the median income. Fresno fares better than the state in regard to affordable housing but due to the high poverty rates, many families earn less than the median income and are still priced out of housing, specifically single-female householder who earn less than 30% of the median income.

Location	Affordable Housing ¹	
	Percent of Houses that are Affordable for those earning 30% of Annual Median Income (AMI) or Lower	Percent of Houses that are Affordable for those earning 100% of AMI
Fresno	5.1%	47.8%
California	5.0%	52.8%
United States	8.3%	59.4%

Table 30. Affordable Housing

Area	HUD Housing Stock ⁴⁴					
	Housing Choice Voucher Units	Project-Based Section 8 Units	Section 236 Units	Public Housing Authority Units	Section 202 Units	Section 811 Units
Fresno	13,175	3,149	157	909	279	19

Table 31. HUD Housing Stock

⁴⁴ HUD Office of Policy Development and Research (2023). *Assisted Housing: National and Local*. Retrieved from <https://www.huduser.gov/portal/datasets/assthsq.html>

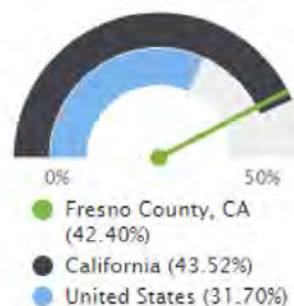
Substandard Housing

Substandard housing is considered to be housing that is:



- lacking complete plumbing facilities,
- lacking complete kitchen facilities,
- with 1.01 or more occupants per room,
- with selected monthly owner costs as a percentage of household income are greater than 30%; and gross rent as a percentage of household income that is greater than 30%.

% of Homes that are Substandard

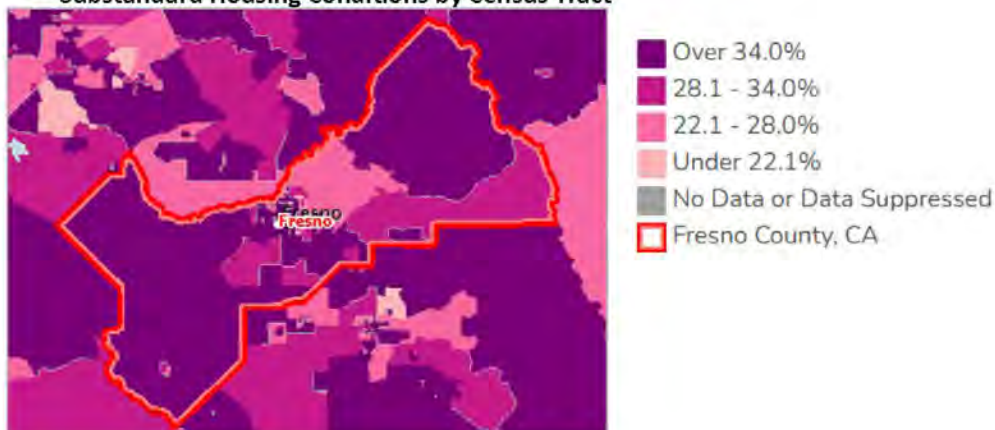


Selected conditions provide information that can be used to assess the quality of the housing inventory. This data is used to identify homes where the quality of living and housing can be considered substandard.

Substandard Housing Conditions ¹		
Location	Total Houses with 1 or More Substandard Conditions	% of Houses with 1 or More Substandard Conditions
Fresno	134,960	42.4%
California	5.7M	43.5%
United States	3.9M	31.7%

Table 32. Homes with One or More Substandard Conditions

Substandard Housing Conditions by Census Tract



Homeless Count (PIT)

The U.S. Department for Housing and Urban Development (HUD) defines homelessness according to two different classifications:

- 1) an individual resides in a place not meant for human habitation, such as a car, park, sidewalk, abandoned building, or on the street; or
- 2) an individual who resides in an emergency shelter or transitional housing for homeless persons who originally came from the streets or emergency shelters.

According to the 2023 Point-In-Time Count (PIT) for Fresno County there are 1,128 total households where people are homeless. Of these, 101 are composed of at least one adult and one child. The following graphic details the characteristics of unhoused subpopulations.



Figure 52. Point-In-Time Count (PIT)

Homeless Students

Data from the California Department of Education indicates in 2023, there were 2,810 homeless students attending Fresno County schools⁴⁵. Of students that were homeless, 71% were living in

⁴⁵ California Department of Education. Dataquest.

<https://data1.cde.ca.gov/dataquest/DQCensus/HmlsEnrByDTLevels.aspx?aggllevel=County&cds=10&year=2022-23>

doubled – up housing, 14% were staying in temporary shelters, 11% were in motels and 4% were temporarily unsheltered.

Energy Assistance

The Low-Income Home Energy Assistance Program (LIHEAP) is a federally funded program that provides assistance to eligible low-income households with the goal of managing and meeting their immediate home heating and cooling needs. There are several program components: the Home Energy Assistance Program (HEAP) provides one-time financial assistance to help balance an eligible household's utility bill. The Energy Crisis Intervention Program (ECIP) provides assistance to low-income households that are in a crisis situation. LIHEAP Weatherization provides free energy efficiency upgrades to low-income households to lower their monthly utility bills while also improving the health and safety of the household's occupants. The program also offers education on basic energy efficiency practices and instruction on the proper use and maintenance of installed weatherization measures and energy budget counseling.

Energy Trends and Energy Insecurity

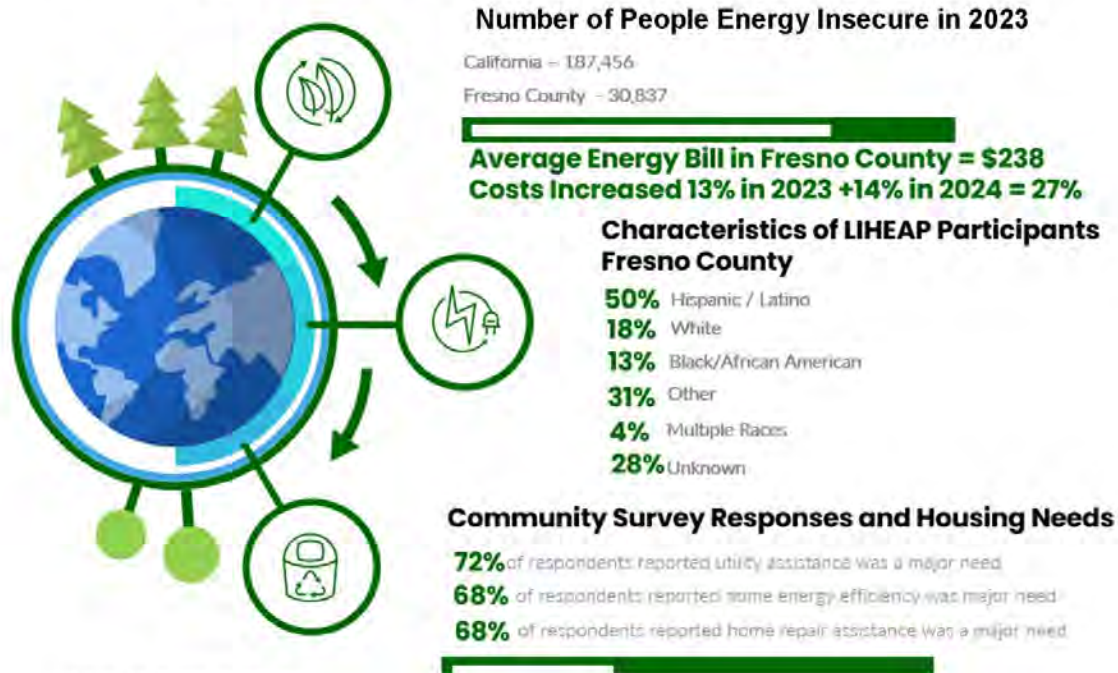


Figure 53. Energy Insecurity

⁴⁶ Energy Sage. 2024. Fresno EOC LIHEAP Reports. 2023-2024.
https://www.google.com/search?q=average+electricity+bill+in+Fresno+County+CA&oeq=average+electricity+bill+in+Fresno+County+CA&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIHCAEQIRigATIHCAIQIRigATIHCAMQIRigAdIBCTYyNDBqMGoxNagCCLACQ&sourceid=chrome&ie=UTF-8



Community Survey Responses

Affordable housing was noted as a Top Five problem in 36 of the focus groups. It was also noted as a community problem in interviews with community leaders and by 73% (2,728) of community survey respondents.

Percent of Community Survey Respondents Indicating Housing as a Community Need by Housing Factor



Figure 54. Housing Needs Identified by Community Survey Respondents



Housing and Homelessness Key Data Findings

Adequate housing provides a sense of security and safety. It protects individuals from violence, crime and accidents. Unsafe neighborhoods or inadequate housing can lead to increased stress and fear, negatively affecting mental health. Access to suitable housing promotes a sense of belonging and community engagement. People who have stable housing are more likely to establish connections with neighbors, schools, and local services, leading to a support network that positively influences mental and emotional well-being.

Policies and initiatives that focus on improving housing affordability, safety and accessibility can have a significant positive impact on individual and public health. Recognizing the intricate connection between housing and well-being is essential for creating healthier, happier communities. In Fresno County the following housing needs are prevalent:

Barriers in accessing homeownership – The costs of purchasing a home is high and has increased over the past decade at a rate faster than wages have risen. Additionally, because the median income in the area is higher than the poverty rate and due to the high cost of living and low wage employment, it is difficult for people to qualify for homeownership assistance programs.

Additionally, there are few programs to assist with issues such as meeting down payment and credit score requirements.

Barriers in accessing rental housing – Some tenants living in Fresno County face a series of barriers that make it more difficult to find and keep a rental home such as involvement with the criminal justice system, limited credit history or delinquent utility payments. The eviction rate is higher for people of color than for Whites.

Cost-burdened residents– There are a significant number of individuals that experience a rental or homeownership housing cost burden. Among residents 38% are cost-burdened and 18% are severely cost burdened.

Lack of affordable housing – There are an insufficient number of affordable and assisted housing units available in Fresno County when the rate of affordable and assisted housing units is compared to the rate of people that have a low-income. Additionally, approximately 53% of all rental units are not affordable for households earning the median income for Fresno County.

Substandard conditions – In Fresno County, 42% of all homes have at least one substandard condition.

The primary strategies being used to resolve the housing challenges include community-based and state initiatives to improve housing quality and affordability, providing economic mobility initiatives, and expanding the scale of assistance to meet the needs of renters. The primary strategies used to support home owners in Fresno County are to stabilize homeowners, revitalizing existing homes, and to deconcentrate poverty.

Energy Assistance - Energy poverty is a measure of inequality because data shows that a considerable portion of income for a low-income household is spent on energy⁴⁷. In turn, because low – income households in Fresno County are more likely to be households headed by single-females, Blacks, Hispanics and Asians, energy has resulted in racial disparities. The inability to afford energy costs leads to a likelihood that an individual may live in a home that has an unsafe temperature level which contributes to health conditions that could result in death due to Fresno County's high temperatures at certain times during the year. Energy costs are also a variable expense that can be cut when a household is struggling financially. Energy insecurity is a growing public health problem and could be examined as a social determinant of health⁴⁷.

⁴⁷ Sociodemographic disparities in energy security among low-income households before, during and after the COVID-19 pandemic. <https://www.nature.com/articles/s41560-020-00763-9>

Early Care and Education

Adequate early care and education programs provide critical support to families. First, child development programs offer structured environments where children can learn skills that lay a solid foundation for lifelong success. Infant/toddler and preschool programs, in addition to childcare services enable families to pursue education and training, which can lead to better job opportunities and improved financial stability. Early childhood programs often play a role in identifying and addressing developmental delays or special needs, ensuring that children receive appropriate interventions sooner rather than later. Overall, early childhood education and childcare are crucial in supporting the well-being of both children and their families, promoting a healthy, balanced approach to family and work life. This section of the community assessment provides an overview of the early care and education system in Fresno County.

The Fresno County Early Care and Education System

Public Preschool Programs

Fresno County has an extensive network of publicly subsidized preschool programs for three and four-year olds as well as services for infants and toddlers. These include: The California State Preschool Program (CSPP) where children receive full or part-day services, Transitional Universal Kindergarten (TK) which is expanding access to preschool for three-year olds; Head Start, licensed childcare centers/family childcare homes, subsidized General Childcare programs and the Migrant Head Start program. In most cases, the state directly contracts with providers to serve children under five years. The Migrant Head Start program has sites located in Firebaugh, Orange Cove, Parlier, Selma, Reedley, and Mendota.

For infants and toddlers, the programs include Early Head Start and Migrant Early Head Start. Infants and toddlers are also served in licensed childcare centers, family childcare homes and through the infant and toddler Cal-SAFE program serving teens. In total, there are 23,830 publicly subsidized slots. There are also other informal programs that serve children but we are not including them in this section because these programs do not impact Head Start enrollment.

Public Preschool Program Slots 2023 ⁴⁸	
Type of Program	Slots Available
Head Start	2,112
Migrant Head Start ⁴⁹	198
California State Preschool	5,633
Transitional Kindergarten ⁵⁰	2,954
Total Slots Available	10,897

⁴⁸ California Department of Education DataQuest.

<https://www.cde.ca.gov/ds/ad/csp/enrollmentbyprovidercountyreports.asp>

⁴⁹ <https://www.cclid.dss.ca.gov/carefacilitysearch/Search/ChildCare>

⁵⁰ <https://dq.cde.ca.gov/dataquest/tkreports/TkLevels.aspx?cdscode=00000000000000&year=2021-22>

Number of Programs by Type

Program Types ⁵¹	
Program Types	Number of Programs
Head Start (HS)	1
Early Head Start (EHS)	1
Migrant and Seasonal HS/EHS	1
Total Programs	3

Table 33. Number of Programs by Type

The Transitional Kindergarten program serves children in the year before kindergarten. There are 2,379 slots (2021-2022) offered at elementary schools throughout Fresno County. Since the last community assessment was completed there has been an increase of 575 slots, now totaling 2,954 (2023). The number of slots are awarded based on the number of kindergarteners that must be served in a given year and in response to program availability.

Transitional Kindergarten Slots by Site (2021-2022) ⁵²	
Site	TK Program Participation
Alvina Elementary	2
Big Creek Elementary	0
Burrel Union Elementary	6
Caruthers Unified	30
Central Unified	211
Clay Joint Elementary	0
Clovis Unified	491
Coalinga-Huron	25
Firebaugh-Las Deltas Unified	33
Fowler Unified	28
Fresno County Office of Education	40
Fresno Unified	1,047
Golden Plains Unified	8
Kerman Unified	80
Kings Canyon Joint Unified	76
Kingsburg Elementary Charter	46
Laton Joint Unified	6
Mendota Unified	24
Monroe Elementary	0
Orange Center	20
Pacific Union Elementary	4
Parlier Unified	24

⁵¹ <https://rrnetwork.org/research/child-care-data-tool#!0>

⁵² <https://dq.cde.ca.gov/dataquest/tkreports/TkLevels.aspx?cdscode=100000000000000&year=2021-22>

Fresno EOC Community Needs Assessment

Pine Ridge Elementary	4
Raisin City Elementary	7
Riverdale Joint Unified	24
Sanger Unified	5
Selma Unified	54
Sierra Unified	19
Washington Colony Elementary	5
West Park Elementary	4
Westside Elementary	56

Table 34. TK Participation by Site

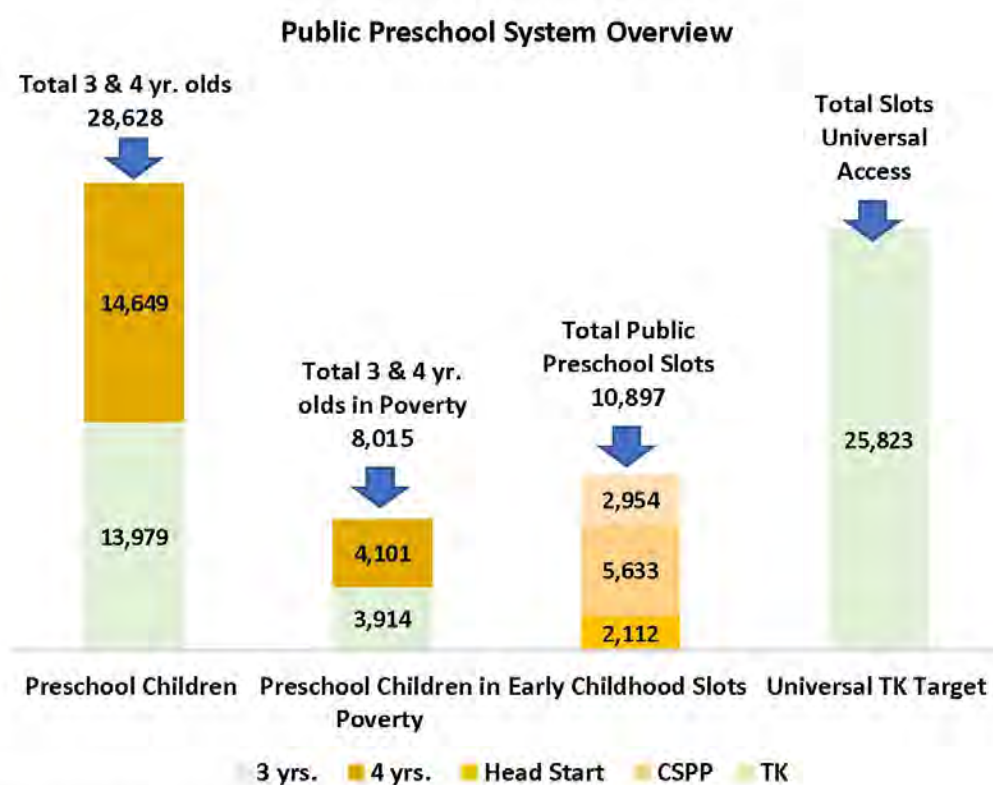


Figure 55. Preschool System Overview

Transitional Universal Preschool (TK)

According to the California School Board Association, enrollment in Transitional Universal Preschool (TK) totaled 19% of all kindergarten students in Fresno in 2021. Fresno County programs served 2,144 children in TK in 2021 and 2,294 in 2022-2023 which shows the growing scope of the program. At full implementation of the TK program in 2025-2026, it is anticipated that 85% of all children aged 3 & 4 years will be served in state-funded early childhood programs. The impact of TK on Head Start is unknown but several considerations should remain at the forefront.



- There is a need to further create and coordinate TK plans with local school districts. This includes timelines for expansion, facilities, and staffing. Fresno EOC is well suited to expand their blended model with state preschool programs to support the expansion.
- Based on the formula funding and the anticipated number of TK slots there will be a need for additional preschool teachers. How will the county produce newly credentialed teachers in the midst of a current staffing crisis?
- Do the school districts have the infrastructure necessary to expand TK? How can Fresno EOC help leverage the current childcare and Head Start systems to assist in the endeavor?
- How will TK impact current Head Start enrollment? Where are opportunities to collaborate?
- Many TK programs will run for ½ day which will not meet the needs of working families and they will be part-year programs. Currently, just 29% of state preschool slots operate for a full-day. However, there are full-day subsidized slots in childcare centers and other programs and some TK programs are paired with childcare and extend into the evenings.
- How do you change the narrative, so families are better able to recognize the value of the comprehensive service model offered in Head Start?
- Could a referral system be put into place where the most at-risk families, based on the number of adverse early childhood experiences, are automatically referred to Head Start?

The enrollment challenges that arise with the expansion of TK are rooted in family choices. For example, families may prefer to enroll their child in TK or state preschool rather than Head Start due to the convenience of having all the children in the family attend school at one site. Also, there is an assumption that starting public school “early” will lead to increased success and often Head Start is not seen as a “school – based program”. There is a trend in which families enroll their children in Head Start and then disenroll in Head Start when a state preschool program slot becomes available. It is important to convey that TK slots are not comprehensive, which will undermine the success of the most at-risk families should they opt out of Head Start.

There are currently many other options available for four-year-olds besides TK, including the California State Preschool Program (CSPP), Head Start, other center-based care, and home-based care. Most recent estimates suggest about 40 percent of four-year-olds are in publicly provided care, about half of which is TK (Friedmann-Kraus 2023). Estimates from a few years prior (2016) find that 71 percent of four-year-olds are in non-parental care, and 62 percent are in center based care (Master Plan for Early Childhood Learning and Care). To the extent that these other options provide high quality care that promotes educational and social-emotional development, we may not expect TK to produce a relative improvement in outcomes even if it is high-quality.

--2023 Public Policy Institute of California

Infant and Toddler Programming

Fresno County is home to 39,152 infants and toddlers, of which 10,963 live in a family with an income below the federal poverty threshold. The infant and toddler early care and education landscape is strikingly different than the preschool landscape due to several factors that include: lack of investment in birth-to-three programs at the state and federal levels, an increased number of infants and toddlers when compared to preschool-aged children, and a limited number of infant and toddler care slots in center-based programs due to the high cost of caring for infants and toddlers. Additionally, more infants and toddlers are served in home visiting programs and in family childcare programs. Based on the number of infants and toddlers eligible for Early Head Start the current funding for public infant and toddler services in the area can serve 6% of all infants and toddlers with a low-income and 1% of all infants and toddlers in the population. Early Head Start serves less than 1% of all program eligible infants and toddlers in Fresno County.

Publicly Funded Center-Based Infant/Toddler Program Slots	
Type of Program	Slots Available
Early Head Start	478
Early Head Start Childcare Partnership (Tribal/Non-Tribal)	137
Migrant Early Head Start	61
Cal-SAFE Teen Parent Programs	33
Total	709

Table 35. Public Infant and Toddler Slots

Home Visiting Services

The most recent data indicates that 2,405 families were served through 19 different home visiting programs operating throughout Fresno County. The services were provided primarily to families with infants and toddlers. The programs varied from comprehensive services delivered using an evidence-based model for children birth-to-five such as Nurse Family Partnership, to visits focused solely on health and literacy⁵³.

⁵³ Cradle to Career Fresno County, 2019. chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://fresnoc2c.org/files/2020-11/C2C_Blueprint_FINAL%20%28corrected%201-23-20%29.pdf

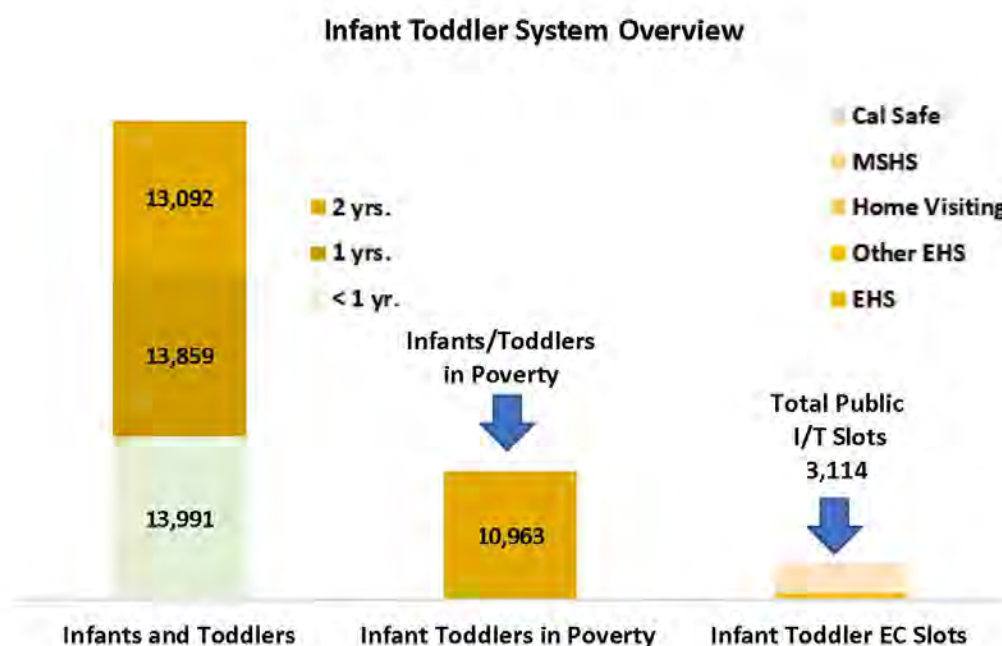


Figure 56. Infant and Toddler System Overview

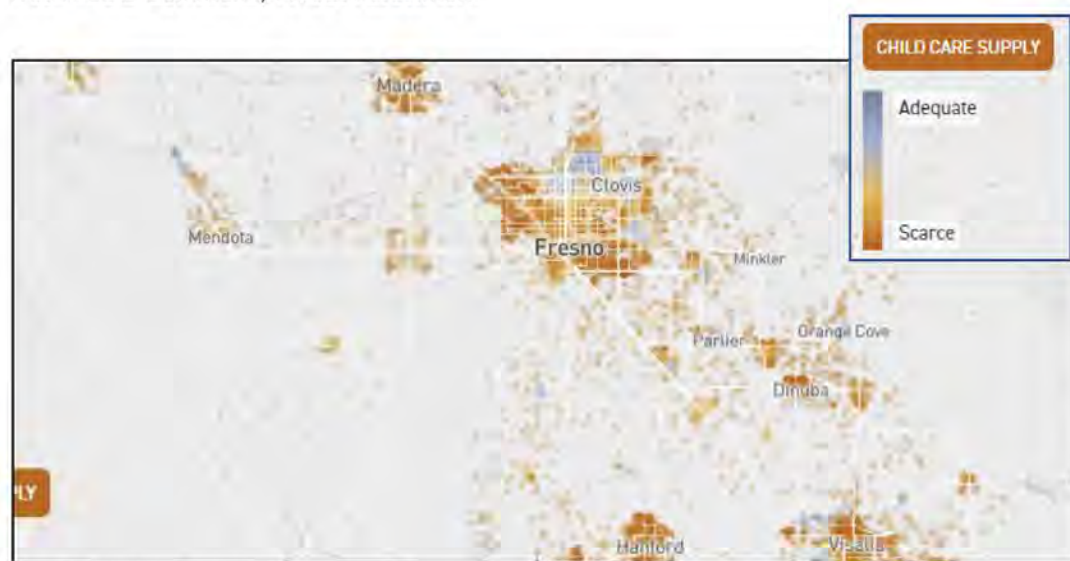
Licensed Childcare Slots

The availability of licensed childcare slots in family childcare homes and centers varies by community. Within the county, there are 798 licensed childcare centers and 503 family childcare homes. The majority of childcare slots are available in the population centers such as Fresno or Clovis, while the rural areas are underserved, or they are served only by family childcare homes. Of these slots, it is estimated that there are 1,185 licensed childcare spaces available for infants and toddlers and 13,366 licensed childcare spaces available for preschool-aged children.

Supply of Licensed Childcare Slots	
Licensed Childcare Slots Preschool	13,336
School-Age	2,030
Licensed Childcare Slots Infant/Toddler	1,185
Licensed Family Childcare Homes	503
Childcare Centers	798

Table 36. Licensed Childcare Programs and Slots by Age and Type of Facility

Fresno County is home to many childcare deserts. There is adequate supply in areas of Clovis, but the rest of the county remains unserved, particularly in the rural areas.

Figure 57. Childcare Deserts in Fresno County⁵⁴

Demand for Early Childhood Services

In total, the service area needs 42,971 childcare slots to serve the estimated number of children with all parents working. This data indicates there is a slot gap of 26,420 early care and education slots. It is estimated the current system can serve 38% of all children who need care. However, the greatest shortage of care is for infants and toddlers as the public and non-public child development system can only serve 4% of all infants and toddlers who have working parents while 71% of preschool-aged children can be served.

Work Characteristics of Families and Birth-to-Five Slots Needed ⁵⁵					
Area	# of Children Under 3	# of Children Aged 3 & 4	% of Families with all Caregivers Working	0-2 yrs. Slot Needed	3-5 yrs. Slots Needed
Biola	107	47	34.3%	37	16
Clovis	4,383	3,935	71.3%	3,125	2,806
Coalinga	456	342	67.8%	309	232
Firebaugh	314	319	38.8%	122	124
Huron	303	206	63.1%	191	130
Kerman	758	485	62.3%	472	302
Kingsburg	294	310	69.5%	204	215
Mendota	756	480	56.7%	429	272
Orange Cove	407	405	70.2%	286	284
Parlier	468	627	60.4%	283	379
Reedley	1,335	1,041	63.4%	846	660
Riverdale	111	149	58.5%	65	87

⁵⁴ Center for American Progress. <https://childcaredeserts.org/>

⁵⁵ American Community Survey, Selected Economic Characteristics. 2022.

Work Characteristics of Families and Birth-to-Five Slots Needed ⁵⁵					
Area	# of Children Under 3	# of Children Aged 3 & 4	% of Families with all Caregivers Working	0-2 yrs. Slot Needed	3-5 yrs. Slots Needed
Sanger	1,009	1,113	49.0%	494	545
San Joaquin	225	208	28.8%	65	60
Selma	886	764	54.2%	480	414
Fresno City	23,373	16,906	62.4%	14,585	10,549
Fresno County	39,152	30,381	61.8%	24,196	18,775

According to the 2023 Fresno County Child Care Portfolio, 6% of childcare requests were for evening, weekend or overnight care, down from 13% in 2019, with no childcare centers and 36% of family childcare homes offering that type of care. Additionally, of all requests for care, 28% of requests were for infants and toddlers, 44% of requests were for preschoolers, and 28% of requests were care for children over six years. The major reasons that families seek childcare include employment (83% compared to 71% in 2019); participation in school or training (8% compared to 15% in 2019), and because they are seeking employment (10% compared to 13% in 2019)⁵⁶.

Affordable Childcare

The annual cost of care for children in need of childcare represents a significant portion of family income. As shown below, for a family earning \$4,938 per month without a subsidy, infant/toddler care would consume 19% of the family budget. For a family with a subsidy, the family fee would consume 10% of the family budget⁵⁶.



In 2021, the cost of care for infants and toddlers increased by 16% for center-based childcare and by 22% for family childcare. For preschoolers, in the past five years the cost of care increased by 43% in childcare centers and by 11% in family childcare homes⁵⁷.

⁵⁶ Child Care Resource and Referral Network. 2023 Child Care Portfolio. chrome-extension://efaidnbmnnnibpcjpcglclefindmkaj/https://rrnetwork.org/assets/general-files/Fresno_2023-01-25-035626_skrl.pdf

Annual Cost of Childcare by Age Group and Facility Type ⁵⁷		
Type of Facility	Amount	
	Infant	Preschooler
Childcare Center	\$15,552	\$14,388
Family Childcare Home	\$11,148	\$9,588

Table 37. Annual Cost of Care by Age Group and Facility Type

Childcare Subsidies

In Fresno County, there are 41 programs that offer subsidized childcare. Supportive Services, Inc. administers the alternative payment program which pays all or part of the cost for childcare for eligible children aged birth-to-12 years. The 2022 Fresno County Child Care Portfolio estimates that 8,802 children received a childcare subsidy. The data indicates that 559 children under three years received a subsidy, and 8,243 aged 3-5 years received a subsidy⁵⁷. KidsData notes that 32% of Fresno County families that are working have a low-income. This indicates there is a need for subsidies for 7,742 infants and toddlers and 6,008 preschoolers. The current subsidies fall short of meeting the need and the subsidy slot gap totals 4,948.

Head Start Family Work and Training Schedules

Among families attending Head Start and Early Head Start, 65% of parents are employed or in job training or they are attending school. This data indicates that more than 1,599 families in the program are in need of childcare services. Of these families, 377 are enrolled in Early Head Start and 1,222 are enrolled in Head Start.

Childcare Quality

The Fresno County Quality Stars rating system is a quality rating improvement system (QRIS) for licensed early care and education providers. In 2021, the total number of children served in programs participating in Quality Stars was 8,577, up from 8,195 in 2020. Of the children served, 7,665 were preschoolers, 586 were toddlers, 234 were infants, and 120 were under 1 year. The types of programs that participated included 154 center-based childcare providers, and 40 licensed family childcare homes. Of all programs participating, 2% are rated at a Tier 3, 57% are rated at Tier 4, 32 are rated at Tier 5, and 24% were not rated as of the report date⁵⁸.

⁵⁷ <https://rrnetwork.org/research/child-care-data-tool#10>

⁵⁸ https://qualitycountsca.net/ca_county/fresno/?audience=quality-partners

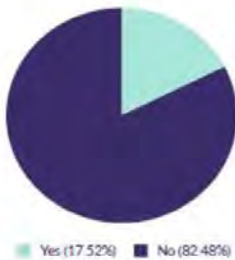


Community Survey Responses

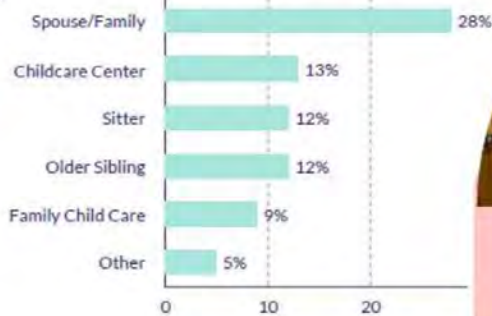
The following represents responses from families receiving Head Start services who participated in the community assessment survey.

Community Survey Responses from Head Start 0-5 Families

Do you use childcare programs other than Head Start and Early Head Start?



Types of Childcare Utilized



Reported by % of HS Family Responses indicating they had a childcare challenge in the past year

Childcare Challenges



32% of families need childcare to attend career training (605)

Last Year.....

- 35% of families had difficulty paying childcare costs
- 38% had difficulty with childcare and their work schedule
- 30% had difficulty obtaining childcare assistance/subsidy

Early Care and Education Program Preferences

36% families prefer center-based (8-10 hrs.) daily
21% families prefer center-based (6-7 hrs.) daily
21% families prefer school-year center-based program



Figure 58. Head Start Family Community Survey Responses



Early Care and Education Key Data Findings

Access to early care and education programs in Fresno County is more limited for families with a low-income and for families with infants and toddlers. The total capacity of the system including public and private programs is estimated to reach 61% of all children aged 3-5 years (10,897 state preschool slots/13,336 preschool childcare slots) and 100% of preschoolers in poverty. The system can serve 11% of children aged 0-3 years (3,114 publicly funded slots and 1,185 childcare slots) and the public infant/toddler system can serve 28% of infants and toddlers in poverty. However, when the home-based slots are removed, the center-based infant and toddler system can serve just 2.9% of all infants and toddlers in poverty.

When at least 85% of all children are served it is typically assumed that an early childhood system has reached universal access. It is estimated that there are sufficient publicly funded preschool slots to serve all preschool children in poverty and 45% of all three and four-year olds. To achieve universal access, the county needs a total of 25,823 preschool slots, which is already accommodated by the current early childhood system when childcare programs are included. To universally serve all children in public preschool programs, the county would need an additional 14,296 slots.

The push for universal access should also be viewed in the context of trends that include: a decreasing number of center-based childcare programs that serve children from 8-12 hours daily, lack of a qualified workforce, lack of high-quality programs, and disparate access to high-quality programs for Hispanic children due to the cost of care. While universal access programs do result in benefits for many children, there are unintended consequences that could result from such a large and fast evolution of the early care and education system such as loss of access to comprehensive services as families transition into programs that are less intensive than Head Start, uneven per-child funding between federal, state, and community-based early care and education programs and diminished quality as the most highly skilled teachers leave Head Start and community-based programs for jobs in school-based preschool programs that offer a higher salary.

In Fresno County, 61.8% of families with children under six have all parents in the workforce, a rate lower than for the nation and for California. This trend is influenced by low rates of educational attainment among families. However, in the Head Start program 65% of parents are either employed or in job training programs. The number of working families in the Head Start and Early Head Start program has decreased from the prior year. According to the data, 1,599 Head Start and Early Head Start children needed access to childcare because all parents were working and or because their parents were in career training. The scheduling needs of Head Start families are varied, as many attend school or work rotating or alternative schedules in the evenings and on weekends. When cross-referenced with employment data, female single householder families report an employment rate of 47% which warrants a robust and affordable early care and education system that operates for the full duration of the program-year as

children living in homes headed by single-mothers are often more at-risk of remaining in poverty and the associated consequences than their counterparts living in families headed by two-working parents.

It is estimated that there are 8,802 children receiving a childcare subsidy, and 2,816 of these children are living in a family in or near poverty, making them age and income-eligible for Head Start, but attending other early care and education programs. It is also estimated that many Head Start eligible children are attending state preschool programs (this does not account for the 160 children co-enrolled in Head Start and the state preschool program).

Head Start programs can undertake several activities to determine the need to adjust services to match emerging community needs and to leverage the resources of the program, in the context of expanding universal access to preschool. Helpful strategies may include:

- The program can gather data about how families make decisions about the types of early care and education programs they utilize. For example, first identify the factors that families consider when they decide the type of program (Head Start, community-based prek, state prek) that they will utilize and, second, what process do they go through to make their early care and education and childcare decisions, i.e. what are the most important factors in selecting an early care and education provider?
- Promote Fresno EOC's participation in the Quality Rating Improvement System and childcare subsidy programs to open opportunities for Head Start to expand services to include full-day, full-year childcare and to participate in developing universal early care and education systems that require high quality ratings.
- Advocate for state preschool systems and Transitional Kindergarten to include mandates to contract out a certain percentage of slots into community-based locations. For example, NY-UPK requires that 10% of slots are allocated to providers other than a local school system. Also, explore workforce participation for families and programs that alleviate the costs of childcare for families by creating models for blending state preschool funds, Head Start and childcare subsidies. Lastly, Fresno EOC can mobilize parents to encourage local governance bodies and funders to allocate additional funds to support the massive quality lift that is needed to truly address the disparities in early learning for children in poverty.
- Continue to expand access to programs serving infants and toddlers in poverty to alleviate the infant and toddler early care and education slot gap and the childcare cost, quality and affordability crisis.

Transportation, Communication & Community Environment

The ability to travel offers the means to reach essential opportunities such as jobs, education, shops, and a personal support network which impacts the quality of life. Providing transportation services or reducing financial (and other) barriers to travel is one solution for addressing poverty and social challenges, through for example widening the range of opportunities for employment and education that can be reached.

Fresno County has a robust transportation network. In 2020, Fresno Area Express began providing free rides, however bus fares were reinstated in September 2021, which continues to pose as a barrier to many low-income families seeking transportation. Fresno's transportation department offers 18- fixed route bus lines and Handy Ride Parent Transport services. Fresno EOC also offers limited transportation for families to and from Head Start and Early Head Start centers in rural locations or in locations where the program can partner with state preschool or childcare programs.

Commuter Travel Patterns

In Fresno County, the rate at which individuals drive to work is higher than the national rate of 74.9%. In contrast, the rate of residents that utilize public transportation is much lower than the national rate of 5%. Residents in the service area also walk or bike to work at lower rates than the nation's rate of 3% of all workers. This trend is likely due to the rural nature of the county. Bus riders report they spend a significant amount of time on buses, often more than 45 minutes to an hour while commuting. The rate of individuals that work from home increased from 5% in 2020 to 8% in 2022.

Commuter Travel Patterns ⁵⁹							
Report Area	Total Workers	% Drive Alone	Percent Carpool	Percent Public Transport	Percent Walk	Percent Taxi or Other	Percent Work at Home
Fresno County	409,153	76%	11%	0.8%	1%	2%	8%

Table 38. Commuter Travel Patterns

Fresno County conducted a survey to identify transportation issues in response to Measure C, a ballot initiative to expand transportation that was passed by Fresno County voters in 2022. In survey responses (2,988 respondents), close to 9 in 10 people, reported there is a great need for additional funding for the county transportation system⁶⁰.

Vehicle Ownership

⁵⁹ United States Census Bureau. 2022. Table B08141. Retrieved from <https://data.census.gov/>.

⁶⁰ <https://measurecrenewal.com/wp-content/uploads/2023/05/220-6352-Fresno-County-Transportation-Issues-Survey-P-F-4-27-2022-sent.pdf>.

Car ownership is varied among the communities in Fresno County and the U.S. Census estimates that 7% of Fresno County households do not have a motor vehicle⁵⁹.

Report Area	Vehicle Ownership			
	% Households with no Vehicle Available	% of Households with 1 Vehicle	% of Households with 2 Vehicles	% of Households with 3 Vehicles or More
Clovis	4%	27%	43%	26%
Coalinga	7%	26%	39%	28%
Firebaugh	17%	35%	24%	24%
Huron	14%	25%	36%	25%
Kerman	7%	24%	40%	30%
Kingsburg	10%	32%	35%	24%
Mendota	16%	24%	35%	26%
Orange Cove	16%	35%	22%	27%
Parlier	6%	31%	35%	28%
Reedley	6%	28%	38%	28%
Sanger	7%	21%	37%	35%
San Joaquin	5%	33%	34%	28%
Selma	8%	28%	35%	30%
Fresno City	9%	34%	35%	22%
Fresno County	7%	31%	37%	26%

Table 39. Vehicle Ownership

Travel Time to Work

Workers in the service area have an average commute to work of 23 minutes.

Travel Time to Work ²²						
Report Area	Workers that Commute Age 16 and Up	Travel Time in Minutes (Percent of Workers) Less than 10	Travel Time in Minutes (Percent of Workers) 10 to 30	Travel Time in Minutes (Percent of Workers) 30 to 60	Travel Time in Minutes (Percent of Workers) More than 60	Average Commute Time (minutes)
Fresno County	377,707	13%	60%	22%	5%	23.35

Table 40. Travel Time to Work

Computer and Internet Access

Internet access is vital to participation in society. It is often needed to access educational opportunities, learning resources, and to level the playing field for people that may not have equal access to educational opportunities, which was noted as a concern in the community survey responses and in data showing disparate educational outcomes for certain populations, such as those with a low-income or minority background.

Internet access also provides links to job opportunities, government aid programs, and health services. From a mental health perspective, digital connectivity enables low-income individuals to engage in social interaction and can be a tool for empowerment and advocacy.

In data reported from the U.S. Census, residents of Fresno County have access to the internet at a rate comparable to California and the nation. However, local data and information from initiatives underway to closely examine and monitor differences in internet access in Fresno County, notes the following trends:

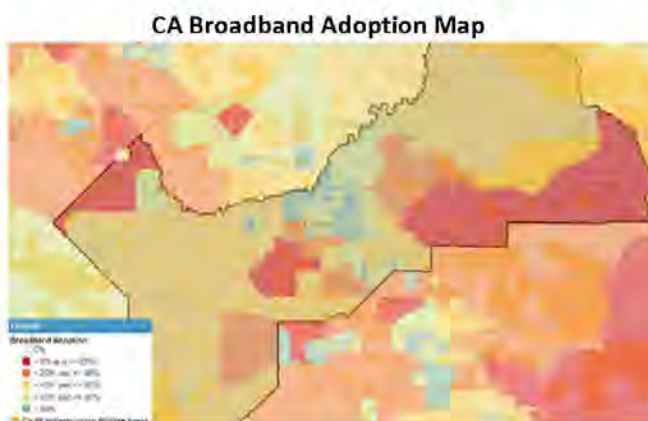


Figure 59. CA Broadband Adoption Map

- The Broadband for All Data Project is a cross-sector collaborative that includes K-12, Higher Education, Government and Community – Based Organizations (CBOs). The collaborative examined information using the CA Broadband Adoption Map, supplemented with additional qualitative data from surveys, phone calls and speed testing to identify gaps and barriers in access to broadband internet⁶¹. In response to concerns that the map obscures the true extent of access barriers, the project has developed an internet speed testing app that can be deployed on district provided devices to test internet speeds in the homes of Fresno County students.
- The San Joaquin Regional Broadband Commission is an initiative of the California Partnership for the San Joaquin Valley dedicated to accelerating the deployment, accessibility, and adoption of broadband within the San Joaquin Valley. A report produced in 2020, notes that the communities/areas most in need of improved access to broadband internet are: Cantua Creek, Giffen Cantua Creek, Huron, Raisin City, Three Rocks, Tranquility and Biola.⁶² Additionally, the report identifies specific types of households that are least likely to have access to broadband internet. These households include

⁶¹ Broadband for All Data Project. <https://ids.fcoe.org/broadband-all-data-project>

⁶² Fresno State Office of Community and Economic Development (OECD). San Joaquin Valley Regional Broadband Consortium (SJVRBC) Preferred Scenario for Unserved Households in the San Joaquin Valley February 20, 2020. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.cetfund.org/wp-content/uploads/2021/07/SJVRBC-Preferred-Scenario-Report-Amended-4.16.2020-Copy.pdf

farmworker housing communities, households in rural settings with small clusters of housing, mobile home parks, and small agricultural communities.

- The Fresno County Coalition for Digital Inclusion is comprised of a group of 30 anchor institutions and CBOs that have organized into a nonprofit entity. Data from this group noted that only 3% of Fresno County residents were unserved by internet or did not have access to high speed internet. The data was further examined and when cross-referenced with data from the Fresno Unified School District and other educational institutional entities tracking internet speed access within student households, it was found that in actuality, 27% of households are unserved by broadband internet. The following figure shows the undercount of locations in areas of poverty that do not have high-speed broadband internet access (right), compared to more recent data showing that 27% of residents do not have access to broadband (left).

Comparison of Data for Locations Underserved by Broadband Internet

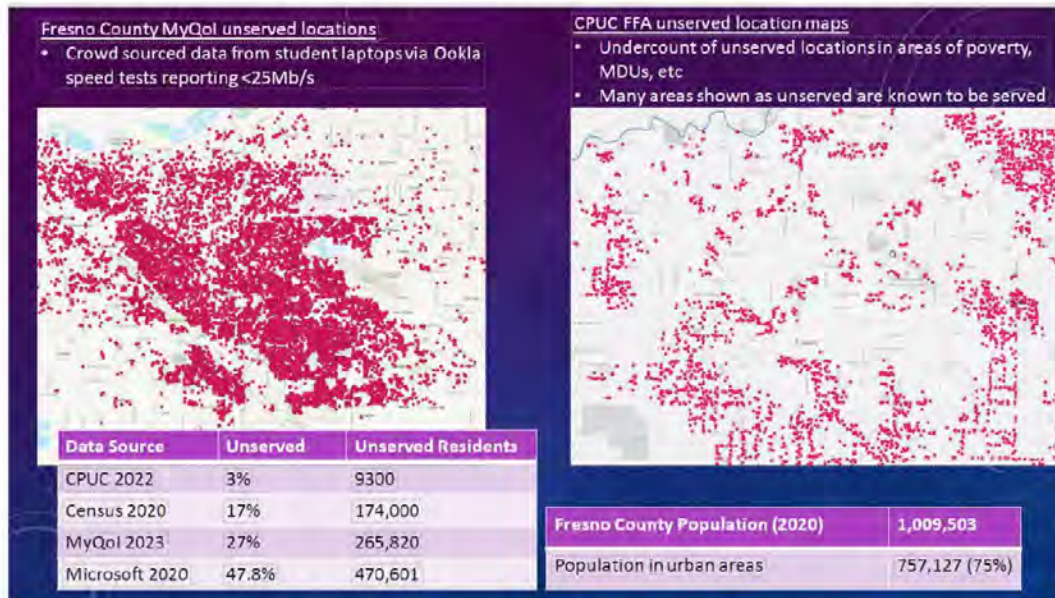


Figure 60. Comparison of Unserved Locations without Access to Broadband Internet in Fresno County

Overall, internet access can help bridge the digital divide, opening up opportunities for low-income individuals to improve their lives, connect with others, and access essential services.



Community Survey Responses

Community survey respondents were asked to rank their transportation needs. The following details the number of responses that noted a particular need by type of need. Transportation was also reflected in the community forums as a Top 5 need.

Fresno EOC Community Needs Assessment



Figure 61. Transportation Needs in Fresno County

Additional community needs noted by the survey respondents related to community and neighborhood assistance were consistent with the data identified in the community forums. A total of 2,426 respondents noted the following concerns as a major need for Fresno County.

Percent of Community Repondents that Noted Neighborhood Improvements as a Major Need by Type of Improvement

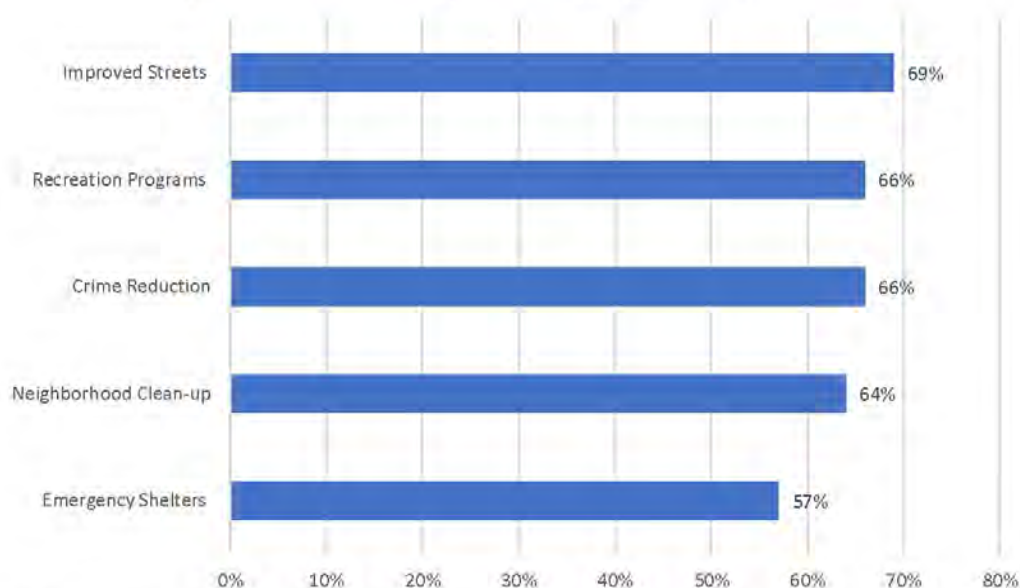


Figure 62. Neighborhood Improvements That Are a Major Need



Transportation and Communication Key Data Findings

Transportation challenges vary and are influenced by factors such as population growth, urban development, and infrastructure. Some of the general transportation challenges identified in the community assessment data and surveys in Fresno County include:

Traffic congestion – Since Fresno County has many rural areas, two lane roads are often the major commuter routes. These routes in-turn, lead to population centers. The lack of infrastructure has led to increased travel time for individuals to travel to work in these locations. The average commute time for workers is 23 minutes.

Limited public transportation - The area is composed of several rural communities and public transportation is limited to the population centers. Additionally, bus routes, the travel time from one place to another and the cost of public transportation is a barrier for residents to work, obtain assistance, attend critical appointments and socialize.

Lack of alternative means of transportation – Several parts of the service area lack a pedestrian-friendly infrastructure, such as sidewalks and bike lanes. This discourages walking and cycling as viable transportation options.

Rural-Urban Interface – Fresno County has both rural and urban areas. Balancing the transportation needs of these diverse regions can be a challenge, as rural areas may require different types of transportation infrastructure than the urban centers.

Lack of Vehicle Ownership – Lack of vehicle ownership is highest in the following communities: Firebaugh; Kingsburg; Huron; Mendota and Orange Cove. These areas also have high rates of poverty.

Disparities in Digital Connectivity – Data shows there is a disparity in high speed internet access, which impacts disadvantaged, rural communities. Additionally, discrepancies in data related to internet access and differing data sources obscure the true extend of digital inequities present in Fresno County.

Community Needs Ranking Sheet

Community Needs Ranking

Community	Largest Population Increase (5= greatest increase = need for more services) (2020-2022)		Lowest Median Hs.Hold Income (1 highest income/15 lowest income)		Poverty Rate (1 lowest/15 highest pov)	HS Dropout (15 = highest rate of dropout/1 = lowest rate of high school dropout)	Births to Unmarried Mothers (15 = highest/1=lowest)		Renters with Cost-Burden (1 = lowest/15 = highest)		Scores	Community Ranking 1 + greatest need/most distress)
Clovis	3.6%+	3	\$88,554	1	2	1	22.2%	5	41%	6	18	14
Coalinga	-3.2%	0	\$68,976	4	5	5	42.8%	13	17%	1	28	12
Huron	<1%+	0	\$48,070	11	11	15	42.7%	12	47%	7	56	3
Kerman	1.2%+	1	\$53,956	8	7	9	41.6%	11	41%	10	46	7
Kingsburg	1.8%+	2	\$74,897	2	3	2	6.6%	1	38%	2	12	15
Mendota	<1%+	0	\$43,315	13	12	14	18.1%	3	46%	9	51	4
Orange Cove	1.2%+	1	\$33,671	15	15	13	100%	15	59%	12	71	1
Parlier	<1%+	0	\$50,026	10	9	10	23.7%	6	59%	13	48	5
Reedley	<1%+	0	\$61,629	6	4	8	38.7%	9	59%	14	41	10
Sanger	<1%+	0	\$69,333	3	1	6	27.0%	7	39%	3	20	13
Selma	<1%+	0	\$53,874	9	6	7	68.2%	14	44%	8	44	8
San Joaquin	<1%+	0	\$43,750	12	13	11	10.5%	2	40%	5	43	9
Firebaugh	3.9%+	4	\$36,078	14	14	12	35.1%	8	39%	4	56	2
Fowler	11.8%+	5	\$56,410	7	12	4	18.8%	4	60%	15	47	6
Fresno	<1%+	0	\$63,001	5	8	3	39.5%	10	50%	11	37	11

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Appendix D

Fresno EOC 2024 Community Partner Survey

1. Please select the choice that best describes your organization:

- ☐ Non-profit sector
- ☐ Local government
- ☐ Private sector
- ☐ Other

2. What organization do you represent?

3. Please check any of the services your organization provides to low-income individuals or families (check all that apply):

☐ Emergency food, clothing	☐ Job training
☐ Temporary shelter	☐ Education (K-12, vocational or post high school)
☐ Service information and referral	☐ Mental health services or mental health care
☐ Health services	☐ Family support services
☐ Physical services	☐ Domestic violence programs
☐ Employment	☐ Youth services
☐ Housing or housing repairs	☐ Elderly services
☐ Childcare	☐ Nutrition services
☐ Preschool	☐ Legal aid
☐ Financial assistance	☐ Financial planning, tax preparation
☐ Transportation	☐ LGBTQ+ resources
☐ Economic/community development	
☐ Other (please specify)	

4. What unique skills, talents, or contributions do low-income individuals and families bring to our community?

5. In your opinion, what are three big problems impacting the community and/or low-income individuals and families the most?

Problem 1)

Problem 2)

Problem 3)

6. Can you share an example of a partnership or collaboration that has successfully impacted low-income people and families in Fresno County?

7. What services are missing in your community to effectively address these issues?

8. How can the partnerships between agencies in the community be improved to address the needs of low-income families?

9. What are the barriers to gaining an education in our community (check all that apply):

☐ Lack of access to programs for obtaining the HSET/high school completion

☐ Cost of childcare

☐ Lack of childcare

☐ Cost of transportation

☐ Lack of programs for gaining computer skills

☐ Lack of tuition money/financial aid for career/post-secondary education

☐ Lack of vocational skills or training

☐ Lack of preschool programs

☐ Lack of dropout prevention programs

☐ Don't know

☐ Other (please specify)

10. How would you describe access to affordable housing in your community?

☐ There is a large supply of affordable homes and housing options

☐ There are some affordable homes and housing options

☐ There is a very small supply of affordable homes and housing options

☐ Don't know

☐ Other (please specify)

11. Money management for families is a problem because (check all that apply):

- ☐ Lack of knowledge about budgeting
- ☐ Difficulty managing money
- ☐ Lack of use of earned income tax credit
- ☐ Food stamps do not provide enough assistance
- ☐ Lack of knowledge about savings
- ☐ Money management is not a problem
- ☐ Don't know
- ☐ Other (please specify)

12. Health care is a problem for families because (check all that apply):

☐ Doctors will not accept Medicaid	☐ Lack of income to pay for prescriptions
☐ No clinics or doctor offices in same town	☐ Lack of income for medical emergencies
☐ Waiting list for services	☐ Lack of family resources for alcohol or drug abuse treatment
☐ Hospital/Urgent Care and Walk-in Clinics or emergency room not available in same town	☐ Lack of family resources for mental health treatment
☐ Lack of transportation	☐ Coverage gaps
☐ Lack of insurance	☐ Health services are not a problem for families
☐ Prevailing health conditions	☐ Don't know
☐ Lack of education/resources toward the prevention of chronic health conditions	
☐ Other (please specify)	

13. Have you added any additional services in the last year?

- ☐ Yes
- ☐ No
- ☐ Don't know

If yes, what services?

14. Has your organization collaborated on joint projects or provided joint services with any other agency in the past year?

- ☐ Yes
- ☐ No
- ☐ Don't know

15. In your opinion, what are three collaborative strengths among agencies in your community?

Strength 1)

Strength 2)

Strength 3)

16. Has your organization experienced any barriers to collaboration?

☐ Yes

☐ No

☐ Don't know

If yes, please describe.

17. For each of the following population groups, please indicate the degree to which you believe their overall need for services has changed in the past three years.

	Decreased Dramatically	No Change	Increased Dramatically	Don't Know
Low income infants and toddlers (0-3 years)	☐	☐	☐	☐
Low income children aged 3-5 years	☐	☐	☐	☐
Low income elementary aged children 5-10 years	☐	☐	☐	☐
Low income teens 11-15 years	☐	☐	☐	☐
Low income youths aged 16-24 years	☐	☐	☐	☐
Low income adults aged 25-54 years	☐	☐	☐	☐
Low income elderly aged 55+	☐	☐	☐	☐
Individuals with chronic health conditions	☐	☐	☐	☐
Migrant/transient households	☐	☐	☐	☐
Minority households (e.g. African American/Black, Hispanic, Asian)	☐	☐	☐	☐
Non-English speaking households	☐	☐	☐	☐
Households with incarcerated family members	☐	☐	☐	☐
Physically or developmentally disabled individuals	☐	☐	☐	☐
Individuals with mental health challenges/issues	☐	☐	☐	☐
Victims of crime	☐	☐	☐	☐
Victims of domestic violence	☐	☐	☐	☐
Homeless families	☐	☐	☐	☐
Rural households	☐	☐	☐	☐

Please describe any other service decreases/increases

18. Have the following service needs changed in the past three years?

	Decreased Dramatically	No Change	Increased Dramatically	Don't Know
Quality affordable housing	☐	☐	☐	☐
Adequate family living wage	☐	☐	☐	☐
Need for childcare services	☐	☐	☐	☐
Need for emergency shelter	☐	☐	☐	☐
Teen pregnancy services	☐	☐	☐	☐
Mental health services	☐	☐	☐	☐
Need to address children's behavioral challenges	☐	☐	☐	☐
Need for food assistance	☐	☐	☐	☐
Need for job training or basic skills development	☐	☐	☐	☐
Need for fiscal literacy	☐	☐	☐	☐

Please describe any other changes in service needs.

19. What gaps in services have you encountered in serving families with a low-income?

20. What are the strengths in your community?

1)

2)

3)

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Appendix E

Fresno EOC 2024 - Community Needs Assessment Printed Survey

1. Do you live in Fresno County?

- ☐ Yes
☐ No

2. What city do you live in?

3. What is your role?

- ☐ Program Participant (I currently receive services from Fresno EOC)
☐ Public (I do not currently receive services from Fresno EOC)

4. How easy was it to access our Fresno EOC program services?

- ☐ Very easy
☐ Easy
☐ Neither easy nor difficult
☐ Difficult
☐ Very difficult

5. Was the service provided to you in a timely manner?

- ☐ Yes
☐ No

6. Did you feel welcome and respected by the Fresno EOC staff and/or volunteers?

- ☐ Yes
☐ No

If no, please let us know why.

7. Did Fresno EOC staff effectively address your issue or concern?

- ☐ Yes
☐ No

If no, please let us know why.

8. How would you rate your satisfaction with the service(s) you received?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

9. Are you a Fresno EOC Employee?

- ☐ Yes
☐ No

10. What is your race?

- ☐ American Indian, Alaska Native, or Indigenous
☐ Asian or Asian American
☐ Black, African American, or African
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Multi Race
☐ Do not know

11. What is your ethnicity?

- ☐ Hispanic/Latin(a)(o)(x)
☐ Non-Hispanic/Latin(a)(o)(x)
☐ Do not know

12. Are you seeking employment?

- ☐ Yes
☐ No

13. What are the employment needs in your community?

	Major need	Minor Need	No Need	Unsure
Job opportunities within the community	☐	☐	☐	☐
Assistance to attend a trade, or technical school or college	☐	☐	☐	☐
Computer skills training	☐	☐	☐	☐
Job skills training	☐	☐	☐	☐
High School/GED Classes	☐	☐	☐	☐
Assistance with goals and case management	☐	☐	☐	☐
Childcare access to get a job	☐	☐	☐	☐

Other (please specify)

14. Employment in my community is a problem because (please check all that apply):

- ☐ Employment in my community is not a problem
- ☐ People lack skills to obtain a job
- ☐ People are unable to find jobs
- ☐ Current jobs are low paying
- ☐ People lack education to obtain a job
- ☐ Cost of transportation
- ☐ Long commute to jobs
- ☐ Employers leaving the area
- ☐ Lack of transportation
- ☐ Other (please specify)

15. Do you have a consistent work schedule?

- ☐ Yes
- ☐ No
- ☐ N/A

16. Please rank the following housing needs in your community:

	Major Need	Minor Need	No Need	Unsure
Safe and affordable housing	☐	☐	☐	☐
Safe and affordable multi-family housing	☐	☐	☐	☐
Rental Assistance	☐	☐	☐	☐
Utility Assistance	☐	☐	☐	☐
Home energy efficiency programs	☐	☐	☐	☐
Programs to assist in repair of homes	☐	☐	☐	☐
More temporary housing	☐	☐	☐	☐

17. The source of my household income is (please check all that apply):

☐ Earned Income	☐ Worker's Compensation
☐ Retirement Income from Social Security	☐ Temporary Assistance for Needy Families (TANF) (Cashaid)
☐ Pension or Retirement Income from a Former Job	☐ Non-Cash Benefits
☐ Supplemental Security Income (SSI)	☐ General Assistance (GA)
☐ Social Security Disability Insurance (SSDI)	☐ Unemployment Insurance
☐ VA Service-Connected Disability Compensation	☐ Child Support
☐ VA Non-Service-Connected Disability Pension	☐ Alimony and Other Spousal
☐ Private Disability Compensation	
☐ Other source of income (please specify)	

18. In the past 6 months, did you miss a payment for any of the following? (please check all that apply):

- ☐ Rent or mortgage
- ☐ Medical Bills/Prescriptions
- ☐ Utilities (phone/electric/gas/water)
- ☐ Loans
- ☐ Credit Cards
- ☐ Automobile/Automobile Insurance
- ☐ No, I did not miss a payment
- ☐ Other (please specify)

19. Do you have children?

- ☐ Yes
☐ No

20. Do you participate in Head Start or Early Head Start?

- ☐ Yes
☐ No

21. Do you have a child aged 0-2 years:

- ☐ Yes
☐ No

22. Do you have a child aged 3-4 years old?

- ☐ Yes
☐ No

23. Do you use childcare programs (other than Head Start/Early Head Start)?

- ☐ Yes
☐ No
☐ N/A

24. Please indicate the type of childcare you use (please check all that apply):

- ☐ Childcare center
☐ Sitter/Nanny
☐ Older sibling
☐ Family childcare home
☐ Spouse/family member/partner
☐ N/A
☐ Other (please specify)

25. What childcare challenges do you encounter? (please check all that apply)

- ☐ Cost
- ☐ Availability
- ☐ Location
- ☐ Transportation Issues
- ☐ Hours of care
- ☐ N/A
- ☐ Other (please specify)

26. Do you need childcare to attend a training/career program?

- ☐ Yes
- ☐ No
- ☐ N/A

27. Do all parents/caregivers in your household work?

- ☐ Yes
- ☐ No

28. What types of services do you need/want (please check all that apply)?

- ☐ Center-based early childhood programs that operate for 8-10 hours per day, 5 days per-week.
- ☐ Center-based early childhood programs that operate for 6-7 hours per day, 5 days per-week.
- ☐ Center-based early childhood programs that operate for the school year and in the summer.
- ☐ Center-based early childhood programs that operate during the school year.
- ☐ Home-based/home visiting programs.
- ☐ None of the above

29. Please mark the types of childcare services that you need:

- ☐ Full-time
- ☐ Half days (5 days per week)
- ☐ Partial week
- ☐ Weekends
- ☐ Before school
- ☐ Half-days/partial week
- ☐ Night/evening care
- ☐ Varied hours weekly
- ☐ Summer care
- ☐ After school care
- ☐ None

30. Are you satisfied with your current childcare arrangements?

- ☐ Yes
- ☐ No
- ☐ N/A

31. Have you had any of the following childcare related problems in the past year?

	Yes	No	N/A
Difficulty paying childcare bill/tuition	☐	☐	☐
Finding temporary care	☐	☐	☐
Finding care for a sick child	☐	☐	☐
Finding care for a child with special needs	☐	☐	☐
Location of care	☐	☐	☐
Dependability of care	☐	☐	☐
Quality of care	☐	☐	☐
Scheduling of care to fit work schedule	☐	☐	☐
Obtaining a childcare subsidy or assistance	☐	☐	☐
Extensive time on a waiting list	☐	☐	☐

32. Please rank the following transportation needs in your community:

	Major Need	Minor Need	No Need	Unsure
Local transportation for shopping, medical, school or work	☐	☐	☐	☐
Out of town transportation for shopping, medical, school or work	☐	☐	☐	☐
Transportation for the general public	☐	☐	☐	☐
Training on how to use public transportation services	☐	☐	☐	☐
Additional hours of transportation operation (nights/weekends)	☐	☐	☐	☐

33. What health needs impact your community? (please check all that apply)

	Major Need	Minor Need	No Need	Unsure
There is limited access to health services so it is difficult to get a timely appointment with health professional.	☐	☐	☐	☐
Working conditions are toxic/unhealthy.	☐	☐	☐	☐
There is limited help for people to enroll in public health insurance programs.	☐	☐	☐	☐
Insurance programs do not cover enough of individual medical expenses or prescriptions.	☐	☐	☐	☐
Health care providers do not speak my language so I can receive services.	☐	☐	☐	☐

Other (please specify)

34. Please rank the extent to which you think the following occurs in your community:

	Great Extent	Some Extent	No Extent	Unsure
Families of color live in specific neighborhoods.	☐	☐	☐	☐
Children of color get the same quality of education as other children in my community who are not of color.	☐	☐	☐	☐
When seeking medical/health care I feel like my doctor's decisions are affected by my race, gender, or sexuality.	☐	☐	☐	☐
Individuals of color are represented among the public officials in my community.	☐	☐	☐	☐
Law enforcement officials in my community treat people of color the same as they treat other who are not of color.	☐	☐	☐	☐
I have been treated the same as others in my same job who are of another race or gender.	☐	☐	☐	☐
I have experienced difficulty finding housing due to my race or gender.	☐	☐	☐	☐

35. Please rank the need for social services in your community:

	Major Need	Minor Need	No Need	Unsure
Free/low cost mental health services.	☐	☐	☐	☐
Free/low cost substance abuse treatment services.	☐	☐	☐	☐
Programs for individuals/families who are homeless.	☐	☐	☐	☐
Help for people who need public assistance (CalFresh, Medi-cal, WIC)	☐	☐	☐	☐

36. Please rank the following community and neighborhood assistance needs:

	Major Need	Minor Need	No Need	Unsure
Emergency shelters for natural disasters	☐	☐	☐	☐
Neighborhood clean-up projects	☐	☐	☐	☐
Crime reduction/neighborhood safety programs	☐	☐	☐	☐
More public recreational facilities and parks	☐	☐	☐	☐
Improved infrastructure (streets, revitalization of buildings)	☐	☐	☐	☐

37. What are the strengths of your community (please check all that apply)?

- ☐ Youth Organizations
- ☐ Local Businesses
- ☐ Churches
- ☐ People
- ☐ Schools
- ☐ Other (please specify)

38. Is there anything else you would like to share or any additional comments you have regarding the needs of our community that have not been addressed in this survey? Your feedback is valuable to us in understanding the full scope of community needs and improving our services.

DRAFT

Appendix F



Fresno
Economic
Opportunities
Commission

Community Action Plan Public Hearing

Franklin Head Start 0-5
1189 Martin Ave
Fresno, CA 93706
April 1, 2025

**Scan the QR
Code to view
the Community
Action Plan**



<https://fresnoeoc.org/community-action-plan-2026-2027/>



Fresno
Economic
Opportunities
Commission

Community Engagement and Data Collection



Surveys:
3,542

clients, and the general community.



Focus Groups:
57

focus groups



Community Forums:

4

community forums and Over 500 attending



Interviews



Qualitative Data Approaches



Quantitative Data Sources



Community Sectors



Key Items of Poverty



Inadequate Housing:

42% of homes



Food Insecurity:

Over 50,000 low-income individuals

Unemployment and Low-Wage Jobs:



Unemployment rate 9.5%



Educational Inequities



Limited Access to Healthcare



Adverse Early Childhood



Experiences



Agency Priorities

-  **Stable Housing**
-  **Job Opportunities**
-  **Access to Healthcare**
-  **Nutritious Food**
-  **Safe and Clean Neighborhoods**
-  **Educational Resources and Support**



Programs and Services to Address Stable Housing

- **Sanctuary Homeless Services:** Provides emergency to permanent housing solutions using a Housing-First approach, including outreach services, housing navigation, and permanent housing support. Approximately 581 individuals are served annually.
- **Energy Services:** Offers utility payment assistance and weatherization measures to improve energy efficiency and safety, helping over 10,000 households annually.



Programs and Services to Address Job Opportunities

- **Local Conservation Corps (LCC):** Offers paid job training to ages 18-26 and educational opportunities for young adults, including high school diploma programs and college credit courses. Approximately 141 individuals are served annually.
- **Valley Apprenticeship Connections (VAC):** Provides a 12-week training program to ages 18-64 to prepare individuals for the construction workforce. Approximately 62 individuals are served annually.
- **Workforce Connection Young Adult Program:** Guides young adults ages 14-24 towards education, training, and career development. Approximately 441 individuals are served annually.
- **Summer Internship Program:** Targets high school graduates transitioning to postsecondary education, offering mentorship opportunities. Approximately 81 individuals are served annually.



Programs and Services to Address Access to Healthcare

- **Community Health Center:** Provides reproductive health services, STI testing, and transportation for teens to clinic appointments. Approximately 2,476 individuals are served annually.
- **Dental Health & School-Based Sealant Program:** Offers dental screenings, education, and preventative services to low-income families. Approximately 2,950 individuals are served annually.
- **Adolescent Health Education Program:** Delivers health education and case management services on topics like reproductive health and healthy relationships. Approximately 11,123 individuals are served annually.
- **LGBTQ+ Resource Center:** Provides STI screenings, supportive healthcare, and mental health services. Approximately 438 individuals are served annually.



Programs and Services to Address Nutritious Food

- **Women, Infants & Children (WIC):** Provides healthy food, nutrition education, and breastfeeding support to over 27,000 participants annually.
- **Food Distribution:** Distributes essential food commodities to low-income families in rural and inner-city areas. Approximately 13,942 households are served annually.
- **Food Services Home Delivery:** Delivers nutritious meals to homebound seniors. Approximately 1,200 individuals are served annually.
- **Summer Meals for Kids:** Offers free nutritious meals to children and disabled individuals during the summer break.



Programs and Services to Address Safe and Clean Neighborhoods

- **Advance Peace Fresno:** Implements healing-centered strategies to reduce gun violence through mentorship and conflict resolution. Approximately 60 individuals are served annually.
- **Central Valley Against Human Trafficking (CVAHT):** Supports survivors of human trafficking with resources and personalized action plans. Approximately 121 individuals are served annually.
- **LGBTQ+ Resource Center:** Provides a safe space and expert guidance on resources, including STI screenings, supportive healthcare, and housing assistance. Approximately 438 individuals are served annually.
- **Transit Systems:** Provides transportation services, including a shuttle service for students, enhancing access to education and reducing travel challenges. Approximately 80,000 individuals are served annually.



Programs and Services to Address Educational Resources and Support

- **Head Start 0 to 5:** Offers educational, emotional, social, health, and nutritional services to children and families, preparing children for academic success. Approximately 2,000 individuals are served annually.
- **School of Unlimited Learning (SOUL):** Provides comprehensive educational experience with classroom-based and independent study options, along with case management support. Approximately 223 individuals are served annually.
- **Foster Grandparent Program:** Engages older adults ages 55+ in volunteer activities to support children's education and emotional literacy. Approximately 55 individuals are served annually.



New Initiatives

- **Community Health Worker (CHW) Initiative:** Train and deploy CHWs who are familiar with the local community and can provide culturally competent support.
 - CHWs can help patients navigate the healthcare system, make appointments, and understand medical conditions and treatments.
 - CHWs can also conduct outreach and education, helping individuals understand the available services, such as Medi-Cal, and connect them to healthcare providers.
- **Community Supports Initiative:** Provide non-medical services to address social determinants of health (e.g., housing, food insecurity, transportation). For instance, the agency could offer free transportation to medical appointments or help families access medically tailored meals.
- **Enhanced Care Management (ECM) Initiative:** Offer comprehensive care coordination for individuals with complex healthcare needs. Case managers can oversee the patient's care and help connect them to a wide range of healthcare services, from medical appointments to behavioral health and social support services.



We Need Your Feedback!

- This session will be a **comment session only**.
- Each person will have **two minutes** to provide their comment.
- Please speak clearly into the microphone as all comments will be recorded in our action plan.
- The intention of this hearing is to **obtain feedback** regarding our plan to address the needs identified. We ask that comments remain focused on the action plan.
- Additional feedback can be provided at <https://fresnoeoc.org/community-action-plan-2026-2027/>



Thank you!

DRAFT

Appendix G

Hoja de Registro para la Audiencia Pública del Plan de Acción Comunitaria de Fresno EOC

[illegible]



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Head Start 0 to 5
Agenda Item #: 11	Interim Director: Michael Balderas
Subject: Consolidating the Head Start Regional Offices	Officer: Brian Angus

Recommended Action

The Interim Chief Executive Officer would like to keep the Board apprised of the recent consolidation of the Head Start Regional Offices.

Background

On April 3, 2025, Fresno EOC Head Start 0 to 5 received notification from the Deputy Assistant Secretary for Early Childhood Development, Department of Health and Human Services Administration for Children and Families, Dr. Laurie Todd-Smith, informing the program that the Department of Health and Human Services (HHS) Secretary Robert F. Kennedy recently announced a major restructuring in accordance with President Trump's Executive Order "Implementing the President's 'Department of Government Efficiency' Workforce Optimization Initiative."

As part of this restructuring, HHS is consolidating its 10 regional offices into 5, closing offices in Boston, New York, Chicago, Seattle, and San Francisco, effective April 1, 2025. The Region IX Office located in San Francisco, CA is the regional office that Fresno EOC is assigned to and oversees the operations of our Head Start 0 to 5 program. Currently, we have not received any further guidance or information from Office of Head Start. The Office of Head Start (OHS) staff remain fully committed to supporting Head Start grant recipients and the important work you do to serve children and families across the nation.

While HHS stated the restructuring will not impact the critical services we provide to many children and families in Fresno County, we may experience a delay in review and approval of 1303 applications for Huron, Local Conservation Corps, Mendota; Budget Revision for ARPA/CRRSA funds, and the recent Change of Scope that was submitted in March 2025.

Fiscal Impact

The consolidation of regional offices may delay review and approval of budget revisions and carryover applications the program has submitted, as monies cannot be spent until approval is received from the regional office.



Conclusion

We will continue to keep the Board apprised of any additional information regarding the consolidation of regional offices as we are informed.



BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: Training and Employment
Agenda Item #: 12	Director: Patrick Turner
Subject: Internship Demographics Report	Officer: Sherry Neil

Recommended Action

The information presented below is intended to keep the Board apprised on the demographics of clients served by the Internship Program.

Background

Fresno EOC has maintained a Summer Internship Program since 2012, which has now evolved into a year-round initiative. This program builds on the foundation of our Summer Youth Employment Program that has been in place since the early 1970s.

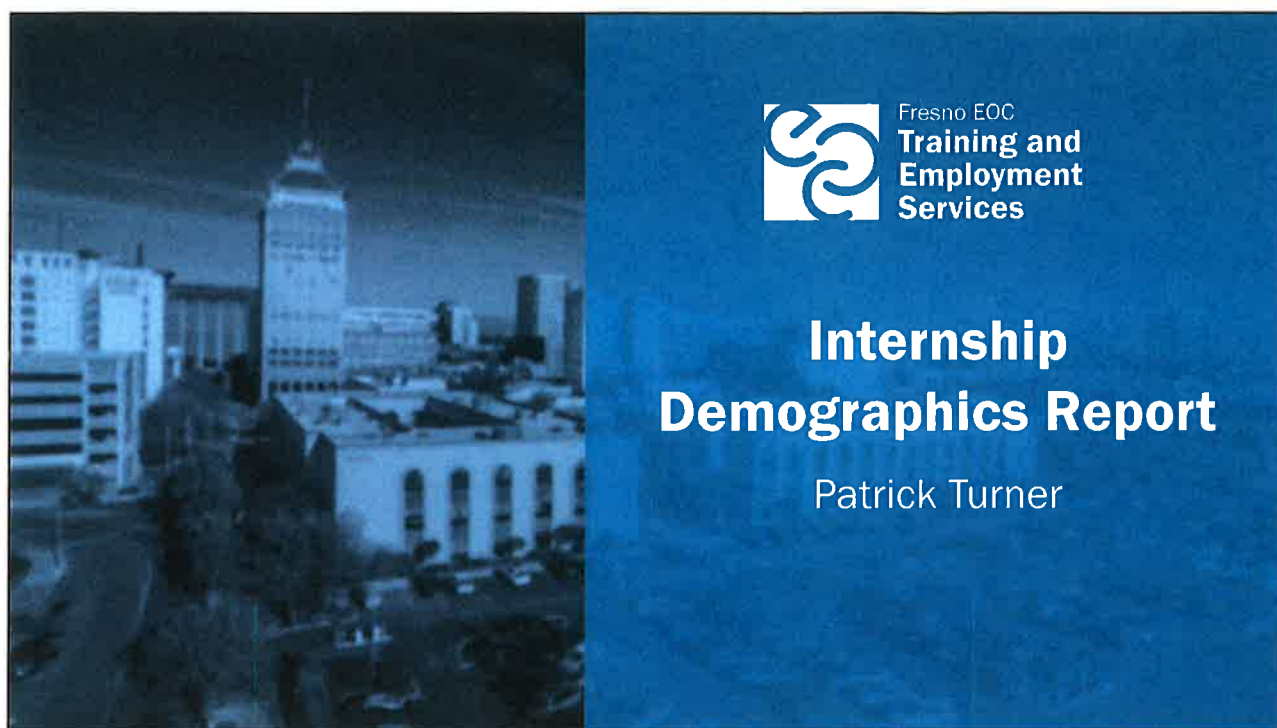
During the Board meeting on March 17, 2025, the Training and Employment staff provided an overview of the program. Following the presentation, several Commissioners expressed interest in obtaining demographic information about the individuals we serve.

Fiscal Impact

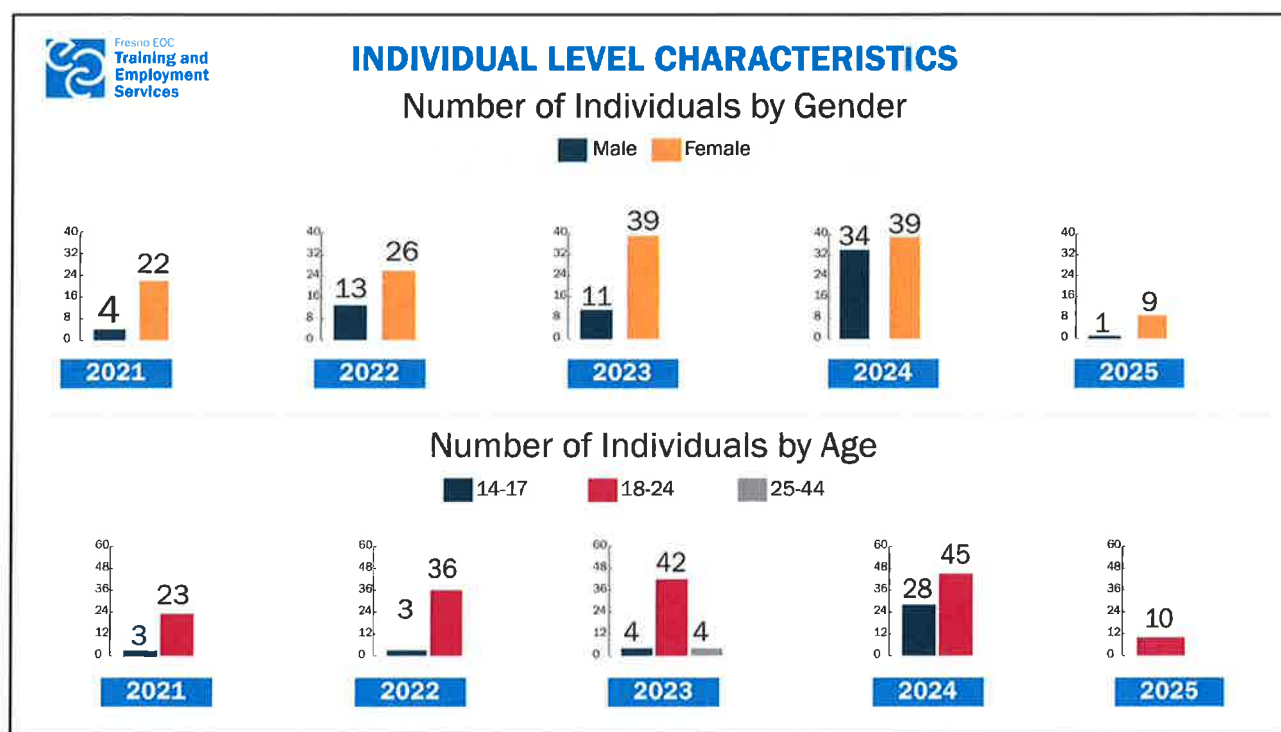
Action on this agenda item will have no fiscal impact.

Conclusion

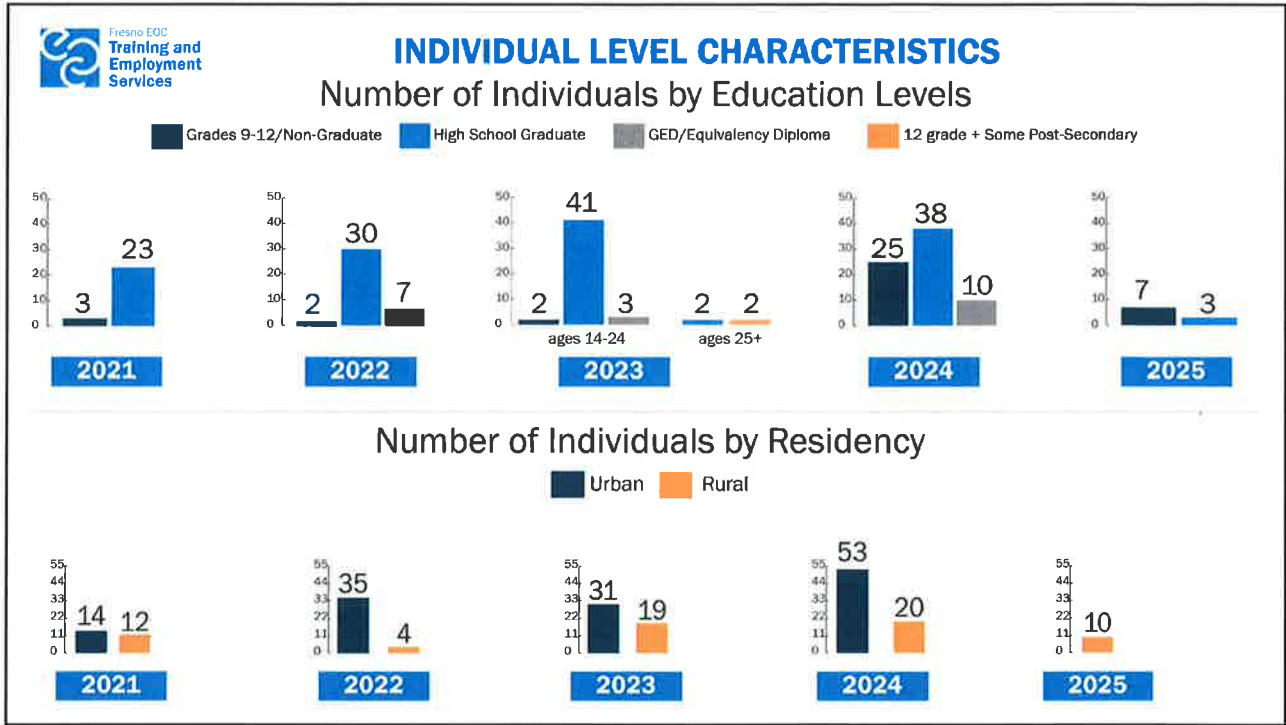
Training and Employment are proud to uphold our tradition of offering youth their first job and introduction to the workforce. We are grateful for the trust placed in us by the youth and their parents who come to us each year, drawn by our staff's longstanding reputation for serving the community for over 50 years.



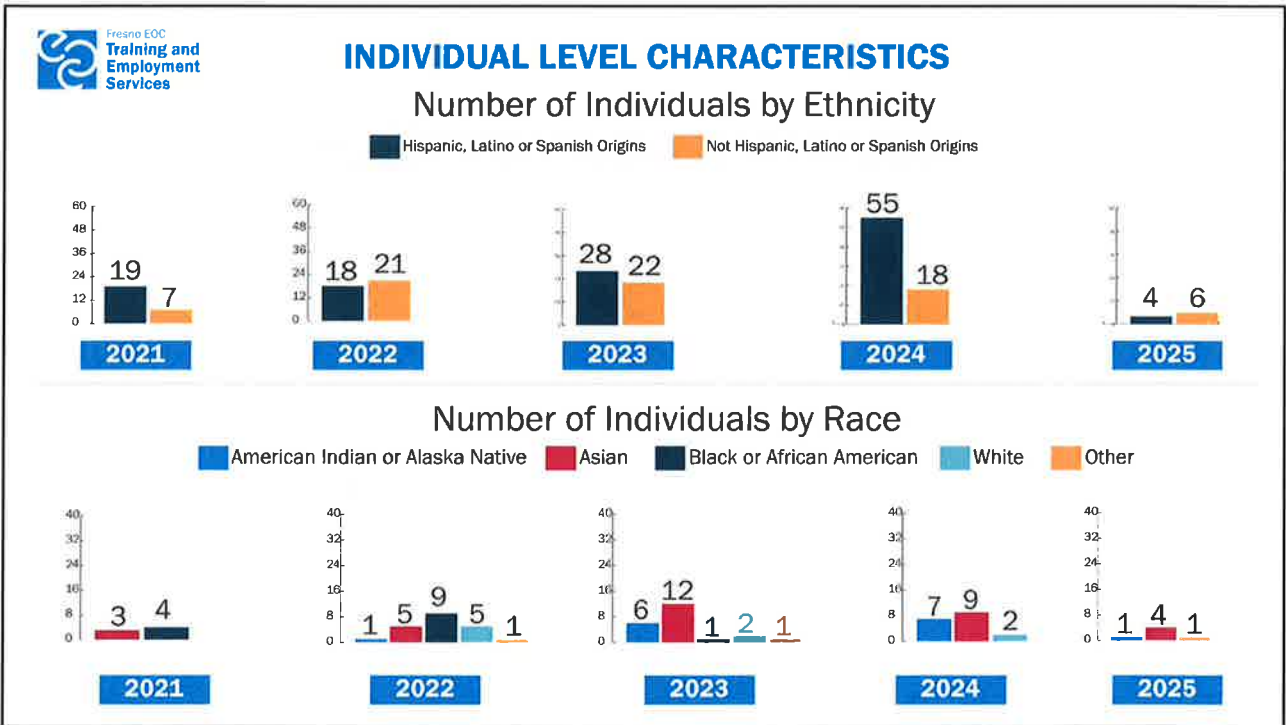
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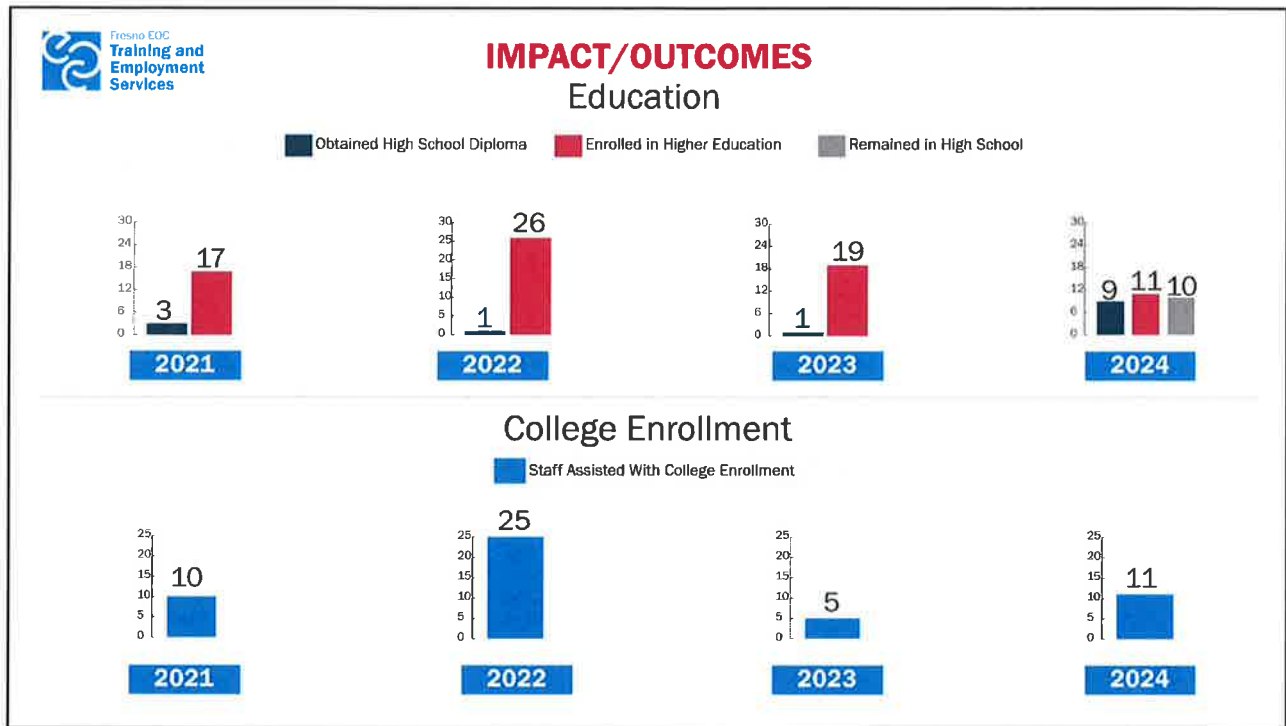
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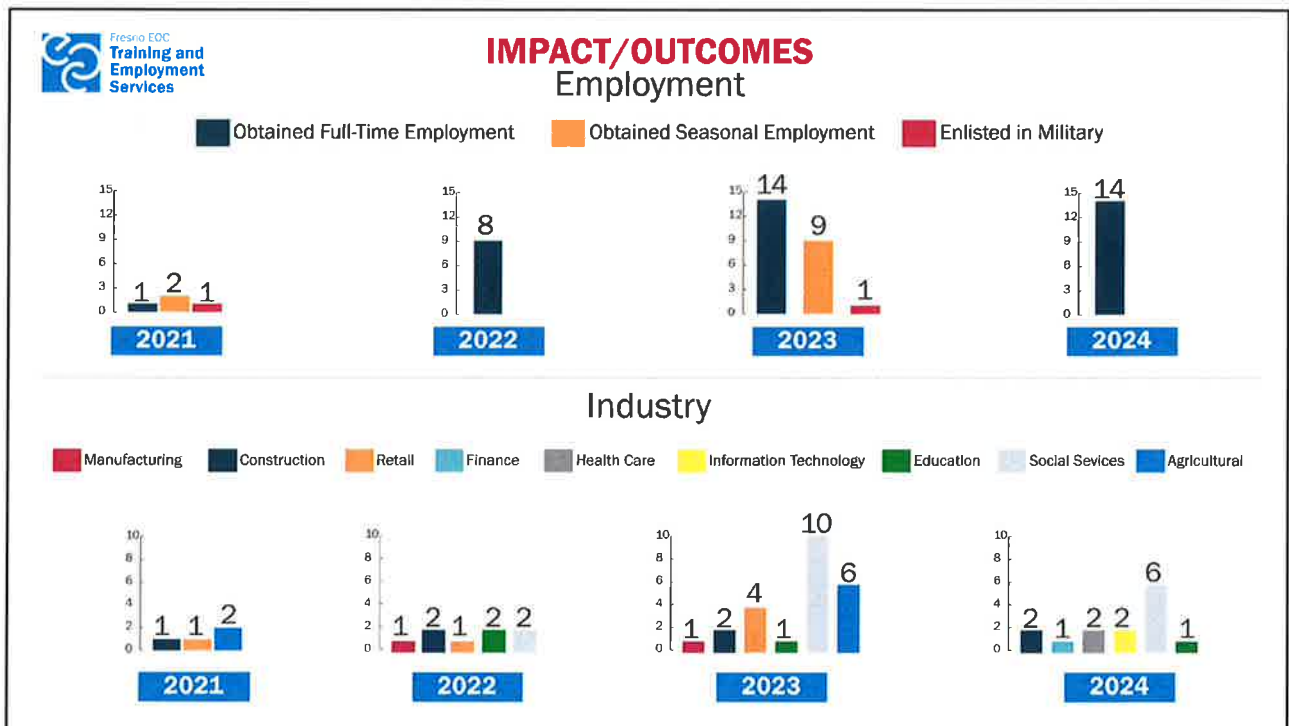
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BOARD OF COMMISSIONERS MEETING

Date: April 21, 2025	Program: N/A
Agenda Item #: 13	Director: N/A
Subject: Federal Funding Impacts Update	Officer: Brian Angus

Recommended Action

The information presented below is intended to keep the Board apprised on the impacts of federal funding on our agency programs.

Head Start 0 to 5

The U.S. Department of Health and Human Services closed five Head Start regional offices in New York, Boston, Chicago, San Francisco and Seattle, according to the National Head Start Association. New Jersey providers said they rely on their regional office for support, so the closure of the regional office in New York has led to stress and uncertainty.

Health Services – Community Health Clinic

California is 1 of the 22 TEMPORARILY WITHHELD Title X non-compete grant awards. Essential Access is the recipient. Fresno EOC is a sub-recipient of Essential Access Awards. Health Services currently has funding in the amount of \$120,000 for FY 04/01/2025 through 03/31/2026.

There has been no new information provided by the US Department of Health and Human Services (HHS) about the status of the 22 “temporarily withheld” Title X noncompete continuation grant awards for 16 grantees across the country. On Thursday, April 10, the ten-day deadline set by HHS in notices to the impacted directing them to respond to an extensive documentation request related to the withholding of funds due to “possible violations” of grant terms and conditions, including federal civil rights law.

Local Conservation Corps (LCC) and Foster Grandparent Program (FGP)

YouthBuild Global and the Foster Grandparent Program (FGP) has been made aware of unsettling developments emerging from Washington, D.C. related to a recent review of AmeriCorps conducted by the Department of Governmental Efficiency (DOGE). Reports indicate that approximately 85% of AmeriCorps agency staff have been placed on administrative leave with pay, which may result in **significant implications for all active AmeriCorps State and National grantees**, including YouthBuild Global.

While this situation is still evolving and new information continues to surface, staff are proactively attending meetings to learn more. LCC Director, Shawn Riggins attended an emergency call meeting on Thursday, April 17, 2025, and an Urgent Corps Directors Call on Friday, April 18, 2025, with The Corps Network.

Low Income Home Energy Assistance Program (LIHEAP)

The Federal Administration has abruptly laid off the entire staff running a \$4.1 billion program to help low-income households across the United States pay their heating and cooling bills. The firings threaten to paralyze LIHEAP which was created by Congress in 1981 and helps to offset high utility bills for roughly 6.2 million people from Maine to Texas during frigid winters and hot summers.

CSD is working to learn more and will keep service providers updated as more information, including information on pending award letters and pending funding reimbursements, becomes available.

Sanctuary & Support Services

All 13 employees of the US Interagency Council on Homelessness, or USICH, received notice from the agency’s Acting Director on Tuesday April 15, 2025, informing them that they were being put on administrative leave, starting immediately.

Agency Wide

From: David Bradley
National Community Action Foundation
April 17, 2025

More documents concerning President Trump's FY2026 budget proposal continue to surface. From a number of sources today, we received the US Department of Health and Human Services (HHS) portion of the Trump budget. ***The Community Services Block Grant (CSBG), Head Start and LIHEAP are zeroed out.*** The totality of proposed program eliminations within HHS is breathtaking. We're hearing that every federal agency is facing cuts equal to or exceeding those proposed in the HHS budget. Additionally, we're hearing that another round of federal employee firings are underway.

The challenges we are facing on all fronts, most likely including the Weatherization Assistance Program (WAP), are daunting. ***The good news (if there is any good news): we've been preparing for this moment since before the 2024 elections.*** I'm going to be asking CAAs and much of the Network to do some heavy lifting with their congressional delegation very shortly. Members of Congress, especially Republicans, who profess to support our programs are going to be put to the test on how they vote and how they respond to this challenge. We will remember those that fail the test. And, those that assist in winning this fight, we will never forget.

In the coming hours and days, we will be having conversations, and you should expect developments, both good and bad, daily. You should view this particular battle as lasting until the end of September. But remember, even if we are successful, which I believe we will be, this is only just one battle in what is going to be an all-out, two-year war on defining the role and responsibilities of government and the values that determine what kind of society America is going to achieve.

I need your full participation and cooperation and support. I want you to know that NCAF's up for this moment.

Yours in winning,

David



April 21, 2025

INTERIM CEO REPORT

School of Unlimited Learning Visited the California District Courthouse

On March 21, 2025, Fresno EOC School of Unlimited Learning (SOUL) Street Law students had the unforgettable experience of visiting the California District Court (Eastern Division), where SOUL students spent time with The Honorable Judge Ana de Alba! SOUL students got a firsthand look at the justice system in action—an inspiring and educational day for our future changemakers.

Head Start 0 to 5 National Nutrition Month

Head Start 0 to 5 celebrated National Nutrition Month in a fun and tasty way at Sequoia Head Start. The children enjoyed a delicious, interactive, and nutritious lunch that brought big smiles to their faces.

WIC Retreat "Viva Las Veggies"

On March 26, 2025, WIC hosted an All-Staff March Retreat at Holland Park West from 8:30 a.m. – 5:30 p.m. and placed an ad in Central California Parent Magazine to promote WIC in honor of National Nutrition Month.

Head Start 0 to 5 Annual Parent Conference "Blossom Into Health & Wellness"

On April 4, 2025, Fresno EOC Head Start 0 to 5 had their Annual Parent Conference "Blossom Into Health & Wellness" at the Clovis Veterans Memorial District. This conference is for Head Start parents, offering resources and workshops.

Valley Apprenticeship Connection (VAC) Selma/Kerman Graduation

On April 4, 2025, 16 students from Valley Apprenticeship Connections in Selma graduated, and on April 11, 2025, 14 students from Kerman graduated from the Construction Pre-Apprenticeship Program. Students completed their 12-week pre-apprenticeship program to become the future workforce in the construction industry.

School of Unlimited Learning - Off-site Learning Experience

On April 4, 2025 SOUL took 22 students to Fresno State for a campus visit. They were greeted by the Director of Medical Services, Dr. Robert Mitchell, M.D. As a native of West Fresno, Dr. Mitchell was happy to share his story with students. Students were taken on a tour of the facility and visited radiology, pharmacy, the laboratory, and the mental health department.

The second part of the visit included a visit of the football facilities. California State University (CSU), Fresno's cornerbacks coach, JD Williams spoke with the students on life, education, and

athletics. Students toured the weight room, locker room, and physical therapy area. The visit ended with pictures on the field inside of Bulldog Stadium.

Local Conservation Corps – 2025 Corpsmember Conference

During the week of April 7, 2025, the Fresno EOC Local Conservation Corps (LCC) joined 13 other Local Corps from throughout the state for the 2025 Corpsmember Conference. During Day 1, corps members had the opportunity to share life and work experiences with other young people from across the state. During Day 2, Fresno EOC LCC staffed a booth at the Capitol to share their work experiences with visitors to the booth, including staff from CalRecycle, California Conservation Corps, CAL FIRE, and other state agencies, and also met with staff of Assemblymember Esmeralda Soria. LCC is also appreciative of the opportunity to meet directly with Assemblymember Joaquin Arambula at his office. In addition, a second group of corpsmembers participated in a Service Day along with other Corps at the Sacramento Valley Conservancy Camp Pollock, assisting with trail maintenance, and other activities.

Agency Bus Tour - Wells Fargo

On April 11, 2025, Fresno EOC hosted a special agency tour for Julia Diele, Vice President, Wells Fargo Bank, offering a firsthand look at programs such as Sanctuary and Support Services, SOUL, and Head Start. The tour provided an opportunity to meet staff, witness the impact of our work, and build meaningful connections.

Head Start 0 to 5 Health Fair

On April 14-15, 2025, Fresno EOC Head Start 0 to 5 hosted their Health Fair at Franklin Head Start from 9:00 a.m. – 3:00 p.m. Head Start children received a free physical exam, immunizations, hearing, vision, and dental screening.

Leadership Team

On April 17th, over 35 of our Fresno EOC leadership team members had the pleasure of attending an engaging workshop presented by Dr. Matthew Jendian, professor of Sociology and Humanics at CSU, Fresno. The timely & inspirational presentation was entitled, “Excelling Through Transitions”, and was well received by all attendees.

LGBTQ+ Resource Center Relocating

The Fresno EOC LGBTQ + Resource Center is moving beginning May 1st, the LGBTQ will be located at 1900 Mariposa Street, Suite 113. Drop-in hours beginning May 5th: Monday – Thursday 10:00 a.m. – 5:00 p.m.

Advance Peace – National Forum

Advance Peace operates in a network of 11 cities across the United States which includes Advance Peace Fresno. In April 2025, Domingo Gonzales was recognized as the 2024 Neighborhood Change Agent (NCA) of the year during the Advance Peace National Forum with the most engagements, referrals, services, outreach, and conflict responses. Domingo has been with the Advance Peace Fresno team since November 2023 and has proven his commitment to end cyclical & retaliatory gun violence within our community. The Advance Peace Fresno team was also recognized as second in the nation for their work in Conflict & Mediation, Outreach Engagement, and Fellow Assistance.