



# Board Meeting

August 24, 2022 at 5:30 p.m.

Fresno EOC Board Room

1920 Mariposa Street, Suite 310

Fresno, CA, 93721



# BOARD MEETING AGENDA

**AUGUST 24, 2022 AT 5:30 PM**

<b>1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:</b> Pledge of Allegiance to be led by Linda Hayes	Action	Presenter
<b>2. ROLL CALL</b>  A. Roll Call - 6		
<b>3. APPROVAL OF PREVIOUS MINUTES</b>  A. May 25, 2022 Board Meeting Minutes - 7  B. July 6, 2022 Special Board Meeting Minutes - 10	Approve	
<b>4. PUBLIC COMMENTS</b> (This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the Agenda.)		
<b>5. ADDITIONS TO THE AGENDA</b> (The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the Board after the posting of this agenda.)		
<b>6. POTENTIAL CONFLICT OF INTEREST</b> (Any Board Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.) (FPPC §87105)		
<b>7. COMMUNITY NEEDS ASSESSMENT</b>  A. Community Needs Assessment - 11	Information	Pineda
<b>8. TRANSFORMING AND INSPIRING</b>  A. Transforming & Inspiring.docx - 12	Information	Tutunjian
<b>9. HEAD START 0 TO 5</b>  A. County-Wide Policy Council Bylaws Revisions.pdf - 13  B. Budget Revision for Coronavirus Response and Relief Supplemental Appropriations Act.pdf - 23  C. Budget Revision for American Rescue Plan Act.pdf - 29  D. Quality Improvement Application.pdf - 38	Approve	Lazzarini
<b>10. STRATEGIC PLAN ADOPTION</b>  A. Strategic Plan Adoption.docx - 46	Approve	Williams

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**11. FINANCIAL REPORTS**

A. Agency Financial Report.pdf - 48

**Approve**

**Garabedian**

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**12. PERSONNEL POLICIES AND PROCEDURES MANUAL**

A. Personnel Policies and Procedures Manual.pdf - 51

**Approve**

**McCoy**

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**13. SALARY RATE TABLE**

A. Salary Rate Table.pdf - 58

**Approve**

**McCoy**

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**14. APPROVAL OF CONSENT AGENDA**

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

**A. Audit Committee Items – June 1, 2022**

**Approve**

**Martinez**

1. February 17, 2022 Audit Committee Meeting Minutes - 61
2. Audited Financial Statements - 63

**B. Finance Committee Items – June 8, 2022**

**Approve**

**Hayes**

1. April 13, 2022 Finance Committee Minutes - 172
2. Financial Reports: March/April 2022 - 174
3. Insurance Policy Renewals - 186
4. Non-Competitive Procurement (Information) - 193
5. Health Insurance Report (Information) - 195
6. Investment Report (Information) - 197
7. Variance Reports: WIC/SOUL (Information) - 198

**C. Program Planning and Evaluation Committee Items – June 13, 2022**

**Approve**

**Arambula**

1. Transit Systems: Accessible Transportation Resource Partnership - 203
2. Head Start 0-5: March 2022 Monthly Program Update Report (PUR) - 206
3. Head Start 0-5: Cost of Living Adjustment Funding Application - 210
4. Sanctuary And Support Services: Enhancing Access to Comprehensive Services for Human Trafficking Victims - 219
5. Sanctuary And Support Services: Preventing Trafficking of Girls - 221
6. Sanctuary And Support Services: Independent Contract Consultants - 223
7. Sanctuary And Support Services: Homeless Services to Young Adults - 225
8. Health Services: Office of Population Affairs Grant - 226
9. Training And Employment Services: Monitoring Reports (Information) - 228
10. Training And Employment Services: FY 2022 -2023 Urban South Youth Services (Information) - 236
11. Food Services: 2022 Summer Food Service Program (Information) - 237

12. Equity And Impact: Grant Tracker (Information) - 242

**D. Program Planning and Evaluation Committee Items – July 11, 2022**      **Approve**      **Arambula**

1. June 13, 2022 Program Planning and Evaluation Committee Meeting Minutes - 245
2. African American Coalition: Health Ambassadors for People Experiencing Homelessness - 249
3. Head Start 0-5: April 2022 Monthly Program Update Report (PUR) - 251
4. Health Services - African American Coalition: COVID-19 Community Health Project 3.0 - 255
5. Energy Services: 2022 Weatherization Assistance Program - 257
6. Transit Systems: 2022-23 Fresno Rural & Urban CTSA Amendment to Agreements - 259
7. Sanctuary And Support Services: Basic Center Program Monitoring and Review (Information) - 261
8. Equity And Impact: Grant Tracker (Information) - 271

**E. Finance Committee Items – July 13, 2022**      **Approve**      **Garabedian**

1. June 8, 2022 Finance Committee Meeting Minutes - 274
2. Financial Reports: Head Start Financial Status Report – May 2022 - 277
3. Non-Competitive Procurement (Information) - 282
4. Health Insurance Report (Information) - 284

**F. Program Planning and Evaluation Committee Items – August 8, 2022**      **Approve**      **Arambula**

1. July 11, 2022 Program Planning and Evaluation Committee Meeting Minutes - 286
2. Head Start 0-5: Program Update Report (PUR) for April, May & June 2022 - 289
3. African American Coalition: COVID-19 Related Health Disparities Interventions - 297
4. Training and Employment Services: 2022 Title II Grant Program - 298
5. Training and Employment Services: Medicare Savings Program - 299
6. Advance Peace Fresno: City of Fresno Violence Intervention and Prevention - 300
7. Food Services: FY 2022-23 Food Services Agreements - 302
8. Energy Services: 2022 Supplemental Low-Income Energy Assistance Program - 304
9. Sanctuary and Support Services: Repurpose Shelter Facility (Information) - 307
10. Equity And Impact: Grant Tracker (Information) - 308

**G. Human Resources Committee Items – August 15, 2022**      **Approve**      **McCoy**

1. May 16, 2022 Human Resources Meeting Minutes - 311

- 2. HR Scorecard – Q2 2022 (Information) - 314
- 3. Plan Financials and Investment Report - 316
- 4. Investment Fund Change (Information) - 321
- 5. Retirement Plan Demographics (Information) - 322
- 6. Investment Performance Summary (Information) - 326

**H. Finance Committee Items – August 16, 2022**

**Approve**

**Garabedian**

- 1. July 13, 2022 Finance Committee Meeting Minutes - 332
- 2. Financial Reports: June 2022 - 335
- 3. Non-Competitive Procurement (Information) - 342
- 4. Health Insurance Report (Information) - 343
- 5. Investment Reports (Information) - 345
- 6. Variance Reports: Covid 19 – Equity Projects (Information) - 346

**I. Advisory Boards**

**Accept**

- 1. February 24, 2022 Local Conservation Corps Advisory Board Minutes - 348
- 2. March 10, 2022 Sanctuary and Support Services Advisory Minutes - 351
- 3. May 3, 2022 Head Start County Wide Policy Council Minutes - 353
- 4. June 7, 2022 Head Start County Wide Policy Council Minutes - 358
- 5. June 15, 2022 Local Conservation Corps Advisory Board Minutes - 362
- 6. July 5, 2022 Head Start County Wide Policy Council Minutes - 366

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

- A. CEO Report.docx - 371

**Information**

**Reyes**

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**16. COMMISSIONERS’ COMMENT**

**Hayes**

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**17. NEXT MEETING:**

Wednesday, October 26, 2022 at 6:00p.m.

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**18. ADJOURNMENT**

### BOARD OF COMMISSIONERS ROLL CALL 2022

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

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

BOARD OF COMMISSIONERS MEETING  
May 26, 2022 at 6:00 PM

MINUTES

1. **CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:05 P.M.

2. **ROLL CALL**

**Present:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Absent:** Oliver Baines, Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Rey Leon, Daniel Martinez, Barigye McCoy, Lisa Mitchell, Sherry Neil and Jimi Rodgers.

3. **APPROVAL OF MARCH 23, 2022 MINUTES**

Public Comment: None heard.

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

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Nays:** None heard

4. **PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

5. **ADDITIONS TO THE AGENDA**

Gabriel Delgado, Legal Counsel, added the following closed session items:

- Item 12: Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to § 54956.9(d)(4): Number of cases: 1
- Item 13: Termination of Grant Funding Agreement with the Department of Health & Human Services for Sanctuary Youth Shelter's Basic Center Program.

Public Comment: None heard.

6. **POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

7. **TRANSFORMING AND INSPIRING**

Nidia Davis, Head Start Program Support Director, read a statement from Maria Barajas, an Early Head Start parent from Jane Addams.

Public Comment: None heard.

No action required.

## 8. **TRAINING AND EMPLOYMENT**

Jeff Davis, Training and Employment Services Division Director, provided a brief presentation on the Apprenticeship Building America application submitted to the U.S. Department of Labor.

**Motion by:** Garabedian      **Second by:** Robles

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Nayes:** None heard.

Public Comment: None heard.

## 9. **ENERGY SERVICES**

Joseph Amader, Energy Services Director, provided a brief presentation on the Low-Income Household Water Assistance Program (LIHWAP) Agreement with the State of California Department of Community Services and Development (CSD).

**Motion by:** Arambula      **Second by:** Garabedian

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Nayes:** None heard.

Public Comment: None heard.

## 10. **STRATEGIC PLAN UPDATE**

Kevin Williams, Manager of Equity and Inclusion, provided a detailed update on the Strategic Plan process.

Board Chair Hayes requested for the proposed draft Strategic Plan to be sent prior to the August Board Meeting.

Public Comment: None heard.

No action required.

## 11. **APPROVAL OF CONSENT AGENDA**

**Motion by:** Garabedian      **Second by:** Pimentel

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Nayes:** None heard.

Public Comment: None heard

## 12. **CLOSED SESSION**

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

## 13. **CLOSED SESSION**

Gabriel Delgado, Legal Counsel, reported out the following statement:  
Relinquish of Grant Funding Agreement with the Department of Health & Human Services for Sanctuary Youth Shelter's Basic Center Program.

**Motion by:** Pimentel      **Second by:** Garabedian

**Ayes:** Amy Arambula, Ed Avila, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, James Martinez, Bruce McAlister, Alena Pacheco, Robert Pimentel, Itzi Robles, Steven Taylor and Ruben Zarate.

**Nays:** None heard.

Public Comment: None heard.

**14. CHIEF EXECUTIVE OFFICER'S REPORT**

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

Public Comment: None heard.

No action required.

**15. COMMISSIONERS COMMENT**

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

Board Chair Hayes: requested a moment of silence for the recent Robb Elementary School shooting that took place in Uvalde, Texas as well as for the Buffalo mass shooting.

Commissioner James Martinez shared with the Board, Staff and members of the public, the upcoming 32<sup>nd</sup> annual Parade event taking place on Saturday, June 4<sup>th</sup> 2022 in Fresno's Tower District at 10am. Commissioner Martinez also mentioned Fresno State 2<sup>nd</sup> annual flag-raising on June 1<sup>st</sup>, 2022.

Commissioner Itzy Robles mentioned the importance to vote during the upcoming Statewide Direct Primary Elections taking place June 7, 2022.

Commissioner Ed Avila thanked EOC Catering staff for a wonderful and delicious served meal during the Board Meeting.

Chair Hayes, congratulated Commissioner Dr. Robert Pimentel for his recent appointment by State Center Community College District trustees as the new president of Fresno City College. Dr. Pimentel is Fresno City's Vice President of Educational Services and Institutional Effectiveness and has been at the community college since 2018.

Commissioner Alysia Bonner shared with the Board, the upcoming Annual Juneteenth Festival taking place at the Convention Center on June 16-20, 2022. The event celebrates and further America's creed of freedom for all of its citizens, as well as the right and privilege to pursue equality and justice for all.

No action required.

**16. NEXT MEETING:**

Wednesday, August 24, 2022, at 6:00 p.m.

**17. ADJOURNMENT**

Public Comment: None heard.

No action required.

**SPECIAL BOARD OF COMMISSIONERS MEETING  
JULY 6, 2022 at 6:00 PM**

**MINUTE**

**1. CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:01 P.M.

**2. ROLL CALL**

**Present:** Amy Arambula, Ed Avila, Oliver Baines, Alysia Bonner, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Rey Leon, Daniel Martinez, James Martinez, Bruce McAlister, Sherry Neil, Alena Pacheco, Robert Pimentel, and Steven Taylor.

**Absent:** Jewel Hurtado, Lupe Jaime-Mileham, Brian King, Barigye McCoy, Lisa Mitchell, Itzi Robles, Jimi Rodgers and Ruben Zarate.

**3. PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

**4. POTENTIAL CONFLICT OF INTEREST**

There were no conflict of interest.

**5. ADVANCE PEACE FUNDING UPDATE**

CEO, Emilia Reyes, provided a detailed update of Advance Peace events and funding status. During her update, highlights from the Fresno City Council Meeting (06/20/22) were presented to the Board.

**6. NEXT MEETING:**

Wednesday, August 24, 2022 at 6:00p.m.

**7. ADJOURNMENT**

Public Comment: None heard.

No action required.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 7	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Community Needs Assessment	<b>Officer:</b> Jack Lazzarini

**Background**

The information presented is intended to keep the Board apprised on the Community Needs Assessment Year 1 of a 5 year grant. The Community Needs Assessment provides a starting point for understanding community strengths and identifying gaps in services. It helps mobilize necessary resources and is useful for ensuring that the correct services are provided to the appropriate population. When used in conjunction with other program data, it informs program planning. In addition, the Community Needs Assessment covers the community’s history, its economic and political scene, and its strengths and challenges.

The Community Needs Assessment for 2021 was conducted as required by Head Start Program Performance Standards (HSPPS), Subpart A §1302.11b and can be found posted on our [EOC Website](#).

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Training and Employment
<b>Agenda Item #:</b> 8	<b>Director:</b> Jeff Davis
<b>Subject:</b> Transforming and Inspiring	<b>Officer:</b> Michelle Tutunjian

### Background

After 42 years of dedicated community action service, our dear friend and colleague **Jeff Davis Jr., Fresno EOC Training and Employment Services Division Director, is retiring on August 26, 2022.** Jeff has put in his time and leaves us now with warmer plans in mind. The clock will be punched for the last time and the daily grind will be left behind.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 9A	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> County-Wide Policy Council Bylaws Revisions	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends approval of County-Wide Policy Council (CWPC) Bylaws revisions.

### Background

Head Start 0 to 5 staff reviews the CWPC Bylaws every two years to determine if there should be modifications to the document and present the revised bylaws to the CWPC for approval. Amendment of the bylaws consist of the following: adding contractors (Fresno Unified School District and Fresno County Superintendent of Schools), reimbursement to include technology stipend, steps to take when a vacancy occurs in the CWPC Executive Board as it pertains to a vacancy of the Chairperson, correction of personnel job titles, and removal of the monthly CWPC Executive Board meetings.

Currently, the bylaws read as, “the CWPC Executive Board meeting shall meet prior to the CWPC’s regular meeting to prepare its agenda,” Article VI. Committees, Section 1. CWPC Executive Board (B). However, staff are recommending the CWPC Executive Board meetings be removed, as it is not necessary to conduct an additional meeting to prepare or review the agenda with the full Executive Board. Per the Robert’s Rule of Order, a meeting can be held individually with the Executive Board Chair to create, review, and give final approval of the agenda prior to the scheduled CWPC meeting or any other special meetings. Recommended changes to the bylaws will read as, “The Chairperson shall participate in the development of the CWPC meeting agenda and provide final approval prior to scheduled meetings or any other special meetings” Article VI. Committees, Section 1. CWPC Executive Board (C).

The CWPC Executive Board review and approved recommended revisions at their August 2, 2022 meeting.

### Fiscal Impact

None

### Conclusion

If approved by the Board, the County-Wide Policy Council Bylaws will be effective September 1, 2022. If not approved, appropriate revisions will be made for reconsideration.



## HEAD START 0 TO 5 COUNTY-WIDE POLICY COUNCIL BYLAWS

### INTRODUCTION

Fresno Economic Opportunities Commission (EOC) Head Start 0 to 5 understands the unique role and responsibility of serving young children in the community and their families. Staff recognize that the family is the child's first teacher and are committed to enhancing the relationship between parents/guardians and the teacher/home base educator/caregiver.

Fresno EOC Head Start 0 to 5's goals are to strengthen parents as individuals and as partners, offering support and information to enable them to perform leadership functions in their families and for the program. The County-Wide Policy Council (CWPC) is an example of an opportunity offered to parents to contribute to their child's educational experience.

The Fresno EOC Board of Commissioners established the County-Wide Policy Council to ensure maximum parent participation in the decision-making process for all Head Start 0 to 5 Service Areas and activities.

### ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be Fresno Economic Opportunities Commission Head Start 0 to 5 (comprised of Early Head Start (EHS)/ Head Start (HS), [contractors](#) and braided programs) County-Wide Policy Council (CWPC) herein referred to as County-Wide Policy Council.

### ARTICLE II. PURPOSE

To act on behalf of the Head Start 0 to 5 children and their families in Fresno County, and to participate in the process of making decisions regarding program planning and operations about the Head Start 0 to 5- program.

### ARTICLE III. MEMBERSHIP

#### Section 1. Membership

Membership shall be comprised of:

- A. Head Start 0 to 5 Parent Representatives, both center base and home base options, operating in Fresno County.
- A.B. [Community Representatives shall be comprised of individuals from businesses, public or private community organizations, civic and professional organizations as well as those who are familiar with resources and services for low-income children and families; that may include former parents of previously enrolled children.](#)
- B.C. Five Fresno EOC Board Commissioners and one of which serves as a liaison between the Fresno Economic Opportunities Commission Board and the County-Wide Policy Council

## Section 2. Composition

Representatives must be parents or legal guardians of children currently enrolled in the Head Start 0 to 5 program. There shall be one (1) Fresno EOC Board Commissioner that serves as a liaison between the Fresno EOC Board and the County-Wide Policy Council. Community Representatives are not to exceed a total of four (4). The Community Representatives are to be selected by the Executive Board and approved by the CWPC at the regular monthly meeting in November.

## Section 3. Conflict of Interest

Members of the CWPC shall not have a conflict of interest with the Head Start 0 to 5 program.

Members of the CWPC shall not receive payment for serving on the CWPC or for providing services to the Head Start 0 to 5 program. Members of the CWPC may receive reimbursement for mileage, childcare, or technology.

No Representative or Alternate Representative shall be a paid employee or immediate family member of an employee of Head Start 0 to 5 program. Membership shall automatically terminate for any Representative who becomes a Head Start 0 to 5 employee.

## Section 4. Membership Election Process

All Fresno EOC Head Start 0 to 5 Center Base sites and Home Base areas will hold Local Parent Meetings (LPM) during the month of September ~~for Early Head Start and October for Head Start~~ to elect one (1) Representative and one (1) Alternate to the CWPC. The following exception shall be made for centers with an enrollment of 100 or more children; they shall have a representation of two (2) Representatives. ~~and Early Head Start shall have a representation of one (1) Representative for every fifty families served.~~

Head Start 0 to 5 CWPC Representatives will be seated at the CWPC meeting in October. New Representatives will be accepted during the year as vacancies occur, ~~stated~~ per CWPC Bylaws Article III, Section VIII of these Bylaws.

At the CWPC meeting in October, elections will be held to fill the positions of the CWPC Executive Board, which shall be comprised of:

- A. Six (6) elected officers, standing committee chairpersons (Article IV, Section 1. Officers Responsibilities) ~~and;~~
- B. ~~Two One (21)~~ elected officers or appointed Representatives from Early Head Start, ~~(one (1) for Home Base and one (1) for Center Base).~~

In an effort to include equal representation from all Head Start 0 to 5 Center Base sites and all Home Base areas, the CWPC body will be assigned to a seven (7) Cluster System. Once an Executive Board officer position has been filled, no other Representative from that particular Cluster may be nominated or run ~~for office.~~

~~During the November~~ CWPC Executive Board ~~Meeting, board~~ members will select the four (4) Community Representatives as referenced in Article III Section I and II of the CWPC Bylaws.

At the CWPC Meeting in November, the Representatives will approve the four (4) Community Representatives ~~selected by the CWPC Executive Board.~~

## Section 5. Term of Office

All Head Start 0 to 5 CWPC Representatives shall be seated at the October meeting and serve a term of one (1) year. In order to maximize opportunities for parent engagement in program governance, Representatives who have completed three (3) one year terms (any 3 years combined) cannot serve on

the CWPC in accordance with the Head Start Program Performance Standards 1301.3 d (3). Community Representatives shall be seated once elections have been conducted by the CWPC and they will serve a term of one (1) year from the date of election.

### **Section 6. Resignation**

Any member of the Head Start 0 to 5 CWPC may resign by submitting a resignation, verbal or written, to the Chairperson and/or **Head Start 0 to 5 personnel-Family Engagement Staff**.

### **Section 7. Termination of Membership**

A member may be removed by the Head Start 0 to 5 CWPC with cause by two-thirds (2/3) vote of the remaining members present and voting at any meeting of the CWPC that have a quorum.

Termination of a Representative's membership begins when a CWPC Representative initiates a motion based on the information below, seconded by another Representative, and voted into effect by a quorum of the membership.

Grounds for termination shall include but are not limited to:

- A. Inappropriate conduct while representing the CWPC.
- B. Representing personal interest over ~~that of~~ the welfare of children in the Head Start 0 to 5 program.
- C. Conduct which can be considered harassment or dangerous while representing the CWPC.
- D. Not following the process for open communication as designated by the grantee.
- E. Destruction or theft of property.
- F. Any derogatory comments electronically posted by non-employees (all CWPC Representatives and volunteers), on Fresno EOC's websites, video or wiki postings on 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, and any violation of Volunteer Statement of Confidentiality, and Ethics that are deemed defamatory, obscene, proprietary or libelous.
- G. Breach of confidentiality.

### **Section 8. Representative Vacancy**

As Representative vacancies occur, the Local Parent Meeting (LPM) will elect a new Representative for representation at the CWPC level.

### **Section 9. CWPC Executive Board Vacancy**

Should the vacancy be an elected CWPC Executive Board member, the Chairperson will appoint a new officer. **However, if the office of Chairperson becomes vacant, the Vice-Chairperson will be installed as the Chairperson to complete the unfinished term. ~~should the vacancy be the elected Chairperson, the Vice-Chairperson automatically becomes the Chairperson if the Chairperson dies or resigns.~~ The vacancy then arises in the office of Vice-Chairperson to which the new Chairperson will appoint a new Vice-Chairperson.**

## **Section 10. Appointed Members**

If a vacancy occurs in an appointed member's position, the CWPC Chairperson will appoint a new member.

## **Section 11. Duties and Responsibilities of Representatives**

The CWPC shall actively participate in all Head Start 0 to 5 CWPC monthly and community meetings to which they volunteered to serve and must attend all Local Parent Meetings (LPM) to report all information gathered at CWPC.

The CWPC shall approve and submit to the governing body decisions about each of the following activities (taken from the Head Start Act, Section 642(c) (2) (D)-:

- A. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start 0 to 5 program is responsive to community and parent needs.
- B. Program recruitment, selection, and enrollment priorities.
- C. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- D. Budget planning for program expenditures, including policies for reimbursement and participation in CWPC activities.
- E. Bylaws for the operation of the CWPC.
- F. Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act, Governing Body 642 (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- G. Developing procedures for how members of the CWPC of the Head Start 0 to 5 program will be elected.
- H. Recommendations on the selection of delegate agencies and the service areas for such agencies.

## **Section 12. CWPC Voting**

Only the Representative or their Alternates shall be voting members. Each CWPC Representative, Fresno EOC Board Representative, and Community Representative shall have one vote. The Chairperson shall vote in the case of a tie or as outlined in Article IV Section 1: Officers Responsibilities, Chairperson (A).

## **Section 13. Training and Orientation**

The Program Administrative Staff shall provide governance training, committee training and Representative training to CWPC Representatives, Fresno EOC Board Representatives, and/or Community Representatives **annually** in accordance with Head Start Program Performance Standards.

## **ARTICLE IV. OFFICERS**

### **Section 1: Officers Responsibilities**

The Officers of the Head Start 0 to 5 CWPC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Sergeant-At-Arms, Historian and ~~an~~ appointed or elected EHS Representatives which shall constitute the CWPC Executive Board.

### Chairperson

- A. The Chairperson shall attend and preside at all regular ~~CWPC Executive Board and~~ CWPC meetings. The Chairperson shall be an ex-officio member of all committees. As an ex-officio member of all committees, the Chairperson may participate in all committees, but does not have voting rights. In the event all appointed Committee Members, Representatives or past-appointed Committee Members (who have a child enrolled in the current year) are not present, then the CWPC Chairperson will be given voting rights. The Chairperson shall have such other abilities and perform other duties as assigned by the Head Start 0 to 5 CWPC, as well as such abilities and duties, which may be incidental to the office of the Chairperson, subject to the control of the CWPC.
- B. The Chairperson shall have the ability to nominate and to appoint committees.
- C. The Chairperson shall participate in the development of the CWPC meeting agenda and provide final approval prior to scheduled meetings or any other special meetings.
- ~~C~~.D. The Chairperson may attend the Fresno EOC Board meetings (generally every fourth Wednesday of every month).
- ~~D~~.E. The Chairperson shall receive copies of all designated correspondence from the Health Human Services (HHS) Regional Office related to Head Start 0 to 5.

### Vice-Chairperson

- A. The Vice-Chairperson shall attend and preside at meetings in the absence of the Chairperson and shall be responsible to conduct all the duties of the Chairperson.
- B. The Vice-Chairperson will attend all regular CWPC meetings, ~~CWPC Executive Board meetings,~~ and shall attend Fresno EOC Board meetings in the absence of Chairperson.

### Secretary

- A. The Secretary shall attend all ~~CWPC Executive Board and~~ CWPC meetings.
- B. The Secretary will ensure minutes are taken at all regular ~~CWPC Executive Board and~~ CWPC meetings, special meetings and proceedings of the CWPC.
- C. The Secretary shall take roll call at ~~CWPC Executive Board and~~ the CWPC meetings.

### Treasurer

- A. The Treasurer shall attend all ~~CWPC Executive Board and~~ CWPC meetings.
- B. The Treasurer shall be responsible to communicate information regarding financial matters of the program and present the Financial Status Report at CWPC meetings.
- C. The Treasurer will assist staff in ~~regular CWPC Executive Board and~~ picking up collecting childcare and mileage reimbursement forms at the end of all ~~regular CWPC Executive Board and~~ CWPC meetings.

## **Sergeant-at-Arms**

- A. The Sergeant-at-Arms shall attend all ~~CWPC Executive Board and~~ CWPC meetings.
- B. The Sergeant-at-Arms will assist in maintaining order at the ~~CWPC Executive Board and~~ CWPC meetings.
- C. The Sergeant-at-Arms will greet members as they arrive at the meetings.

## **Historian**

- A. The Historian shall attend all ~~CWPC Executive Board and~~ CWPC meetings.
- B. The Historian shall report on past and current announcements of events of the agency. The material will allow parents or legal guardians in the program to familiarize themselves with historical and current events of the program.
- C. The Historian shall read the “Announcements” from the Head Start 0 to 5 CWPC packet. The Historian will also collect and read any additional announcements from the Representatives at the CWPC meeting.

## **Elected or Appointed Early Head Start (EHS) Representatives**

- A. The elected/appointed EHS Representatives attends all ~~CWPC Executive Board and~~ CWPC meetings.
- B. The elected/appointed EHS Representatives greets members as they arrive at the meetings.
- C. ~~The~~An elected/appointed EHS Representative will presents Average Daily Attendance (ADA) reports at CWPC meetings.

## **ARTICLE V. MEETINGS**

### **Section I. Frequency of Meetings**

The Head Start 0 to 5 CWPC shall meet monthly.

### **Section 2. Special Meetings**

Special meetings of the Head Start 0 to 5 CWPC may be held at any time determined by the Chairperson or by a five-day written notice.

### **Section 3. Quorum**

A quorum shall be constituted by 51% of the CWPC’s membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.

### **Section 4. Telephonic or Electronic Meeting**

Any Head Start 0 to 5 CWPC members may participate in a CWPC meeting or a special committee meeting of the Head Start 0 to 5 CWPC, as applicable. Participation can take place by telephone or by any other means of communication so long as all CWPC members who are participating in the meeting can hear all other CWPC members and can otherwise interact with such members. Such participation shall constitute presence in person at the meeting.

## Section 5. Absentees

CWPC Executive Board or CWPC members are expected to attend each regularly scheduled meeting. Any member who is absent without a reasonable cause from two (2) consecutive or any three (3) ~~CWPC Executive Board or~~ CWPC meetings and no alternate is present shall surrender his/her seat as a CWPC Representative. The Family/~~Community Services Manager and Family~~ Engagement/~~Volunteer Services Coordinator and Family Engagement/Staff Development Coordinator~~ have the authority to determine the legitimacy of an excuse.

If a member cannot attend a meeting, notification must be made to the Family Engagement/~~Volunteer Services~~ staff prior to 4:00 p.m. on the scheduled date of the meeting. If the absence was due to an emergency, a call must be placed to the Family Engagement/~~Volunteer Services~~ staff within 48 hours after the scheduled ~~CWPC Executive Board or~~ CWPC meeting. A telephone call must be made in order to have the absence excused.

If any Representative misses more than two (2) consecutive meetings without reasonable cause, a Family Engagement/~~Volunteer Services~~ staff member will contact the Representative regarding absences prior to termination of duty and new elections will be held within thirty (30) calendar days of notification to fill the vacant office.

- A. In the event that a vacancy of an elected officer of the Executive Board occurs during the months of June through September, the CWPC Chairperson will appoint a **Representative** for the remainder of the term.

## ARTICLE VI. COMMITTEES

### Section I. CWPC Executive Board

- A. The CWPC Executive Board shall be comprised of six (6) elected officers, four (4) Standing Committee Chairpersons and ~~one~~ **two (2)** EHS elected officers or if none elected, then ~~two~~ **one** appointed Representatives. The CWPC Executive Board shall reflect the demographics of the children in the program.
- ~~B. The CWPC Executive Board shall meet prior to the CWPC's regular monthly meeting to prepare its Agenda.~~
- ~~C.B.~~ The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.
- ~~C.D.~~ The CWPC Executive Board shall act on behalf of the CWPC body on matters that cannot wait until the next CWPC meeting.
- ~~D.E.~~ The CWPC Executive Board shall perform such duties as assigned by the CWPC.

### Section 2. Personnel Committee

- A. The Personnel Committee shall participate in the hiring process of Head Start 0 to 5 Staff according to Fresno EOC's personnel practices and procedures.
- B. The Personnel Committee shall be composed of five (5) members and at least three (3) alternates.
- C. The Chairperson of the CWPC shall participate in the interview and hiring of the following four positions: Chief Executive Officer, Chief Financial Officer, Head Start Director 0 to 5, and Chief Administrative Officer, and any other person in an equivalent position with the agency, as

indicated on the Head Start Act Section 642 (c)(1)(E)(IX). In the absence of the Chairperson, the Personnel Committee Chairperson will represent the CWPC.

- D. All promotions, transfers, separations, and new hires will be presented as an Informational Item each month at the regular CWPC meeting.

**Section 3. Parent Planning and Review Committee**

- A. The Parent Planning and Review Committee shall meet to review School Readiness Goals and make recommendations in future parent trainings.
- B. This committee shall meet at least once during the program year.

**Section 4. Budget and Finance Committee**

- A. The Budget and Finance Committee shall meet to receive in-depth training on the annual budget to make recommendations to the Head Start 0 to 5 CWPC Executive Board.
- B. This committee shall meet at least once during the program year.

**Section 5. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee**

- A. The ERSEA Committee shall meet to give input on recruitment and eligibility priorities.
- B. This committee shall meet at least once during the program year.

**Section 6. Special Committees**

With the approval of the Head Start 0 to 5 CWPC Representatives, the Chairperson may establish special committees.

**Section 7. Committee Make-Up**

A maximum of five (5) Representatives with at least two (2) Alternates shall serve on each standing committee. Effort shall be made to include representation from Head Start 0 to 5 using the CWPC Election Cluster Chart.

**ARTICLE VII. PARLIAMENTARY PROCEDURES**

**Section 1. Rules and Procedures**

“Roberts Rules of Order, revised” shall be the guide of parliamentary procedure of this CWPC.

**ARTICLE VIII. AMENDMENT OF BYLAWS**

These Bylaws can be amended at any regular meeting of the Head Start 0 to 5 CWPC by a two-thirds vote if the amendment has been submitted in writing at the previous regular meeting. All amendments require Fresno EOC Board approval.

**ARTICLE IX. ADOPTION OF BYLAWS**

These Bylaws have been adopted by a majority vote of the Head Start 0 to 5 CWPC present on August 19, 2020 and EOC Board of Commissioners on September 30, 2020.

\_\_\_\_\_  
Fresno EOC Head Start 0 to 5 CWPC Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fresno EOC Governing Board Chair

\_\_\_\_\_  
Date

<b>For Fresno EOC Head Start 0 to 5 Use Only</b>	
<b>Revised and Approved by CWPC Personnel Committee/CWPC</b>	<b>Approved by Fresno EOC Board of Commissioners</b>
[09/18/91] [10/10/95] [11/19/97] [8/15/01] [10/20/10] [12/18/13] [7/16/14] [10/21/15] [8/19/20] [8/2/22]	[9/25/91] [10/27/10] [9/24/14] [11/18/15] [9/30/20]

(HEAD START 0 TO 5 CWPC BYLAWS ~~DRAFT~~FINAL 20220) rev. bw 08/12/22 ~ BYLAWS (2022) ~

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 9B	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Budget Revision for Coronavirus Response and Relief Supplemental Appropriations Act	<b>Officer:</b> Jack Lazzarini

### Recommended Action

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

### Background

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

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

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

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

### **Fiscal Impact**

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

### **Conclusion**

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



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

**Project Narrative**

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

**Budget Narrative**

In accordance with Fresno EOC Head Start (HS)/Early Head Start (EHS) funding guidance letter in regards to grant #09CHO12031 for year 01: 07/01/2021- 6/30/2023, this budget revision is submitted to support this application requesting a budget revision for Head Start 0 to 5 for a grand total of \$920,364.00 (Head Start: \$696,951.23 and Early Head Start \$223,412.77). Projected cost revisions are related to program goals as well as to program design and approach to service delivery and are based on the Grantee's year of HS/EHS program administration and operation in delivering required quality comprehensive services in the most cost-effective manner, knowledge of service availability, and understanding of current costs for personnel, purchase equipment, materials and services. A budget revision for the grant period has been entered into HSES. The Budget Justification narrative for the budget revision for both HS and EHS is included herein.

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

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

**• Employee Retention**

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

**Head Start** \$261,842.40

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

**Head Start**

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

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

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

**Head Start**

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

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

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

**Early Head Start**

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

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

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

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

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

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

**Head Start**

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

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

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

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

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

**Early Head Start**

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

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

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

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

**Head Start**

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

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

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

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

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

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

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

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

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

**Head Start**

- **Caruthers** \$34,750.00

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

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

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

**Conclusion**

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

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

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 9C	<b>Director:</b> Rosa Pineda
<b>Subject:</b> Budget Revision for American Rescue Plan Act - 2021	<b>Officer:</b> Jack Lazzarini

### Recommended Action

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

### Background

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

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

The ARPA allows us to use the monies for the items listed below as indicated in the Administration for Children and Families (ACF-PI-HS-21-03) IM on May 4, 2021, recommending that grantees use these one-time funds to best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. We intend to use these funds to strengthen our services by purchasing sites, supplies, equipment, and providing retention incentives to current and onboarding staff. The supplies and equipment will enhance services to children and families and purchase of new equipment is necessary to safely resume and maintain full in-person program operations. Moreover, the ARP funds will allow us to offer competitive financial incentives to staff that include retention and hiring bonuses, to help stabilize and support our workforce.

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

### **Fiscal Impact**

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

### **Conclusion**

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



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

**Project Narrative**

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

**Budget Justification**

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

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

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

**• Employee Retention**

Early Head Start	\$30,126.00
Head Start	\$103,558.00

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

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

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

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

**Early Head Start**

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

<b>• Playground-Eric White</b>	\$56,316.00
<b>• Playground-AMOR Center</b>	\$56,316.00
<b>• Playground Turf-CDC</b>	\$50,000.00

## Head Start

• **Ignite Tablets** \$138,000.00

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

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

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

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

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

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

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

• **Forklift** \$39,950.00

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

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

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

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

**Early Head Start**

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

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

**Head Start**

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

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

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

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

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

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

- **Laptops** \$189,510.59

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

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

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

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

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

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

**Early Head Start**

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

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

**Head Start**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

• **Brooks Center** \$24,320.00

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

• **Romain Center** \$30,000.00

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

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

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

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

**Early Head Start**

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

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

**Head Start**

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

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

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

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

**Head Start**

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

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

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

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

**Conclusion**

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

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 9D	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Quality Improvement Application	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Board ratification for Head Start 0 to 5 Quality Improvement funds; Early Head Start (\$38,007), Head Start (\$109,916) for a total of \$147,923 for the fiscal year 2022.

### Background

On April 20, 2022 the Administration for Children and Families (ACF) released the opportunity for programs under the Head Start Act to apply for Quality Improvement funding for the fiscal year 2022. Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment. A program may apply to use quality improvement funds for activities consistent with Sec.640(a)(5) of the Head Start Act. Programs are not bound by the requirement that at least 50% of the funds be used for staff compensation or no more than 10% of funds be used for transportation. However, the Office of Head Start (OHS) strongly encouraged grant recipients to prioritize investing these funds to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce.

Fresno EOC Head Start 0 to 5 applied for this increase in funding to improve staff wages, support employee benefits, and minimize compression in order to enhance equity within the Head Start Salary Table range. In doing so, Early Head Start staff will be given an across the board salary increase that ranges from 0.79% to 1.20% for salary and fringe. As for Head Start, 75% of the staff will be given a salary increase that ranges from 0.44% to 1.25% for salary and fringe benefits. This aligns with information from ACF that the agency may use the QI to “improve the compensation and benefits of

staff of Head Start agencies, in order to improve the quality of Head Start programs.” The Fresno EOC Head Start 0 to 5 salary table will be adjusted correspondingly, so the increase will be included in all future wages in order to support ongoing efforts to minimize compression and enhance equity within Head Start.

Head Start 0 to 5 management submitted a request for authorization to apply for funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners Chairperson, to which they both authorized to apply May 27, 2022, respectively.

### **Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community’s families/children by offering competitive salaries to qualified staff, a total amount of \$147,923 will be applied to salaries for the 2022 fiscal year.

### **Conclusion**

If approved, these funds will be used to increase salaries and fringe benefits. If no approval is received, the unspent monies will be returned to the Office of Head Start.

**QUALITY IMPROVEMENT Supplement**

**Fiscal Year 2022**

**Request for QUALITY IMPROVEMENT Funding**

**Narrative and Budget Justification**

**May 27, 2022**

**Head Start QUALITY IMPROVEMENT**

Fresno Economic Opportunities Commission (dba Fresno EOC) Head Start, per the Consolidated Appropriations Act, of 2022, released by the the Administration for Children and Families (ACF) on April 20, 2022 enabled Fresno EOC to apply for a Quality Improvement (QI) increase of \$109,916 for the Head Start Program. Fresno EOC Head Start applies for this increase in funding to improve staff wages, support employee benefits, and minimize compression in order to enhance equity within the Head Start Salary Table range. Fresno EOC Head Start management submitted a request for authorization to apply for QI funds to the County-Wide Policy Council and the Fresno EOC Board of Commissioners. These bodies authorized Head Start to apply for QI dollars on May 27, 2022, respectively. Corresponding documentation has been uploaded under the documents tab in the QI section of the Head Start Enterprise System.

Fresno EOC Head Start provides services to 2,112, three and four- year old's and their families throughout Fresno County, 120 in Home Base and 1,992 in Center Base. The request for QI funding is consistent with the provisions of Section 640(a)(5) of the Head Start Act and the instruction received regarding the Further Consolidated Appropriations Act, of 2020. Management is aware that the funding will only become effective when a Notice of Award is received.

**Improvement in Staff Wages**

We propose 75% of Head Start staff be given a salary increase that ranges from 0.44% to 1.25% for salary and fringe benefits with the goal of preserving equitable pay, as more focused was given to those that make less than \$25.00 an hour inclusive of sustainable and livable wages. This aligns with information from ACF that the agency may use the QI to “improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.” The Fresno EOC Head Start salary table will be adjusted correspondingly, so the increase will be included in all future wages in order to support ongoing efforts to minimize compression and enhance equity within Head Start.

During the winter of 2021, Fresno EOC Head Start completed a special wage survey. In February 2021, Fresno EOC Head Start completed a special wage survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California's Central Valley; however, when the wages are compared to other Early Childhood Education entities, on average the starting wages are comparable but the maximum wage is significantly less for Head Start employees. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the Designation Renewal faced by the program in 2021 and the extensive need for a quality workforce in our community since the COVID-19 pandemic. The initial closures and subsequent uncertainty regarding reopening guidelines, health and safety measures and more, led to confusion and worry by staff. Current and former staff have reported experiencing stress, financial instability, income loss and an increase in the cost of childcare, due to the restrictions on class sizes, price increase on food, gas, and cleaning supplies, the need for personal protective equipment, and greater demand for labor. Moreover, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. are competing with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Consequently, these factors have and continue to contribute to the challenges of hiring and retaining staff employment.

Furthermore, salaries for kindergarten teachers were also included within the special wage survey tables researched for Fresno EOC Head Start during February of 2021. In doing so, it was determined that the Unified School Districts' salaries are considerably higher than the salary that a Head Start employee can earn. In Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff to do so. When their degree is earned, staff frequently leave Head Start employment for higher paying positions elsewhere. Governor Gavin Newsom's recent plan regarding California's Universal Transitional Kindergarten will only continue to impact Head Start in California, as school districts will be expected to quadruple their enrollment for 4- year old's within the next five years. As a result, the need for Early Childhood Education teachers in the school districts is inevitable today and the near future.

Head Start employs 485 staff to provide services to the enrolled children and families. The QI increase of wages ranges from 0.44% to 1.25% that will provide 75% of Head Start staff with an increment in wages intended to improve their compensation and lessen turnover; thus, facilitating relationship development and continuity of care for enrolled Head Start children. This stability will positively support development of children, many of whom have suffered trauma in their lives. Subsequently, minimal staff turnover will help to optimize school readiness and lifelong outcomes for Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

Historically, Fresno EOC has a reputation for hiring qualified staff and providing extensive training that assists them to become more highly qualified. Salaries that are competitive with other Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Head Start children. A supported, stable workforce will provide continuity of care for children and families, which will, in turn, promote positive outcomes for children and families in our program.

## Head Start Quality Improvement Budget Justification

### **Salary Increment: \$ 82,027**

Fresno EOC Head Start proposes to use \$82,027 in the personnel budget line item, these dollars requested represent a range of 0.44% to 1.25% for salary and fringe benefits for 75% of Head Start staff. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention and increased staff productivity. Supported staff will consequently be better able to support the children and families enrolled in the program many of whom have suffered trauma in their lives.

### **Fringe Benefits: \$16,406**

With the increase in wages there is a corresponding increase in funding applied to benefits. Head Start's costs for provision of benefits include:

- Federal Insurance Contributions Act (FICA) funds for Social Security: \$6,563
- State Unemployment Insurance: \$2,461
- Workers' Compensation: \$7,382

### **401(a) Retirement Match: \$4,101**

### **Non-Federal Share**

*Per the COVID-19 Funding Guidance: ACF-PI-HS-20-03 FY 2020, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received April 13, 2020: Non-federal match is not needed for this application.*

### **Indirect Cost: \$7,382**

Fresno EOC has negotiated a 9% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

### **Conclusion**

This information regarding the 2022 QUALITY IMPROVEMENT application required approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

**QUALITY IMPROVEMENT Supplement**

**Fiscal Year 2022**

**Request for QUALITY IMPROVEMENT Funding**

**Narrative and Budget Justification**

**May 27, 2022**

**Early Head Start QUALITY IMPROVEMENT**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Early Head Start, per the Further Consolidated Appropriations Act, of 2022, released by the the Administration for Children and Families (ACF) on April 20, 2022 enabled Fresno EOC to apply for a Quality Improvement (QI) increase of \$38,007 for the Early Head Start Program. Fresno EOC Early Head Start applies for this increase in funding to improve staff wages, support employee benefits, and minimize compression in order to enhance equity within the EHS Salary Table range. Fresno EOC Early Head Start management submitted a request for authorization to apply for QI funds to the County-Wide Policy Council and the Fresno EOC Board of Commissioners. These bodies authorized Early Head Start to apply for QI dollars on May 27, 2022, respectively. Corresponding documentation has been uploaded under the documents tab in the QI section of the Head Start Enterprise System.

Fresno EOC Early Head Start provides services to 478, prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. The request for QI funding is consistent with the provisions of Section 640(a)(5) of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2022. Management is aware that the funding will only become effective when a Notice of Award is received.

**Improvement in Staff Wages**

We propose that all Early Head Start staff be given an across the board salary increase that ranges from 0.79% to 1.20% for salary and fringe benefits. This aligns with information from ACF that the agency may use the QI to “improve the compensation and benefits of staff of (Early) Head Start agencies, in order to improve the quality of (Early) Head Start programs.” The Fresno EOC Early Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages to minimize compression and enhance equity within Early Head Start.

In February 2021, Fresno EOC Early Head Start completed a special wage survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California’s Central Valley; however, when the wages are compared to other Early Childhood Education entities, on average the starting wages are comparable but the ending wage is significantly less for Early Head Start employees. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the Designation Renewal faced by the program in 2021 and the extensive need for a quality workforce in our community since the COVID-19 pandemic. The initial closures and subsequent uncertainty regarding reopening guidelines, health and safety measures and more, led to confusion and worry by staff. Current and former staff have reported experiencing stress, financial instability, income loss and an increase in the cost of childcare, due to the restrictions on class sizes, price increase on food, gas, and cleaning supplies, the need for personal protective equipment, and greater demand for labor. Moreover, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. are competing with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Consequently, these are just some of the factors that have contributed to the challenges of hiring and retaining staff employment this past year.

Historically, Early Head Start had few competitors for hire of a qualified workforce. However, in recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Early Head Start frequently loses staff to these community partners.

Research has shown continuity of care supports optimal school readiness for children. Salaries that are competitive with other Early Head Start Programs, preschools, and child care centers throughout the central valley, will help us retain and onboard new staff who can support Early Head Start children. Subsequently, minimal staff turnover will optimize school readiness and classroom size, as we strive to meet our recruitment goals of both, children and staff. In doing so, this will afford lifelong outcomes for Early Head Start children and families who are part of the most vulnerable population in our Fresno County Service Area.

Early Head Start employs 81 staff to provide services to the enrolled children and families. The QI increased range of 0.79% to 1.20% will provide staff with an increment in wages that is intended to improve their compensation and lessen turnover; thus, facilitating relationship development and continuity of care for enrolled Early Head Start children. This stability will positively support development of children, many of whom have suffered trauma in their lives. Subsequently, minimal staff turnover will help to optimize school readiness and lifelong outcomes for Early Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

Lastly, when the Office of Head Start grants the infusion of these additional Quality Improvement funds into our program resources, the expected outcome is a more stable workforce, due to enhanced coaching supports, trauma-informed service delivery, and increased wages and benefits. A supported stable workforce will provide continuity of care for children and families which will, in turn, promote positive outcomes for children in our program.

## Early Head Start Quality Improvement Budget Justification

### **Salary Increment: \$28,363**

Fresno EOC Early Head Start proposes to use \$28,363 in the personnel budget line item, these dollars requested represent a QI increment for all positions on Fresno EOC Head Start's salary table that ranges from 0.79% to 1.20%. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention and increased staff productivity. Supported staff will consequently be better able to support the children and families enrolled in the program many of whom have suffered trauma in their lives.

### **Fringe Benefits: \$5,673**

With the increase in wages there is a corresponding increase in funding applied to benefits. Early Head Start's costs for provision of benefits include:

- Federal Insurance Contributions Act (FICA) funds for Social Security: \$2,269
- State Unemployment Insurance: \$851
- Workers' Compensation: \$2,553

### **401(a) Retirement Match: \$1,418**

#### **Non-Federal Share**

*Per the COVID-19 Funding Guidance: ACF-PI-HS-20-03 FY 2020, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received April 13, 2022:*

*Non-federal match is not needed for this application.*

### **Indirect Cost: \$2,553**

Fresno EOC has negotiated a 9% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

### **Conclusion**

This information regarding the 2022 QUALITY IMPROVEMENT application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attachments uploaded into the Head Start Enterprise System (HSES).

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Equity and Impact
<b>Agenda Item #:</b> 10	<b>Director:</b> Kevin Williams
<b>Subject:</b> 2023-2026 Strategic Plan Adoption	<b>Officer:</b> Emilia Reyes

**Recommended Action**

Staff recommends approval to adopt the proposed [2023 – 2026 Strategic Plan](#).

**Background**

We have reached the final phase of the Strategic Planning process – Board Approval. This two-year process included a Community Needs Assessment, Employee Engagement Survey, new organizational mission and vision, and Board, Community and Staff Review. Through this process, we have been able to develop key strategies that will support Fresno EOC in centering equity in programs and services, increasing organizational reach and visibility in targeted communities, and respond to immediate community need while also acting proactively to support practices and policies that will disrupt system poverty in the Central Valley.

Based on the feedback received from the previous Board Meeting, modifications were made to the Strategic Plan to simplify the language and highlight the shift of organizational focus in alignment with the new mission statement “*We Fight To End Poverty.*” The new strategic plan identifies poverty conditions that Fresno EOC is addressing (Health and Wellness, Education, Community Safety, Employment, Food Insecurity), as well as outlining the foundational characteristics of program structure (advocacy, community-direction, holistic support, and equity-based practice), and the expected organizational outcomes of this shift.

Also included in the strategic plan is data on the poverty conditions in Fresno County, providing rationale for our programmatic focus in those particular areas. This expands on the data collected and presented from the Poverty Walk and the Shared Understanding of Poverty presentations done in 2021 (as part of the Strategic Planning Process). This information will support decision-making in identifying the most effective way to invest our time and resources (human and financial) in disrupting systemic poverty.

Lastly, the updated Strategic Plan includes a map developed by the Fresno Local Agency Formation Commission, identifying the 36 communities in Fresno County most severely impacted by poverty (Disadvantaged Unincorporated Communities). Having identified these communities, Fresno EOC can be more intentional about directing programs and services into these neighborhoods. Further, this will allow for evaluation of accessibility of services, identifying service provision gaps, and helping to determine the most equitable and effective method of directing community supports and resources.

### **Fiscal Impact**

The 2023-2026 Strategic Plan will provide the framework to determine future program funding.

### **Conclusion**

If approved by the full Board, the 2023 – 2026 Strategic Plan will be adopted and implemented carrying out the mission “*We Fight To End Poverty.*”

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 11	<b>Director:</b> N/A
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

### Recommended Action

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date May 2022.

### Background

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

### Fiscal Impact

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

As of May 31, 2022, the Agency had preliminary revenue of \$41,444,868 million, including \$13.1 million of in-kind contributions, and net operating loss of \$515,015. Further explanations and corrective strategies will be presented at the Board Meeting. In comparison, the Agency had revenue of \$42,157,309 million including in-kind of \$13.7 million as of the corresponding period of the preceding year.

### Conclusion

The Finance Committee has made the recommendation for full Board consideration and approval at the August 24, 2022. Board Meeting approval of these financials documents the Board's oversight over the financial operations of Fresno EOC which is part of the Board's fiduciary duty.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
For The Fifth Month Period Ended May 31, 2022 and 2021

	A	B		A - B	C	D	B - D
	BUDGET JAN - DEC 2022	ACTUAL MAY 2022		BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2021	ACTUAL MAY 2021	ACTUAL 2022 vs 2021 Differences
<b>REVENUES AND SUPPORT</b>							
GRANT REVENUE	\$ 89,274,925	\$ 30,504,808	34%	\$ 58,770,117	75,775,853	\$ 31,765,180	(1,260,372)
GRANT REVENUE - LENDING CAPITAL	-	-		-	0	-	-
CHARGES FOR SERVICES	19,602,250	9,050,399	46%	10,551,851	19,289,932	8,224,695	825,704
OTHER PROGRAM REVENUE	2,854,250	1,054,670	37%	1,799,580	2,646,283	1,265,827	(211,157)
CONTRIBUTIONS	371,450	51,714	14%	319,736	473,779	179,507	(127,793)
MISCELLANEOUS INCOME	414,350	87,355	21%	326,995	467,114	151,239	(63,884)
INTEREST & INVESTMENT INCOME	82,650	33,232	40%	49,419	91,840	34,847	(1,616)
AFFILIATE INTEREST INCOME	1,400,100	463,861	33%	936,239	1,114,397	441,372	22,489
RENTAL INCOME	330,650	198,828	60%	131,822	392,181	94,642	104,187
<b>TOTAL CASH REVENUE</b>	<b>\$ 114,330,625</b>	<b>\$ 41,444,868</b>	<b>36%</b>	<b>\$ 72,885,757</b>	<b>\$ 100,251,379</b>	<b>\$ 42,157,309</b>	<b>(712,442)</b>
IN KIND REVENUE	\$ 39,041,040	\$ 13,117,519	34%	\$ 25,923,521	30,398,113	\$ 13,742,297	(624,778)
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>153,371,665</b>	<b>54,562,386</b>	<b>36%</b>	<b>98,809,279</b>	<b>130,649,492</b>	<b>55,899,606</b>	<b>(1,337,220)</b>
<b>EXPENDITURES</b>							
PERSONNEL COSTS	\$ 69,972,550	\$ 26,905,879	38%	\$43,066,671	61,148,294	\$ 26,615,747	290,132
ADMIN SERVICES	7,040,225	2,407,416	34%	4,632,809	5,456,405	1,964,394	443,022
PROFESSIONAL SERVICES - AUDIT	0	(0)	0%	0	45,995	27,595	(27,596)
CONTRACT SERVICES	11,240,600	3,426,657	30%	7,813,943	7,769,507	3,537,138	(110,481)
FACILITY COSTS	6,093,175	2,310,818	38%	3,782,357	5,214,789	2,161,532	149,285
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	1,065,038	60%	707,307	2,037,010	682,544	382,495
EQUIPMENT COSTS	946,775	709,197	75%	237,578	3,296,566	452,951	256,246
DEPRECIATION - AGENCY FUNDED	250,000	93,984	38%	156,016	249,442	134,266	(40,282)
OFFICE EXPENSE	3,129,400	1,042,229	33%	2,087,171	2,777,036	1,106,826	(64,597)
INSURANCE	755,250	327,458	43%	427,792	766,989	315,462	11,996
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	3,404,212	31%	7,501,538	8,566,603	3,781,564	(377,352)
INTEREST EXPENSE	267,900	125,769	47%	142,131	309,116	81,586	44,183
OTHER COSTS	994,600	141,227	14%	853,373	349,447	55,098	86,129
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 113,368,570</b>	<b>\$ 41,959,883</b>	<b>37%</b>	<b>\$ 71,408,687</b>	<b>97,987,199</b>	<b>\$ 40,916,703</b>	<b>1,043,180</b>
IN KIND EXPENSES	\$ 39,041,040	\$ 13,117,519	34%	\$ 25,923,521	\$ 30,398,113	\$ 13,742,297	(624,778)
<b>TOTAL EXPENDITURES</b>	<b>152,409,610</b>	<b>55,077,402</b>	<b>36%</b>	<b>97,332,208</b>	<b>128,385,312</b>	<b>54,659,000</b>	<b>418,402</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>\$ (515,015)</b>		<b>\$ 1,477,070</b>	<b>\$ 2,264,180</b>	<b>\$ 1,240,606</b>	<b>(1,755,622)</b>
<b>OTHER INCOME / EXPENSE</b>							
TRANSIT GRANT ASSET DEPRECIATION		88,326		(88,326)	251,972	122,329	(34,003)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>(\$603,342)</b>		<b>1,565,397</b>	<b>\$ 2,012,208</b>	<b>\$ 1,118,277</b>	<b>(1,721,619)</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of May 31, 2022**

	<b>2022</b>	<b>2021</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 22,445,561	\$ 15,580,939	\$ 6,864,622
ACCOUNTS RECEIVABLE	15,594,785	13,397,566	2,197,219
PREPAIDS/DEPOSITS	203,224	167,737	35,487
INVENTORIES	166,234	148,852	17,382
PROPERTY, PLANT & EQUIPMENT	13,015,348	13,539,105	(523,757)
NOTES RECEIVABLE (net)	17,353,968	15,025,922	2,328,046
<b>TOTAL ASSETS</b>	<b>\$ 68,779,118</b>	<b>\$ 57,860,119</b>	<b>\$ 10,918,999</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 2,769,918	\$ 1,889,389	\$ 880,529
ACCRUED PAYROLL LIABILITIES	7,646,425	2,136,222	5,510,203
DEFERRED REVENUE	3,422,650	3,744,492	(321,842)
NOTES PAYABLE	15,604,092	13,751,621	1,852,470
HEALTH INSURANCE RESERVE	4,834,904	4,780,132	54,773
OTHER LIABILITIES	3,735,805	1,791,806	1,943,999
<b>TOTAL LIABILITIES</b>	<b>\$ 38,013,794</b>	<b>\$ 28,093,662</b>	<b>\$ 9,920,132</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ (515,015)	\$ 1,240,606	\$ (1,755,622)
UNRESTRICTED NET ASSETS	17,069,547	13,610,230	3,459,317
REVOLVING LOAN FUND	5,020,125	5,020,125	0
INVESTMENT IN GENERAL FIXED ASSETS	9,190,668	9,895,496	(704,828)
<b>TOTAL FUND BALANCE</b>	<b>\$ 30,765,324</b>	<b>\$ 29,766,457</b>	<b>\$ 998,867</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 68,779,118</b>	<b>\$ 57,860,119</b>	<b>\$ 10,918,999</b>

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Human Resources
<b>Agenda Item #:</b> 12	<b>Manager:</b> Erica Reyes
<b>Subject:</b> Personnel Policies and Procedures Manual	<b>Officer:</b> Jim Rodriguez

### Recommended Action

The Human Resources Committee recommends review and approval for full Board consideration of proposed new policies.

### Background

Due to the pandemic and adapting to change staff recommends review and approval of proposed policies outlined below to improve the retention and employee morale for the agency.

Attached are the new policies being proposed:

- A. Policy 5110 – Remote Work Policy
- B. Policy 5120 – Retention Policy
- C. Policy 2050 – Hazard Pay Policy
- D. Policy 3080 – Health Incentive Policy

### Fiscal Impact

The fiscal impact will vary based on eligibility and utilization of the various policies.

### Conclusion

If approved, the Personnel Policies and Procedures Manual will be updated accordingly. If not approved the agency will have less resources and strategies to retain and improve the employee culture and morale.

## **POLICY 5110 – 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 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.

#### **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 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 becomes 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 are non-exempt under the Fair Labor Standards Act 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**

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 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 5120 – 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 how Fresno EOC will provide a culture to attract and retain employees.

### **PROCEDURES:**

#### **I. DEFINITION**

Employee retention is the number of employees that stay with their 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 boosting 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;
- Preventing workplace discrimination, harassment and retaliation;
- Pay;
- Open door;
- Professional development
- Sick leave;
- Physical and emotional wellness;
- Flexible work schedules;
- Remote work;
- Accountability;
- Employee feedback

## **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 3080 – HEALTH INCENTIVE POLICY**

**PURPOSE:** Fresno EOC values its employees and their contributions to the success of the Agency. Fresno EOC endeavors to provide employees with wellness program that protects their health and wellbeing 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 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:

- A stipend
- Time off
- Reductions in insurance premiums
- Other gifts and awards

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 accommodations for employees with disabilities, who are pregnant or have other medical restrictions. Physicians and wellness experts may consult with the Human 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 the Human Resources Department to request accommodations. 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.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Human Resources
<b>Agenda Item #:</b> 13	<b>Officer:</b> Jim Rodriguez
<b>Subject:</b> Salary Rate Table	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The Human Resources Committee recommends approval for full Board consideration of approving the new salary rate tables to promote pay equity.

**Background**

- Fresno EOC is committed to provide the financial, emotional, and organizational support to our greatest asset, our workforce, in order to fulfill our vision of “a strong Fresno County where people have resources to shape their future free from poverty”. The HR department engaged with an outside independent consultant to carry out salary compensation project by updating job description summaries, revising pay grades, aligning our internal position titles to external market titles, and finally updating the salary ranges/table based on the market survey analysis. A primary goal of this project was to ensure pay equity as it compares to market salaries for like positions. The scope of this project did not include Head Start 0 – 5 staff (they will have a separate compensation study conducted this fall), or staff whose pay rates are determined by a bargaining agreement. Also, **Officer level positions will occur, if any, in consultation, with the Board, based on market adjustments.**

While this project is months in the making, staff is recommending a phase approach in rolling out the compensation study to allow program budget adjustments:

- Beginning with the hourly (non-exempt) staff, market adjustments will be effective the first pay period in July 2022.
- Market adjustments for exempt staff including Managers and Directors will be effective the first pay period in September 2022.

**Fiscal Impact**

There was a 12% increase to the minimum of the range for all pay grades on the salary table. The three-phase approach will alleviate cash planning needed to spread these increases over the remaining months of this year and into the new budget year. The financial impact of this study for the adjusted salary table and alignment with market

annually is approximately \$3.3 million dollars including fringe cost increases. Approximately 85% of this increase will be funded out of existing program budgets and future program budget modifications, the remaining 15% will be funded out of other funding sources.

### **Conclusion**

If approved by the full Board, the compensation plan will be implemented and market adjustments for staff will occur in the three phases as outlined above. If not approved, pay equity will remain unadjusted, there will be a greater risk of losing staff and increased challenges for recruiting for open positions.

Fresno EOC Salary Table

2022

Grade	MIN	MID	MAX
1	\$17.00	\$17.00	\$17.40
2	\$17.00	\$17.00	\$18.25
3	\$17.00	\$17.00	\$19.10
4	\$17.00	\$18.00	\$20.20
5	\$17.20	\$19.80	\$22.40
6	\$19.05	\$21.90	\$24.75
7	\$21.05	\$24.20	\$27.35
8	\$23.25	\$26.75	\$30.25
9	\$25.70	\$29.55	\$33.40
10	\$27.20	\$32.65	\$38.10
10E	\$5,200.00	\$5,659.00	\$6,603.00
11	\$30.10	\$36.10	\$42.10
11E	\$5,211.00	\$6,254.00	\$7,296.00
12	\$33.25	\$39.90	\$46.55
12E	\$5,758.00	\$6,910.00	\$8,062.00
13	\$36.75	\$44.10	\$51.45
13E	\$6,363.00	\$7,636.00	\$8,908.00
14	\$40.65	\$48.75	\$56.85
14E	\$7,031.00	\$8,438.00	\$9,844.00
15	\$44.85	\$53.85	\$62.85
15E	\$7,770.00	\$9,323.00	\$10,877.00
16	\$49.60	\$59.50	\$69.40
16E	\$8,585.00	\$10,302.00	\$12,019.00
17	\$54.80	\$65.75	\$76.70
17E	\$9,487.00	\$11,384.00	\$13,282.00
18	\$60.55	\$72.65	\$84.75
18E	\$10,483.00	\$12,580.00	\$14,676.00
19	\$66.90	\$80.30	\$93.70
19E	\$11,584.00	\$13,900.00	\$16,217.00
20	\$77.10	\$96.35	\$115.60
20E	\$13,900.00	\$16,680.00	\$19,460.00

**AUDIT COMMITTEE MEETING**  
**Zoom Meeting**  
**February 17, 2022**  
**12:00 PM**

**MINUTES**

**1. CALL TO ORDER**

Daniel Martinez, Audit Committee Chair, called the meeting to order at 12:11 P.M.

**2. ROLL CALL**

**Present:** Daniel Martinez, LeRoy Candler, Ed Avila, Linda Hayes, Rey Leon

**Absent:** Brian King

**3. APPROVAL OF MARCH 16, 2021 MINUTES**

Public Comment: None heard.

**Motion by:** LeRoy Candler     **Second by:** Daniel Martinez

**Ayes:** Daniel Martinez, LeRoy Candler, Ed Avila

**Abstain:** Linda Hayes

**Nays:** None heard

**4. APPROVAL OF FINANCIAL AUDIT REPORTS**

**A. Agency Financial Statements – December 2020**

Brian Henderson, CPA of Hudson Henderson & Co, Inc., presented the final draft of the Agency's consolidated audit for the year ended December 31, 2020.

Henderson presented the *Independent Auditors' Report*, which provides an opinion that the consolidated financial statements present fairly, in all material respects, the financial position of the Agency and the changes in its net assets and cash flows.

Henderson presented the *Independent Auditors' Report on Internal Control Over Financial and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards* and the *Independent Auditors' Report on Compliance for Each Major Program and on the Internal Control Over Compliance Required by the Uniform Guidance*, both are required reports in the audit. Henderson also presented that in all material respects, the Agency was in compliance with the federal audit guidelines.

Henderson also presented that there was one material weakness. Internal control did not prevent or detect adjustments in the process prior to the audit, in which material audit adjustment was needed. A corrective action plan was provided by Management in response to this material weakness and included in the single audit package.

On the *Consolidated Statement of Financial Position*, total assets equaled \$59,493,135, total liabilities equaled \$30,384,303, and net assets equaled \$29,108,832. On the *Consolidated Statement of Activities*, total revenues equaled \$122,771,944, total expenses equaled \$121,703,056, resulting in excess revenues over expenses of \$1,068,888.

Henderson presented that in the past, the CalRecycle report was issued separately but is now included in the Single Audit. Henderson also presented the *Summary of Prior Year Findings*, which states the federal award finding for the single audit year ended December 31, 2019. Henderson presented that the corrective action plan for the prior year finding has been implemented for the current year; therefore, that finding has been removed.

Hayes expressed to the CFO to give an update at the next Board meeting about the transition of new external auditors to clarify the delay of the Single Audit.

**B. 2020/2021 School of Unlimited Learning Financial Statements**

Kip Hudson, CPA of Hudson Henderson & Co, Inc., presented the final draft of the School of Unlimited Learning's 2020-21 audit which is a requirement of the California Department of Education and the Fresno Unified School District.

Hudson presented that an unmodified opinion was issued for the School of Unlimited Learning's 2020-21 audit and the financial statements were neutral, consistent, and clear.

Hudson stated that there were two material adjusting journal entry: one was to increase the accounts receivable balance by \$478,226 and the other entry was to adjust the accrued payroll and vacation by \$39,541.

Hudson presented that there was one financial statement finding from lack of proper closing procedures and adequate review processes to ensure all account balances and transactions were properly recorded and reconciled at year-end.

On the *Statement of Financial Position*, total assets equaled \$1,907,412, total liabilities equaled \$295,025, and net assets equaled \$1,612,387. On the *Statement of Activities*, total revenues equaled \$2,987,063 and total expenses equaled \$2,565,657 resulting in excess revenues over expenses of \$421,406. Hudson stated that a required statement, *Statement of Functional Expenses*, was added this year, which should have been implemented three years ago.

Hayes commended external auditors on their great work with the audits and information.

**Motion by:** Linda Hayes      **Second by:** LeRoy Candler  
**Ayes:** Daniel Martinez, Ed Avila, LeRoy Candler, Linda Hayes, Rey Leon  
**Nayes:** None heard

Public Comment: None heard.

**5. PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

**6. ADJOURNMENT**

Martinez adjourned the meeting at 12:40 P.M.

Respectfully submitted,

Daniel Martinez, Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Internal Audit
<b>Agenda Item #:</b> 14A2	<b>Director:</b> Susan Shiomi
<b>Subject:</b> Audit Financial Statements	<b>Officer:</b> Jim Rodriguez

### Recommended Action

The Audit Committee recommends acceptance for full Board consideration of the Fresno EOC program-specific audits as prepared by Hudson Henderson & Company, Inc.

### Background

Attached are four Fresno EOC program-specific audits as required by the funder for review. Brian Henderson, CPA and Kip Hudson, CPA of Hudson Henderson & Company, Inc. will present the audits and respond to questions.

- A. State Child Care Program 2020-2021 Audit
- B. Urban CTSA 2020-2021 Audit
- C. Rural CTSA 2020-2021 Audit
- D. 401(a) Pension Plan 2020 Audit
- E. 403(b) Retirement Plan 2020 Audit

### Fiscal Impact

Program audits are a funding requirement. Failure to complete the program audits would result in non-compliance and jeopardize program funding.

### Conclusion

If accepted by the full Board, these audit reports will be distributed to requesting funding agencies to fulfill program requirements.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED  
JUNE 30, 2021**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of  
Fresno Economic Opportunities Commission

### Report on the Financial Statements

We have audited the accompanying financial statements of the Fresno Economic Opportunities Commission's State Child Care Programs (the Organization), a nonprofit organization, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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### **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Fresno Economic Opportunities Commission's State Child Care Programs' financial statements and do not present fairly the financial position of the Fresno Economic Opportunities Commission as a whole as of June 30, 2021, the changes in financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### **Other Matters**

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Organization's financial statements. The supplementary information included in pages 12 through 26 is presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements, which are in conformity with the CDE Audit Guide issued by the California Department of Education, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2022, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

HUDSON HENDERSON & COMPANY, INC.

A handwritten signature in blue ink that reads "Hudson Henderson & Company, Inc." in a cursive script.

Fresno, California  
March 23, 2022

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2021**

**ASSETS**

Current assets	
Cash and cash equivalents	\$ 161,133
Interfund receivable	<u>221,392</u>
Total current assets	<u>382,525</u>
Noncurrent assets	
Property and equipment, net	<u>-</u>
Total noncurrent assets	<u>-</u>
Total Assets	<u><u>\$ 382,525</u></u>

**LIABILITIES AND NET ASSETS (DEFICIT)**

Liabilities	
Current liabilities	
Due to California Department of Education	\$ 164,014
Accrued compensation and benefits	35,522
Deferred revenue	54,000
Child care reserve fund	<u>161,133</u>
Total current liabilities	<u>414,669</u>
Total liabilities	<u>414,669</u>
Net Assets (Deficit)	
Net assets with donor restrictions	-
Net assets without donor restrictions	<u>(32,144)</u>
Total net assets (deficit)	<u>(32,144)</u>
Total Liabilities and Net Assets (Deficit)	<u><u>\$ 382,525</u></u>

The accompanying notes are an integral part of these financial statements.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2021**

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUES AND SUPPORT</b>			
Child development funding	\$ 1,044,890	\$ -	\$ 1,044,890
Child care food program	14,729	-	14,729
Miscellaneous income	60	-	60
CSBG funding	34,123	-	34,123
	<u>1,093,802</u>	<u>-</u>	<u>1,093,802</u>
<b>EXPENSES</b>			
Program services	1,044,203	-	1,044,203
General and administrative	80,299	-	80,299
	<u>1,124,502</u>	<u>-</u>	<u>1,124,502</u>
Change in Net Assets	<u>(30,700)</u>	<u>-</u>	<u>(30,700)</u>
Net Assets at Beginning of Year	6,582	-	6,582
Prior Period Adjustment	<u>(8,026)</u>	<u>-</u>	<u>(8,026)</u>
Net Assets (Deficit) at Beginning of Year (Restated)	<u>(1,444)</u>	<u>-</u>	<u>(1,444)</u>
Net Assets (Deficit) at End of Year	<u>\$ (32,144)</u>	<u>\$ -</u>	<u>\$ (32,144)</u>

The accompanying notes are an integral part of these financial statements.

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
Expenses:			
Salaries	\$ 618,626	\$ -	\$ 618,626
Employee benefits	278,774	-	278,774
Book and supplies	22,062	-	22,062
Other operating expenses	124,659	-	124,659
Depreciation	82	-	82
Administrative expense	-	80,299	80,299
Total expenses	<u>\$ 1,044,203</u>	<u>\$ 80,299</u>	<u>\$ 1,124,502</u>

The accompanying notes are an integral part of these financial statements.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021**

<b>Cash Flows from Operating Activities</b>	
Change in net assets	\$ (30,700)
Adjustment to reconcile changes in net assets to net cash provided (used) by operating activities:	
Depreciation expense	82
Changes in operating assets and liabilities:	
Child care food program receivable	5,024
Parent fees receivable	135
Child development receivable	2,763
Interfund receivable	(221,392)
Due to California Department of Education	164,014
Accrued compensation and benefits	27,496
Deferred revenue	54,000
Child care reserve fund	<u>(88,861)</u>
Net cash provided (used) by operating activities	<u>(87,439)</u>
Increase (decrease) in cash and cash equivalents	(87,439)
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>248,572</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>\$ 161,133</u></u>

The accompanying notes are an integral part of these financial statements.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ACTIVITIES**

Organization: The Fresno Economic Opportunities Commission (the FEOC) is a non-profit corporation incorporated in the State of California in 1965. The FEOC is a local community human services agency that provides assistance to economically and socially disadvantaged persons primarily in the Fresno County region through various types of health and welfare services and programs. The majority of the FEOC's funding is supported by grants from federal, state, and local governments, with additional sources of revenue from fees for services, in-kind contributions, and donor contributions.

FEOC administers one state funded childcare program, referred to as the State Child Care Program (the Organization). The State Preschool Program provides an educational program for low-income, disadvantaged 3-4 year old children. This program provides a safe environment for children while their parents are working, going to school, or are in training. This program provides experiences for children which will influence their total development and serves children's physical, social, emotional, and cognitive needs. The Organization's staff work towards designing an environment that will foster school and community values while being sensitive to the individual needs and preferences of the child and his or her family. The Organization serves subsidized and low-income families, based on income and number of family members. The Organization operated eight preschool locations in Fresno County.

In addition to the program audit of the Organization contained herein, the FEOC is audited on an organizational wide basis annually. Accordingly, the accompanying financial statements contain only the financial information and disclosures pertaining to the Organization as of June 30, 2021.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting and Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities*. Under Accounting Standard Codification (ASC) Topic 958, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

*Net assets without donor restrictions* are the portion of net assets over which the governing board has discretionary control for the general operations of the Organization. The only limits on net assets without donor restrictions are limits resulting from contractual agreements.

*Net assets with donor restrictions* are the portion of net assets resulting from contribution, pledges, and other inflows of assets whose use by the Organization is limited by donor-imposed restrictions that expire by the passage of time or usage, and the portion of net assets restricted by external parties (donors, grantors, or laws and regulations) in ways that are not dependent on the passage of time.

Method of Accounting: The Organization uses the accrual basis method of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Cash and Cash Equivalents: For purposes of reporting the Statement of Cash Flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three (3) months or less to be cash equivalents.

Interfund Receivable: Interfund receivable consists of the amounts retained in the FEOC funds that are due to the Organization.

Property and Equipment: Contributed property and equipment are recorded at fair value on the date of donation. Contributions of property and equipment are recorded as unrestricted support, unless the donor stipulates how long the assets must be used.

Property and equipment purchased with Organization funds are capitalized at cost and depreciated over the useful estimated lives of the asset using the straight-line method. Amortization of building improvements is based on the estimated useful life of the improvements. Depreciation and amortization expense is charged against operations. Expenditures for property and equipment in excess of \$5,000 are capitalized.

Property and equipment purchased with grant funds are depreciated using the straight-line method over the estimated useful life of the assets.

In the event of a contract termination, certain funding sources require title to property and equipment previously purchased with grant funds revert to the funding source. Certain funding sources also limit the use of property and equipment for specific programs and require approval for disposition of property and equipment.

Compensated Absences: The Organization recognizes compensated absences as a liability. As of June 30, 2021, the accrued vacation balance was \$23,550, which is recorded within the accrued compensation and benefits on the Statement of Financial Position. Sick leave is not vested and, therefore, is not accrued.

Deferred Revenue: Deferred revenue includes unearned grant revenue. It represents money received by the Organization, but not yet spent, or earned in accordance with grant agreements.

Contributions: Contributions consist primarily of amounts received from federal, state and local agencies. The Organization recognizes all contributions when they are received or unconditionally promised, regardless of compliance with restrictions. Contributions without donor-imposed restrictions are reported as net assets without donor restrictions. Contributions with donor-imposed restrictions are reported as net asset with donor restrictions. When the time or purpose restrictions are accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as net assets released from restrictions.

Conditional contributions and promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. As of June 30, 2021, there were no conditional contributions. Contributions to be received after one year are discounted at an appropriate rate commensurate with the anticipated cash flow and risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions. As of June 30, 2021, the Organization did not have contributions to be received after one year.

New Accounting Pronouncement: In May 2014, FASB issued ASU No. 2014-09 (Topic 606), *Revenue from Contracts with Customers*. The update is to clarify the principles for recognizing revenue and to develop a common revenue standard for U.S. GAAP and IFRS and to establish the principles to report useful information to users of the financial statements about the nature, timing, and uncertainty of revenue from contracts with customers. The Organization has implemented this ASU in these financial statements accordingly.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Functional Expenses: The costs of the Organization’s various activities have been summarized on a functional basis in the accompanying Statements of Activities and Functional Expenses. Expenses are allocated to program and supporting services based upon the purpose of each expenditure and service provided for each program.

Income Taxes: FEOC is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the State of California Corporate Code. The FEOC is subject to taxation on any unrelated business income.

Accounting principles generally accepted in the United States of America requires FEOC’s management to evaluate tax positions taken by FEOC and recognize a tax liability (or asset) if FEOC has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. FEOC’s management has analyzed the tax positions taken and has concluded that, as of June 30, 2021, there were no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. FEOC is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

FEOC files tax forms in the U.S. federal jurisdiction and the State of California. FEOC is generally no longer subject to examination by these agencies for years before June 30, 2018.

Fair Value of Financial Instruments: Financial instruments include cash and cash equivalents, interfund receivable, due to CDE, accrued compensation and benefits, deferred revenue and the child care reserve fund, none of which are held for trading purposes. The fair values of all financial instruments do not differ materially from the aggregate carrying values of the financial instruments recorded in the accompanying Statement of Financial Position. The carrying amounts of these financial instruments approximate fair value because of the short-term maturities of those instruments.

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in these financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through March 23, 2022, which is the date the financial statements were available to be issued.

**NOTE 3 – CONCENTRATIONS OF CREDIT RISK**

Financial instruments which potentially subject the Organization to concentration of credit risk consist of cash and cash equivalents. Cash balances are held by Fresno Economic Opportunities Commission in several bank accounts at different banks. Interest and non-interest bearing accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

**NOTE 4 – AVAILABILITY OF FINANCIAL ASSETS**

The following table reflects the Organization’s financial assets as of June 30, 2021, reduced by amounts not available for general expenditures within one year. Financial assets are considered unavailable when illiquid or not convertible to cash within one year.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 4 – AVAILABILITY OF FINANCIAL ASSETS (continued)**

Financial Assets:

Cash and cash equivalents	\$ 161,133
Interfund receivable	<u>221,392</u>
 Total financial assets	 <u>382,525</u>
 Less amounts unavailable for general expenses within one year due to:	
Child care reserve fund	<u>161,133</u>
 Total amounts unavailable for general expenses	 <u>161,133</u>
 Total financial assets available for general expenses within one year	 <u><u>\$ 221,392</u></u>

**NOTE 5 – PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following at June 30, 2021:

	Balances June 30, 2020	Additions	Deletions and Adjustments	Balances June 30, 2021
Buildings and improvements	\$ 130,000	\$ -	\$ -	\$ 130,000
Equipment	<u>6,900</u>	<u>-</u>	<u>-</u>	<u>6,900</u>
 Total	 <u>136,900</u>	 <u>-</u>	 <u>-</u>	 <u>136,900</u>
 Less accumulated depreciation	 <u>(136,818)</u>	 <u>(82)</u>	 <u>-</u>	 <u>(136,900)</u>
 Property and equipment, net	 <u><u>\$ 82</u></u>	 <u><u>\$ (82)</u></u>	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

Depreciation expense for the year ended June 30, 2021 was \$82 for grant funded property and equipment.

**NOTE 6 – CHILD CARE RESERVE FUND**

The funding agreements with the California Department of Education (CDE) allow the Organization to record deferred revenue for the amounts earned during the current year based on enrollment and attendance. The reserve is presented as a liability for financial statement purposes and is not included in the current year revenue until spent. As of June 30, 2021, the Organization’s reserve balance is \$161,133.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 7 – PENSION PLAN**

FEOC contributes to a defined contribution pension plan which covers substantially all employees of the Organization. Contributions are based on years of service and does not allow contributions to be made if programs sponsored by federal, state or local government does not allow for such benefits. The amount contributed by the Organization for the year ended June 30, 2021 was \$26,969.

**NOTE 8 – CONTINGENCIES**

Coronavirus Pandemic: Management has determined the events regarding the Novel Coronavirus (COVID-19) require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a state of emergency in California due to COVID-19. The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by the government authorities to contain the outbreak or treat its impact are uncertain. A vaccination has been created and is being administered throughout the State, including the Organization's service area. The ultimate impact of COVID-19 on the operations and finances of the Organization remains unknown.

**NOTE 9 – PRIOR PERIOD ADJUSTMENT**

A prior period adjustment of (\$8,026) was recorded to properly restate the opening balance of the net assets without donor restrictions as of June 30, 2020. The adjustment was made to properly record the effect of the salary and vacation accrual for the prior period.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**SUPPLEMENTARY INFORMATION**

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2021**

Grantor/Pass Through Grantor/Program Title	Federal CFDA No.	Pass-Through Grantor's Number	Awards	Expenditures	Expenditures to Subrecipients
<b>FEDERAL</b>					
<b><u>U.S. DEPARTMENT OF AGRICULTURE</u></b>					
Passed through California State Department of Education					
Child and Adult Care Food Program	10.558	10-22229-2C	\$ 14,729	\$ 14,729	\$ -
<b>TOTAL U.S. DEPARTMENT OF AGRICULTURE</b>			<b>14,729</b>	<b>14,729</b>	<b>-</b>
<b><u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>					
Passed through the California State Department of Community Service and Development					
Community Services Block Grant	93.569	18F-5016	35,000	34,123	-
<b>TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			<b>35,000</b>	<b>34,123</b>	<b>-</b>
<b>TOTAL FEDERAL AWARDS AND EXPENDITURES</b>					
			<b>\$ 49,729</b>	<b>\$ 48,852</b>	<b>\$ -</b>
<b>STATE</b>					
<b><u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>					
Passed through California State Department of Education					
California State Preschool	93.575 & 93.596	CSPP-0075	\$ 1,074,224	\$ 1,044,890	\$ -
<b>TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			<b>1,074,224</b>	<b>1,044,890</b>	<b>-</b>
<b>TOTAL STATE AWARDS AND EXPENDITURES</b>					
			<b>\$ 1,074,224</b>	<b>\$ 1,044,890</b>	<b>\$ -</b>

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**NOTE 1 – BASIS OF ACCOUNTING & PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Fresno Economic Opportunity Commission's State Child Care Programs (the Organization) is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S., Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some of the amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

**NOTE 2 – INDIRECT COST RATE**

The Organization does not use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 3 – CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)**

The CFDA numbers included in the accompanying Schedule of Expenditures of Federal Awards were determined based on the program name, review of the grant or contract information, and the Office of Management and Budget's Catalog of Federal Domestic Assistance.

**NOTE 4 – PASS-THROUGH ENTITY IDENTIFYING NUMBERS**

When Federal awards were received from a pass-through entity, the Schedule of Expenditures of Federal Awards show, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the Organization has either determined that no identifying number is assigned for the program or the Organization was unable to obtain an identifying number from the pass-through entity.

**NOTE 5 – SUBRECIPIENTS**

The Organization had no federal expenditures as presented in the Schedule of Expenditures of Federal Awards that were provided to subrecipients.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
COMBINING STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075		
	State Preschool Program	Unrestricted Other Income	Total
Revenues and Support			
Child development funding	\$ 1,044,890	\$ -	\$ 1,044,890
Child care food program	14,729	-	14,729
Miscellaneous income	-	60	60
CSBG funding	-	34,123	34,123
	<u>1,059,619</u>	<u>34,183</u>	<u>1,093,802</u>
Total Revenues and Support			
Expenses			
Salaries	576,560	42,066	618,626
Employee benefits	273,308	5,466	278,774
Books and supplies	19,420	2,642	22,062
Other operating expenses	110,032	14,627	124,659
Depreciation	-	82	82
General, administrative, and indirect expenses	80,299	-	80,299
	<u>1,059,619</u>	<u>64,883</u>	<u>1,124,502</u>
Total Expenses			
Change in Net Assets	<u>-</u>	<u>(30,700)</u>	<u>(30,700)</u>
Net Assets at Beginning of Year	-	6,582	6,582
Prior Period Adjustment	<u>-</u>	<u>(8,026)</u>	<u>(8,026)</u>
Net Assets (Deficit) at Beginning of Year (Restated)	<u>-</u>	<u>(1,444)</u>	<u>(1,444)</u>
Net Assets (Deficit) at End of Year	<u>\$ -</u>	<u>\$ (32,144)</u>	<u>\$ (32,144)</u>

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF EXPENDITURES BY STATE CATEGORIES  
 FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075 State Preschool Program	Total CDE Funds
	<u>                    </u>	<u>                    </u>
Expenditures		
1000 - Certificated salaries	\$ 576,560	\$ 576,560
2000 - Classified salaries	-	-
3000 - Employee benefits	273,308	273,308
4000 - Books and supplies	19,420	19,420
5000 - Services and other operating expenses	110,032	110,032
6100/6200 - Other approved capital outlay	-	-
6400 - New equipment	-	-
Start-up expenses	-	-
Indirect costs	<u>80,299</u>	<u>80,299</u>
 Total Expenses Claimed for Reimbursement	 <u>\$ 1,059,619</u>	 <u>\$ 1,059,619</u>

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 RECONCILIATION OF STATE CHILD CARE PROGRAMS EXPENDITURES  
 FOR THE YEAR ENDED JUNE 30, 2021**

Total FEOC expenses for the year ended December 31, 2020		\$ 126,382,279
Less: expenses for programs unrelated to Child Development Fund		<u>(125,130,332)</u>
Total child development expenses for the year ended December 31, 2020		
State preschool	\$ 1,078,596	
Supplemental	30,000	
General Child Care	<u>143,351</u>	1,251,947
Less: child development expenses - January 1, 2020 to June 30, 2020		
State preschool	(549,968)	
Supplemental	(30,000)	
General child care	<u>(143,351)</u>	(723,319)
Add: child development expenses - January 1, 2021 to June 30, 2021		
State preschool	530,991	
Supplemental	<u>64,883</u>	595,874
Total child development expenses - July 1, 2020 to June 30, 2021		
State preschool	1,059,619	
Supplemental	<u>64,883</u>	
		<u>\$ 1,124,502</u>

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 RECONCILIATION OF CDE AND GAAP EXPENSE REPORTING  
 FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075 State Preschool Program	Total
Schedule of Expenditures by State Categories	\$ 1,059,619	\$ 1,059,619
Combining Statement of Activities	\$ 1,059,619	\$ 1,059,619

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF CLAIMED EQUIPMENT EXPENDITURES  
 FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075 State Preschool Program	Total
Capitalized equipment expended on the AUD with prior written approval		
None	\$ -	\$ -
Total	\$ -	\$ -
Capitalized equipment expended on the AUD without prior written approval		
None	\$ -	\$ -
Total	\$ -	\$ -

Note: Fresno Economic Opportunities Commission's capitalization threshold is \$5,000.

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF CLAIMED EXPENDITURES FOR RENOVATIONS AND REPAIRS  
 FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075 State Preschool Program	Total
	<u>                  </u>	<u>                  </u>
Unit costs under \$10,000 per item		
None	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Unit costs \$10,000 or more per item with prior written approval		
None	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Unit costs \$10,000 or more per item without prior written approval		
None	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>

Note: Fresno Economic Opportunities Commission's capitalization threshold is \$5,000.

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF CLAIMED ADMINISTRATIVE COSTS  
 FOR THE YEAR ENDED JUNE 30, 2021**

	CSPP-0075 State Preschool Program	Total
Reimbursable Administrative Costs		
Indirect costs	\$ 80,299	\$ 80,299
Professional services	2,541	2,541
Total	\$ 82,840	\$ 82,840

# California Department of Education Audited Attendance and Fiscal Report for California State Preschool Programs

A U D 8501 Page 1 of 8

Fiscal Year Ending

June 30, 2021

Contract Number

CSPP-0075

Vendor Code

J067

Full Name of Contractor **Fresno County Economic Opportunities Commission**

## Section 1 - Days of Enrollment Certified Children

Enrollment Category	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Three Years and Older Full-time-plus				1.1800	0
Three Years and Older Full-time	3,905		3,905	1.0000	3,905
Three Years and Older Three-quarters-time	2,437		2,437	0.7500	1,827.75
Three Years and Older One-half-time	3,805		3,805	0.6193	2,356.4365
Exceptional Needs Full-time-plus				1.8172	0
Exceptional Needs Full-time	908		908	1.5400	1,398.32
Exceptional Needs Three-quarters-time	556		556	1.1550	642.18
Exceptional Needs One-half-time	310		310	0.9537	295.647
Limited and Non-English Proficient Full-time-plus				1.2980	0
Limited and Non-English Proficient Full-time	1,629		1,629	1.1000	1,791.9
Limited and Non-English Proficient Three-quarters-time	950		950	0.8250	783.75
Limited and Non-English Proficient One-half-time	4,005		4,005	0.6193	2,480.2965

Full Name of Contractor

Fresno County Economic Opportunities Commission

**Section 1 - Days of Enrollment Certified Children (continued)**

Enrollment Category	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6193	0
Severely Disabled Full-time-plus				2.2774	0
Severely Disabled Full-time				1.9300	0
Severely Disabled Three-quarters-time				1.4475	0
Severely Disabled One-half-time				1.1952	0
<b>TOTAL DAYS OF ENROLLMENT</b>	<b>18,505</b>		<b>18,505</b>	<b>N/A</b>	<b>15,481.28</b>
<b>DAYS OF OPERATION</b>	<b>238</b>		<b>238</b>	<b>N/A</b>	<b>N/A</b>
<b>DAYS OF ATTENDANCE</b>	<b>7,083</b>		<b>7,083</b>	<b>N/A</b>	<b>N/A</b>

NO NON-CERTIFIED CHILDREN Check this box (omit pages 3 and 4) and continue to Revenue Section on page 5.

Full Name of Contractor

Fresno County Economic Opportunities Commission

Section 3 - Revenue

Revenue Category	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs	17,568	-2,839	14,729
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
<b>Restricted Income - Subtotal</b>	<b>17,568</b>	<b>-2,839</b>	<b>14,729</b>
Transfer from Reserve - General			
Transfer from Reserve - Professional Development			
<b>Transfer from Reserve Total</b>			
Waived Family Fees for Certified Children (July - August)			
Family Fees Collected for Certified Children (September - June)			
Waived Family Fees for Certified Children (September - June)			
<b>Family Fees for Certified Children (September - June) - Subtotal</b>			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Fees for Non-Certified Children			
Unrestricted Income - Head Start			
Unrestricted Income - Other:	54,000	-54,000	0
<b>Total Revenue</b>	<b>71,568</b>	<b>-56,839</b>	<b>14,729</b>

Comments:

Full Name of Contractor

Fresno County Economic Opportunities Commission

**Section 4 - Reimbursable Expenses**

Expense Category	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	576,560		576,560
2000 Classified Salaries			
3000 Employee Benefits	273,308		273,308
4000 Books and Supplies	19,420		19,420
5000 Services and Other Operating Expenses	110,032		110,032
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (include in Total Administrative Cost)	80,299		80,299
Non-Reimbursable (State use only)			
<b>Total Reimbursable Expenses</b>	<b>1,059,619</b>		<b>1,059,619</b>
Total Administrative Cost (included in Section 4 above)	82,840		82,840
Total Staff Training Cost (included in Section 4 above)	600		600

Approved Indirect Cost Rate: 8.2%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 7.

Full Name of Contractor

Fresno County Economic Opportunities Commission

Section 7 - Summary

Summary Category	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative per Audit
Total Certified Days of Enrollment	18,505		18,505
Days of Operation	238		238
Days of Attendance	7,083		7,083
Restricted Program Income	17,568	-2,839	14,729
Transfer from Reserve			
Family Fees for Certified Children (September - June)			
Interest Earned on Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	1,059,619		1,059,619
Total Administrative Cost	82,840		82,840
Total Staff Training Cost	600		600

Total Certified Adjusted Days of Enrollment

Total Non-Certified Adjusted Days of Enrollment

Independent auditor's assurances on agency's compliance with the contract funding terms and conditions and program requirements of the California Department of Education, Early Learning and Care Division:

Eligibility, enrollment and attendance records are being maintained as required (select YES or NO from the drop-down box):

Reimbursable expenses claimed on page 6 are eligible for reimbursement, reasonable, necessary, and adequately supported (select YES or NO from the drop-down box):

Include any comments in the comments box on page 5. If necessary, attach additional sheets to explain adjustments.

# California Department of Education Audited Reserve Account Activity Report

Fiscal Year End

June 30, 2021

Reserve Account Type

Center-Based

Vendor Code

J067

A U D 9530A Page 1 of 1

Full Name of Contractor **Fresno County Economic Opportunities Commission**

## Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2019-20 AUD 9530A Ending Balance)	212,205
2. Plus Transfers to Reserve Account:	Per 2019-20 Post-Audit CDNFS 9530
Contract No. CSPP-9072	37,789
Contract No.	
<b>Total Transferred from 2019-20 Contracts to Reserve</b>	<b>37,789</b>
3. Less Excess Reserve to be Billed	
<b>4. Ending Balance per 2019-20 Post-Audit CDNFS 9530</b>	<b>249,994</b>

## Section 2 - Current Year (2020-21) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve	288		288
6. Less Transfers to Contracts from Reserve:			
CSPP General-Contract No.			
CSPP General-Contract No.			
CSPP Professional Development-Contract No.			
CSPP Professional Development-Contract No.			
<b>Subtotal CSPP Transfers</b>			
Other Contract No.			
<b>Subtotal Other Contract Transfers</b>			
<b>Total Transferred to Contracts from Reserve Account</b>			
<b>7. Ending Balance on June 30, 2021</b>	<b>250,282</b>		<b>250,282</b>

COMMENTS - If necessary, attach additional sheets to explain adjustments.

Financial position \$161,133 excludes excess reserve to be billed \$89,149.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners of  
Fresno Economic Opportunities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Fresno Economic Opportunities Commission's State Child Care Programs (the Organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 23, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. During our audit we did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a material weakness: 2021-001.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2021-002.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HUDSON HENDERSON & COMPANY, INC.

A handwritten signature in blue ink that reads "Hudson Henderson & Company, Inc." in a cursive script.

Fresno, California  
March 23, 2022

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**FINDINGS AND QUESTIONED COSTS**

**STATE CHILD CARE PROGRAMS  
 FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION I – SUMMARY OF AUDITORS’ RESULTS**

*Financial Statements*

Type of auditors' report issued: Unmodified

Internal control over financial reporting

- Material weakness identified? \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

**Finding 2021-001 – Material Weakness  
Financial Close & Reporting**

Condition:

During the audit of the Organization’s financial statements, we identified material misstatements in the Organization’s general ledger account balances which required material audit adjustments. These adjustments were noted in accrued compensation and benefits for the accrual of wages and compensated absences and for amounts due to the California Department of Education accrued at year end.

Criteria:

In accordance with accounting principles generally accepted in the United States of America, adequate internal controls should be implemented to ensure that all assets, liabilities, revenues and expenses are properly recorded and reported. Furthermore, proper accounting principles should be applied to financial closing accounts and processes, thus resulting in the proper presentation of all Organization activities and/or funds.

Cause:

The Organization lacked proper closing procedures and adequate review processes to ensure all account balances and transactions were properly recorded and reconciled at year-end.

Effect:

Material adjustments were identified through audit procedures performed which resulted in adjustments to accrued compensation and benefits and accrued amounts due to the California Department of Education to ensure proper presentation in accordance with generally accepted accounting standards.

Recommendation:

We recommend that the Organization continue to work on clarifying roles and responsibilities during the year-end closing process, enhancing the process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit.

Client Response:

Fiscal Year 2021 provided a number of challenges and changes including coronavirus, sheltering in place, and several key staffing changes within the Fresno EOC Finance Department.

Fresno EOC has instituted several leadership and financial changes to address these issues. Fresno EOC hired new leadership, a chief financial officer, and an executive director.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION III – FEDERAL AND STATE AWARDS FINDINGS**

**Finding 2021-002 - Noncompliance  
Program Income**

Condition:

Our tests of compliance over attendance and program income identified the following instances of non-compliance with program income requirements: there was a discrepancy in quarter 4 attendance reporting where 190 of the May 2021 attendance from the Franklin site was omitted from the quarterly report, and nutrition income reported to the CDE was overstated and the correct nutrition income was not properly reported. Using the CNIPS report, total nutrition income was calculated as \$14,729. Noted the amount reported to the CDE was \$17,568, and the amount recorded in the general ledger was \$16,938. Upon inquiry, client confirmed that the correct amount reported should have been \$14,729.

Criteria:

The California Department of Education Audit Guide and the Funding Terms and Conditions and CSPP Program Requirements for the contract outline the specific program income, attendance reporting and income reporting requirements to receive nutrition income.

Cause:

Staff shortages and difficulties adjusting to changes caused by the COVID-19 pandemic resulted to attendance and income reporting that was not reconciled against attendance records and financial information as recorded in the general ledger.

Effect:

Attendance was underreported to the CDE for the fourth quarter, and annual nutrition income as reported was overstated.

Recommendation:

We recommend the Organization obtain copies of the Audit Guide, Funding Terms and Conditions, and CSPP Program Requirement documents and implement a stronger review process to ensure that attendance and income numbers reported for the nutrition program are accurate and in compliance.

Client Response:

Fiscal Year 2021 provided a number of challenges and changes including coronavirus, sheltering in place, and several key staffing changes within the Fresno EOC Finance Department.

Fresno EOC has instituted several leadership and financial changes to address these issues. Fresno EOC hired new leadership, a chief financial officer, and an executive director.

**STATE CHILD CARE PROGRAMS  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2020**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

There were no prior year financial statement findings.

**SECTION III – FEDERAL AND STATE AWARDS FINDINGS**

There were no prior year federal award findings.

**FRESNO ECONOMIC  
OPPORTUNITIES COMMISSION**

**URBAN CONSOLIDATED TRANSPORTATION  
SERVICE AGENCY**

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**FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITORS' REPORT**

**FOR THE YEARS ENDED  
JUNE 30, 2021 AND 2020**

DRAFT

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## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of the  
Fresno Economic Opportunities Commission

### Report on the Financial Statements

We have audited the accompanying financial statements of the Fresno Economic Opportunities Commission's Urban Consolidated Transportation Service Agency (the Agency), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America

**Other Matters**

*Other Information*

The financial statements of the Agency as of and for the year ended June 30, 2020 were audited by predecessor auditors' and they expressed an unmodified opinion in their report dated December 4, 2020, but they have not performed any auditing procedures since that date

**Other Reporting Required by *Government Auditing Standards* and the Transportation Development Act**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 26, 2022, on our consideration of the Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters as it relates to the Transportation Development Act Funds. The purpose of that report is solely to describe the scope of our testing on internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance as it relates to the Transportation Development Act Funds. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance as it relates to the Transportation Development Act Funds.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
May 26, 2022

DRAFT

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 URBAN CONSOLIDATED TRANSPORTATION AGENCY  
 STATEMENTS OF FINANCIAL POSITION  
 JUNE 30, 2021 AND 2020**

	<b>2021</b>	<b>(Restated) 2020</b>
<b>ASSETS</b>		
Current Assets		
Accounts receivable	\$ 241,453	\$ 674,428
Interfund receivable	3,305,291	6,075
Deposits	38,802	-
Total Current Assets	3,585,546	680,503
Noncurrent Assets		
Property and equipment, net	1,567,346	1,796,706
Total Noncurrent Assets	1,567,346	1,796,706
Total Assets	\$ 5,152,892	\$ 2,477,209
<b>LIABILITIES AND NET ASSETS</b>		
Liabilities		
Accrued compensation and benefits	\$ 163,069	\$ 157,730
Interfund payable	151,312	-
Refundable advances	1,524,025	399,617
Total Liabilities	3,362,431	557,347
Net Assets		
Net assets with donor restrictions	-	-
Net assets without donor restrictions	1,790,461	1,919,862
Total Net Assets	1,790,461	1,919,862
Total Liabilities and Net Assets	\$ 5,152,892	\$ 2,477,209

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	Year Ended June 30, 2021		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND SUPPORT</b>			
Special transit fares	\$ -	\$ 1,576,635	\$ 1,576,635
School bus service revenues	-	821,902	821,902
Local transportation fund	-	-	-
Non-transportation revenue	-	569	569
Net assets released from restrictions			
Satisfaction of acquisition restrictions	2,399,106	(2,399,106)	-
 Total Revenues and Support	 2,399,106	 -	 2,399,106
<b>EXPENSES</b>			
Program services	2,216,676	-	2,216,676
General and administrative	84,979	-	84,979
 Total Expenses	 2,301,655	 -	 2,301,655
Excess Revenues over Expenses	97,451	-	97,451
<b>OTHER INCOME (EXPENSES)</b>			
Depreciation of grant funded assets	(226,852)	-	(226,852)
 Total Other Income (Expenses)	 (226,852)	 -	 (226,852)
Changes in Net Assets	(129,401)	-	(129,401)
Net Assets at Beginning of Year	1,919,862	-	1,919,862
Net Assets at End of Year	\$ 1,790,461	\$ -	\$ 1,790,461

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF ACTIVITIES (continued)  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	(Restated) Year Ended June 30, 2020		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND SUPPORT</b>			
Special transit fares	\$ -	\$ 2,076,338	\$ 2,076,338
School bus service revenues	-	454,146	454,146
Auxiliary transportation revenues	-	277,790	277,790
Local transportation fund	-	777,399	777,399
Net assets released from restrictions			
Satisfaction of acquisition restrictions	3,585,673	(3,585,673)	-
<b>Total Revenues and Support</b>	<b>3,585,673</b>	<b>-</b>	<b>3,585,673</b>
<b>EXPENSES</b>			
Program services	3,403,665	-	3,403,665
General and administrative	182,008	-	182,008
<b>Total Expenses</b>	<b>3,585,673</b>	<b>-</b>	<b>3,585,673</b>
Excess Revenues over Expenses	-	-	-
<b>OTHER INCOME (EXPENSES)</b>			
Capital Revenue	432,676	-	432,676
Depreciation of grant funded assets	(289,969)	-	(289,969)
<b>Total Other Income (Expenses)</b>	<b>142,707</b>	<b>-</b>	<b>142,707</b>
Changes in Net Assets	142,707	-	142,707
Net Assets at Beginning of Year	1,777,155	-	1,777,155
Net Assets at End of Year	<u>\$ 1,919,862</u>	<u>\$ -</u>	<u>\$ 1,919,862</u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	Year Ended June 30, 2021		
	Program Services	General and Administrative	Total Expenses
Expenses:			
Labor	\$ 1,074,077	\$ -	\$ 1,074,077
Fringe benefits	475,636	-	475,636
Services	305,942	-	305,942
Materials and supplies	188,894	-	188,894
Utilities	48,171	-	48,171
Insurance	90,468	-	90,468
Miscellaneous expenses	11,554	-	11,554
Leases and rentals	21,934	-	21,934
Administrative expense	-	84,979	84,979
	<u>\$ 2,216,676</u>	<u>\$ 84,979</u>	<u>\$ 2,301,655</u>
Total Expenses			
	<u>\$ 2,216,676</u>	<u>\$ 84,979</u>	<u>\$ 2,301,655</u>
		(Restated)	
		Year Ended	
		June 30, 2020	
	Program Services	General and Administrative	Total Expenses
Expenses:			
Labor	\$ 1,757,053	\$ -	\$ 1,757,053
Fringe benefits	696,015	-	696,015
Services	392,934	-	392,934
Materials and supplies	359,759	-	359,759
Utilities	53,127	-	53,127
Insurance	111,019	-	111,019
Miscellaneous expenses	19,423	-	19,423
Leases and rentals	14,335	-	14,335
Administrative expense	-	182,008	182,008
	<u>\$ 3,403,665</u>	<u>\$ 182,008</u>	<u>\$ 3,585,673</u>
Total Expenses			
	<u>\$ 3,403,665</u>	<u>\$ 182,008</u>	<u>\$ 3,585,673</u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	<b>Year Ended June 30, 2021</b>	<b>Year Ended June 30, 2020</b>
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ (129,401)	\$ 142,707
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	229,360	292,685
Changes in operating assets and liabilities:		
Accounts receivable	432,975	(209,112)
Interfund receivable	(3,299,216)	-
Deposits	(38,802)	12,539
Accrued compensation and benefits	5,339	-
Interfund payable	151,312	(276,163)
Accounts payable	-	(1,465)
Refundable advances	1,124,408	484,025
Net cash provided by operating activities	-	445,216
 <b>Cash Flows from Operating Activities</b>		
Purchase equipment	-	(445,216)
Net cash provided by operating activities	-	(445,216)
 Cash and Cash Equivalents, Beginning of Year	-	-
Cash and Cash Equivalents, End of Year	\$ -	\$ -

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Nature of Activities: Fresno Economic Opportunities Commission (the “Agency”) is a California non-profit organization formed in August 1965. The Agency is a local community human services agency that provides assistance to economically and socially disadvantaged persons in the Fresno County region through various types of health and welfare services and programs. The majority of the Agency’s funding is supported by grants from federal, state, and local governments, with additional sources of revenues from fees for services, in-kind and donor contributions.

The Agency formed the Consolidated Transportation Service Agency (“CTSA”) for the purpose of serving the transportation needs of Metropolitan and rural Fresno County. The Agency, as co-designate with the City of Fresno, is the lead social service agency in administering the CTSA operations for the Fresno Metropolitan Area.

The CTSA is a program component of the Agency and was established to operate and administer various federal and state grant programs related to transportation services. In addition to the program audit of the CTSA contained herein, the Agency is audited on an organizational wide basis annually. Accordingly, the accompanying financial statements contain only the financial information and disclosures pertaining to the CTSA program. The Rural CTSA program has been reported separately.

Basis of Accounting: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Update (ASU) 2016-14, Topic 958, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities*. Under ASU Topic 958, the Agency is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

*Net assets without donor restrictions* are the portion of net assets over which the governing board has discretionary control for the general operations of the Agency. The only limits on net assets without donor restrictions are limits resulting from contractual agreements.

*Net assets with donor restrictions* are the portion of net assets resulting from contributions, pledges, and other inflows of assets whose use by the Agency is limited by donor-imposed restrictions that expire by the passage of time or usage, and the portion of net assets restricted by external parties (donors, grantors, or laws and regulations) in ways that are not dependent on the passage of time.

Method of Accounting: The Agency uses the accrual basis method of accounting in accordance with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents: For purposes of reporting the Statements of Cash Flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three (3) months or less to be cash equivalents. Restricted cash and cash equivalents, when applicable, consists of donations received designated for a specific use but not yet expended.

Accounts and Grants Receivable: Accounts receivable are amounts due from various agencies and entities for services performed under fee for service contracts. Grants receivable are amounts due from federal, state, or local funding sources for services performed under cost reimbursement contracts. Management considers all amounts to be fully collectible, and therefore no allowance for doubtful accounts related to accounts or grants receivables have been recorded in the accompanying financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Capital Assets: Contributed property and equipment are recorded at fair value on the date of donation. Contributions of property and equipment are recorded as unrestricted support, unless the donor stipulates how long the assets must be used.

Property and equipment purchased with Agency funds are capitalized at cost and depreciated over the useful estimated lives of the asset using the straight-line method. Amortization of building improvements is based on the estimated useful life of the improvements. Depreciation and amortization expense is charged against operations. Expenditures for property and equipment in excess of \$5,000 are capitalized.

Property and equipment purchased with grant funds are depreciated using the straight-line method over the estimated useful life of the assets. Depreciation of these assets is charged against grant funded assets in the Statements of Activities.

In the event of a contract termination, certain funding sources require title to property and equipment purchased with grant funds revert to the funding source. Certain funding sources also limit the use of property and equipment for specific programs and require approval for disposition of property and equipment.

The estimated useful lives for the various types of assets are as follows:

Equipment	5 - 15 years
-----------	--------------

Interfund Payable: Certain costs are incurred by the Agency during the current period but are not paid until after the beginning of the next fiscal period. These costs are reported as payables in the financial statements. The Agency's Interfund Payable balances were \$151,312 and \$0 as of June 30, 2021 and 2020, respectively.

Refundable Advances: Transportation Development Act ("TDA") funds received but not expended in the program year are deferred and carried forward to the subsequent year. Interest earned on carryover funds is included as current year revenues on the Statements of Activities.

Support and Revenue: The Agency receives support primarily through contributions received from various donors. Contributions received are recorded as without donor restrictions or with donor restrictions, depending on the existence and nature of any donor restrictions. Support that is not restricted by the donor is reported as an increase in net assets without donor restrictions. All other temporarily or permanently restricted donor support is reported as an increase in net assets with donor restrictions. When a restriction expires (that is when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statements of Activities as net assets released from restrictions.

The Agency follows the recommendations of FASB ASU 2018-18, Not-for-Profit Entities (Topic 958) – *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Under this FASB ASU, the Organization accounts for contributions received and contributions made, whether as a contribution or an exchange transaction, and whether a contribution is conditional.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes: The Agency is a tax-exempt Organization under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the State of California Corporate Code. The Organization is subject to taxation on any unrelated business income.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Allocation of Expenses: The costs of providing various programs and other activities have been summarized on a functional basis in the Statements of Activities and in the Statements of Functional Expenses. Expenses are charged to programs and supporting services on the basis of program costs. Supporting services costs include those expenses that are not directly identifiable with any specific function but provide for the overall support and direction of the Organization.

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through May 26, 2022, which is the date the financial statements were available to be issued.

**NOTE 2 – CAPITAL ASSETS**

Capital assets activity for the years ended June 30, 2021 and 2020 were as follows:

	<b>2021</b>	<b>2020</b>
Buildings and improvements	\$ 2,361,513	\$ 2,361,513
Equipment	4,190,398	4,190,398
Total	6,551,911	6,551,911
Less accumulated depreciation	4,984,565	4,755,205
Property and equipment, net	\$ 1,567,346	\$ 1,796,706

Depreciation expenses for years ended June 30, 2021 and 2020 was \$230,398 and \$292,685; respectively.

**NOTE 3 – RETIREMENT PLAN**

The Agency contributes to a defined contribution retirement plan which covers substantially all employees of the Agency. Generally, the Agency contributes an amount equal to five percent (5%) of the compensation earned by each eligible employee. Employer contributions are vested immediately. Annual contributions are disclosed in the Agency's organization-wide audit.

**NOTE 4 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Agency's liquidity and availability of financial assets are reported on the Agency's annual audit. Rural CTSA's financial assets available for general expenditures within one year of the Statements of Financial Position dates primarily consists of accounts and interfund receivables.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 5 – TRANSPORTATION DEVELOPMENT ACT REQUIREMENTS**

Section 6633: Pursuant to Section 6633.2 of the California Administrative Code, the Agency is required to meet a passenger fare revenue recovery ratio of 55% for urban fixed services.

The ratios for the fiscal years ended June 30, 2021 and 2020 are 104.37% and 81.99% respectively. The Agency's passenger fare recovery ratio for the rural services with fixed routes is as follows at June 30, 2021 and 2020, respectively:

	<b>2021</b>	<b>(Restated) 2020</b>
Allowable TDA Fare Revenues:		
Special Transit Fares	\$ 1,576,635	\$ 2,071,898
School Bus Revenue	<u>821,902</u>	<u>736,376</u>
Fare Revenue	<u>\$ 2,398,537</u>	<u>\$ 2,808,274</u>
Total Operating Expenses	\$ 2,528,507	\$ 3,717,912
Allowable TDA Adjustments:		
Depreciation	<u>(230,398)</u>	<u>(292,685)</u>
Net Operating Expenses	<u>\$ 2,298,109</u>	<u>\$ 3,425,227</u>
Fare Revenue Ratio	104.37%	81.99%
Ratio of Local Support Revenues to Operating Costs Minus Exclusions	113.66%	87.00%

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 6 – REFUNDABLE ADVANCES**

Refundable advances of the Agency for the years ended June 30, 2021 and 2020 are as follows:

	<b>2021</b>		
	<b>Operations</b>	<b>Capital</b>	<b>Total</b>
Amount approved and allocated by Fresno Council of Governments (4.5 LTF Funds)	\$ 1,124,408	\$ -	\$ 1,124,408
Carryover available	557,347	-	557,347
Prior period adjustment	(157,730)		
<b>Total allocation</b>	<b>\$ 1,524,025</b>	<b>\$ -</b>	<b>\$ 1,681,755</b>
Net reimbursable costs submitted by the Agency Rural CTSA	\$ -	\$ -	\$ -
Net amount disbursed during the year	-	-	-
Amount available for carryover	<b>\$ 1,524,025</b>	<b>\$ -</b>	<b>\$ 1,524,025</b>
	<b>2020</b>		
	<b>Operations</b>	<b>Capital</b>	<b>Total</b>
Amount approved and allocated by Fresno Council of Governments (4.5 LTF Funds)	\$ 1,103,197	\$ -	\$ 1,103,197
Carryover available	73,322	-	73,322
Interest	497	-	497
<b>Total allocation</b>	<b>\$ 1,177,016</b>	<b>\$ -</b>	<b>\$ 1,177,016</b>
Net reimbursable costs submitted by the Agency Rural CTSA	\$ 619,669	\$ -	\$ 619,669
Net amount disbursed during the year	619,669	-	619,669
Amount available for carryover	<b>\$ 557,347</b>	<b>\$ -</b>	<b>\$ 557,347</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 7 – ECONOMIC DEPENDENCY**

The TDA Fund of the Agency received the majority of its funding from one source, by Section 99400(a) of the Public Utilities Code. The total amount of funding received from the Public Utilities Code was \$1,124,408 and \$1,103,197, or 38.32% and 16.05%, of the total funding for the years ending June 30, 2021 and 2020, respectively. The TDA Fund of the Agency is thus subject to possible risk of reductions in services and/or closure due to potential future changes of Section 99400(a) of the Public Utilities Code.

**NOTE 8 – COMMITMENTS AND CONTINGENCIES**

Coronavirus Pandemic: Management has determined the events regarding the novel coronavirus require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a state of emergency in California due to the novel coronavirus (COVID-19). The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by government authorities to contain the outbreak or treat its impact are uncertain. A vaccination has been created and is being administered throughout the state, including the Agency's service area. The ultimate impact of COVID-19 on the operations and finances of the Agency remains unknown.

**NOTE 9 – PRIOR PERIOD RESTATEMENT**

A prior period restatement of (\$157,730) was recorded to properly restate the opening balance of the refundable advances and accrued compensation and benefit as of June 30, 2020. This adjustment also resulted in an increase to local Transportation Fund revenues and support, along with an increase in program services expenses of \$157,730. The adjustment was made to properly record the effects of the salary and vacation accrual for the prior period. The adjustment had no impact or overall change in net assets as of June 30, 2020, or the total change in net assets for the year ended June 30, 2020. The restatement was a reclassification of liabilities along with an increase in revenues and expenses.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS AND THE TRANSPORTATION DEVELOPMENT ACT**

To the Board of Commissioners of the  
Fresno Economic Opportunities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Fresno Economic Opportunities Commission's Urban Consolidated Transportation Service Agency (the Agency), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's financial statements, and have issued our report thereon dated May 26, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. During our audit we did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a material weakness; 2021-001.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the applicable statutes, rules and regulations of the Transportation Development Act, including Public Utilities Code Section 99245 as enacted and amended by statute through June 30, 2021, noncompliance with which could have a direct and material effect on the determination of financial statement amounts.

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However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. Our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or the Transportation Development Act.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the Transportation Development Act in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
May 26, 2022

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**FRESNO ECONOMIC  
OPPORTUNITIES COMMISSION**

**URBAN CONSOLIDATED TRANSPORTATION  
SERVICE AGENCY**

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**FINDINGS AND QUESTIONED COSTS**

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
 URBAN CONSOLIDATED TRANSPORTATION AGENCY  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

*Financial Statements*

Type of auditors' report issued:

Unmodified

Internal control over financial reporting

- Material weakness identified? \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

**Finding 2021-001 – Material Weakness  
Financial Close & Reporting**

Condition:

During the audit of the Agency’s financial statements, we identified material misstatements in the Agency’s general ledger account balances which required material audit adjustments. These adjustments were noted in accrued compensation and benefits for the accrual of wages and compensated absences at year end.

Criteria:

In accordance with accounting principles generally accepted in the United States of America, adequate internal controls should be implemented to ensure that all assets, liabilities, revenues and expenses are properly recorded and reported. Furthermore, proper accounting principles should be applied to all financial closing accounts and processes, thus resulting in the proper presentation of all Agency activities and/or funds.

Cause:

The Agency lacked proper closing procedures and adequate review processes to ensure all account balances and transactions were properly recorded and reconciled at year-end.

Effect:

Material adjustments were identified through audit procedures performed which resulted in adjustments to accrued compensation and benefits to ensure proper presentation in accordance with generally accepted accounting standards.

Recommendation:

We recommend that the Agency continue to work on clarifying roles and responsibilities during the year-end closing process, enhancing the process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit.

Management Response:

Fiscal year 2021 provided a number of challenges and changes including coronavirus, sheltering in place, and several key staffing changes within the Fresno EOC Finance Department.

Fresno EOC has instituted several leadership and financial changes to address these issues. Fresno EOC hired new leadership, a chief financial officer and an executive director.

**SECTION III – FEDERAL AND STATE AWARD FINDINGS**

There are no federal or state award findings to be reported in accordance with the Transportation Development Act Audit Guide.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
URBAN CONSOLIDATED TRANSPORTATION AGENCY  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2020**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

There were no prior year financial statement findings.

**SECTION III – FEDERAL AND STATE AWARD FINDINGS**

There were no prior year federal or state award findings.

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**FRESNO ECONOMIC  
OPPORTUNITIES COMMISSION**

**RURAL CONSOLIDATED TRANSPORTATION  
SERVICE AGENCY**

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**FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITORS' REPORT**

**FOR THE YEARS ENDED  
JUNE 30, 2021 AND 2020**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of the  
Fresno Economic Opportunities Commission

### Report on the Financial Statements

We have audited the accompanying financial statements of the Fresno Economic Opportunities Commission's Rural Consolidated Transportation Service Agency (the Agency), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Fresno Economic Opportunities Commission's Rural Consolidated Transportation Service Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Other Information*

The financial statements of the Agency as of and for the year ended June 30, 2020 were audited by predecessor auditors' and they expressed an unmodified opinion in their report dated December 4, 2020, but they have not performed any auditing procedures since that date.

**Other Reporting Required by *Government Auditing Standards* and the Transportation Development Act**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 26, 2022, on our consideration of the Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters as it relates to the Transportation Development Act Funds. The purpose of that report is solely to describe the scope of our testing on internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance as it relates to the Transportation Development Act Funds. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance as it relates to the Transportation Development Act Funds.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
May 26, 2022

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2021 AND 2020**

	<b>2021</b>	<b>(Restated) 2020</b>
<b>ASSETS</b>		
Current Assets		
Accounts receivable	\$ 642,097	\$ 552,305
Total Current Assets	642,097	552,305
Noncurrent Assets		
Property and equipment, net	18,783	83,792
Total Noncurrent Assets	18,783	83,792
Total Assets	\$ 660,880	\$ 636,097
 <b>LIABILITIES AND NET ASSETS</b>		
Liabilities		
Accrued compensation and benefits	\$ 75,763	\$ 73,497
Interfund payable	116,903	475,310
Refundable advances	460,497	14,155
Total Liabilities	653,163	562,962
Net Assets		
Net assets with donor restrictions	7,717	73,135
Net assets without donor restrictions	-	-
Total Net Assets	7,717	73,135
Total Liabilities and Net Assets	\$ 660,880	\$ 636,097

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	Year Ended June 30, 2021		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND SUPPORT</b>			
Special transit fares	\$ -	\$ 578,437	\$ 578,437
School bus service revenues	-	296,388	296,388
Local transportation fund	-	129,728	129,728
Net assets released from restrictions			
Satisfaction of acquisition restrictions	1,069,971	(1,069,971)	-
Total Revenues and Support	1,069,971	(65,418)	1,004,553
<b>EXPENSES</b>			
Program services	973,068	-	973,068
General and administrative	31,894	-	31,894
Total Expenses	1,004,962	-	1,004,962
Excess Revenues over Expenses	65,009	(65,418)	(409)
<b>OTHER INCOME (EXPENSES)</b>			
Depreciation of grant funded assets	(65,009)	-	(65,009)
Total Other Income (Expenses)	(65,009)	-	(65,009)
Changes in Net Assets	-	(65,418)	(65,418)
Net Assets at Beginning of Year	-	73,135	73,135
Net Assets at End of Year	\$ -	\$ 7,717	\$ 7,717

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF ACTIVITIES (continued)  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	(Restated) Year Ended June 30, 2020		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND SUPPORT</b>			
Special transit fares	\$ -	\$ 1,198,342	\$ 1,198,342
School bus service revenues	-	204,861	204,861
Auxiliary transportation revenues	-	288,051	288,051
Local transportation fund	-	536,797	536,797
Net assets released from restrictions			
Satisfaction of acquisition restrictions	2,320,040	(2,320,040)	-
Total Revenues and Support	2,320,040	(91,989)	2,228,051
<b>EXPENSES</b>			
Program services	2,133,270	-	2,133,270
General and administrative	94,781	-	94,781
Total Expenses	2,228,051	-	2,228,051
Excess Revenues over Expenses	91,989	(91,989)	-
<b>OTHER INCOME (EXPENSES)</b>			
Depreciation of grant funded assets	(91,989)	-	(91,989)
Total Other Income (Expenses)	(91,989)	-	(91,989)
Changes in Net Assets	-	(91,989)	(91,989)
Net Assets at Beginning of Year	-	165,124	165,124
Net Assets at End of Year	\$ -	\$ 73,135	\$ 73,135

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	Year Ended June 30, 2021		
	Program Services	General and Administrative	Total Expenses
Expenses:			
Labor	\$ 350,125	\$ -	\$ 350,125
Fringe benefits	141,341	-	141,341
Services	118,337	-	118,337
Materials and supplies	87,065	-	87,065
Utilities	18,889	-	18,889
Insurance	46,508	-	46,508
Purchased transportation	200,000	-	200,000
Miscellaneous expenses	6,237	-	6,237
Leases and rentals	4,566	-	4,566
Administrative expense	-	31,894	31,894
<b>Total Expenses</b>	<b>\$ 973,068</b>	<b>\$ 31,894</b>	<b>\$ 1,004,962</b>

	(Restated) Year Ended June 30, 2020		
	Program Services	General and Administrative	Total Expenses
Expenses:			
Labor	\$ 937,432	\$ -	\$ 937,432
Fringe benefits	356,282	-	356,282
Services	288,745	-	288,745
Materials and supplies	261,954	-	261,954
Utilities	26,212	-	26,212
Insurance	74,523	-	74,523
Purchased transportation	173,052	-	173,052
Miscellaneous expenses	10,474	-	10,474
Leases and rentals	4,596	-	4,596
Administrative expense	-	94,781	94,781
<b>Total Expenses</b>	<b>\$ 2,133,270</b>	<b>\$ 94,781</b>	<b>\$ 2,228,051</b>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	<b>Year Ended June 30, 2021</b>	<b>Year Ended June 30, 2020</b>
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ (65,418)	\$ (91,989)
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	65,009	91,989
Changes in operating assets and liabilities:		
Accounts receivable	(89,792)	79,272
Accrued compensation and benefits	2,266	-
Interfund payable	(358,407)	(166,924)
Refundable advances	446,342	87,652
	-	-
Net cash provided by operating activities	-	-
Cash and Cash Equivalents, Beginning of Year	-	-
Cash and Cash Equivalents, End of Year	\$ -	\$ -

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The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 – GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Nature of Activities: Fresno Economic Opportunities Commission (the “Agency”) is a California non-profit organization formed in August 1965. The Agency is a local community human services agency that provides assistance to economically and socially disadvantaged persons in the Fresno County region through various types of health and welfare services and programs. The majority of the Agency’s funding is supported by grants from federal, state, and local governments, with additional sources of revenues from fees for services, in-kind and donor contributions.

The Agency formed the Consolidated Transportation Service Agency (“CTSA”) for the purpose of serving the transportation needs of Metropolitan and Rural Fresno County. The Agency, as co-designate with the Fresno County Rural Transit Agency (“FCRTA”), is the lead social service agency in administering the CTSA operations for the Rural Fresno County Area.

The CTSA is a program component of the Agency and was established to operate and administer various federal and state grant programs related to transportation services. In addition to the program audit of the CTSA contained herein, the Agency is audited on an organizational wide basis annually. Accordingly, the accompanying financial statements contain only the financial information and disclosures pertaining to the CTSA program. The Urban CTSA program has been reported separately.

Basis of Accounting: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Update (ASU) 2016-14, Topic 958, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities*. Under ASU Topic 958, the Agency is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

*Net assets without donor restrictions* are the portion of net assets over which the governing board has discretionary control for the general operations of the Agency. The only limits on net assets without donor restrictions are limits resulting from contractual agreements.

*Net assets with donor restrictions* are the portion of net assets resulting from contributions, pledges, and other inflows of assets whose use by the Agency is limited by donor-imposed restrictions that expire by the passage of time or usage, and the portion of net assets restricted by external parties (donors, grantors, or laws and regulations) in ways that are not dependent on the passage of time.

Method of Accounting: The Agency uses the accrual basis method of accounting in accordance with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents: For purposes of reporting the Statement of Cash Flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three (3) months or less to be cash equivalents. Restricted cash and cash equivalents, when applicable, consists of donations received designated for a specific use but not yet expended.

Accounts Receivable: Accounts receivable are amounts due from various agencies and entities for services performed under fee for service contracts. Management considers all amounts to be fully collectible, and therefore no allowance for doubtful accounts related to accounts or grants receivables have been recorded in the accompanying financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 1 – GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Capital Assets: Contributed property and equipment are recorded at fair value on the date of donation. Contributions of property and equipment are recorded as unrestricted support, unless the donor stipulates how long the assets must be used.

Property and equipment purchased with Agency funds are capitalized at cost and depreciated over the useful estimated lives of the asset using the straight-line method. Amortization of building improvements is based on the estimated useful life of the improvements. Depreciation and amortization expense is charged against operations. Expenditures for property and equipment in excess of \$5,000 are capitalized.

Property and equipment purchased with grant funds are depreciated using the straight-line method over the estimated useful life of the assets. Depreciation of these assets is charged against grant funded assets in the Statement of Activities.

In the event of a contract termination, certain funding sources require title to property and equipment purchased with grant funds revert to the funding source. Certain funding sources also limit the use of property and equipment for specific programs and require approval for disposition of property and equipment.

The estimated useful lives for the various types of assets are as follows:

Equipment	5 - 15 years
-----------	--------------

Interfund Payable: Certain costs are incurred by the Agency during the current period but are not paid until after the beginning of the next fiscal period. These costs are reported as payables in the financial statements. The Agency's Interfund Payable balances were \$116,903 and \$475,310 as of June 30, 2021 and 2020, respectively.

Refundable Advances: Transportation Development Act ("TDA") Local Transportation Funds received but not expended in the program year are deferred and carried forward to the subsequent year. Interest earned on carryover funds is included as current year revenues on the Statement of Activities.

Support and Revenue: The Agency receives support primarily through contributions received from various donors. Contributions received are recorded as without donor restrictions or with donor restrictions, depending on the existence and nature of any donor restrictions. Support that is not restricted by the donor is reported as an increase in net assets without donor restrictions. All other temporarily or permanently restricted donor support is reported as an increase in net assets with donor restrictions. When a restriction expires (that is when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

The Agency follows the recommendations of FASB ASU 2018-18, Not-for-Profit Entities (Topic 958) – *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Under this FASB ASU, the Organization accounts for contributions received and contributions made, whether as a contribution or an exchange transaction, and whether a contribution is conditional.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes: The Agency is a tax-exempt Organization under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the State of California Corporate Code. The Organization is subject to taxation on any unrelated business income.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 1 – GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Allocation of Expenses: The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Expenses are charged to programs and supporting services on the basis of program costs. Supporting services costs include those expenses that are not directly identifiable with any specific function but provide for the overall support and direction of the Organization.

Governmental Accounting Standards Update: During the year ending June 30, 2021, the Agency implemented the following standards with no financial impact on the financial statements:

GASB Statement No. 84 – *Fiduciary Activities*. The requirements of this statement are effective for reporting periods beginning after December 15, 2018. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to reporting periods beginning after December 15, 2019.

GASB Statement No. 89 – *Accounting for Interest Cost Incurred before the End of a Construction Period*. The requirements of this statement are effective for reporting periods beginning after December 15, 2019. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to reporting periods beginning after December 15, 2020.

GASB Statement No. 90 – *Majority Equity Interests - an amendment of GASB Statements No. 14 and No 61*. The requirements of this statement are effective for reporting periods beginning after December 15, 2018. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to reporting periods beginning after December 15, 2019.

Released GASB Statements to be implemented in future financial statements are as follows:

GASB Statement No. 87 – *Leases*. The requirements of this statement are effective for reporting periods beginning after December 15, 2019. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to reporting periods beginning after June 15, 2021.

GASB Statement No. 91 – *Conduit Debt Obligations*. The requirements of this statement are effective for reporting periods beginning after December 15, 2020. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to reporting periods beginning after December 15, 2021.

GASB Statement No. 92 – *Omnibus 2020*. The requirements of this statement are effective for reporting periods beginning after June 15, 2020. Subsequent to issuance, GASB Statement No. 95 postponed the requirements of this statement to June 15, 2021.

GASB Statement No. 93 – *Replacement of Interbank Offered Rates*. The requirements of this statement are effective for reporting periods beginning after June 15, 2021. Subsequent to issuance, GASB Statement No. 95 postponed the certain requirements of this statement to reporting periods beginning after June 15, 2022.

GASB Statement No. 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The requirements of this statement are effective for reporting periods beginning after June 15, 2022.

GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements*. The requirements of this statement are effective for reporting periods beginning after June 15, 2022.

GASB Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. The requirements of this statement are effective for reporting periods beginning after June 15, 2021.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 1 – GENERAL STATEMENT AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through May 26, 2022, which is the date the financial statements were available to be issued.

**NOTE 2 – CAPITAL ASSETS**

Capital assets activity for the years ended June 30, 2021 and 2020 were as follows:

	<b>2021</b>	<b>2020</b>
Equipment	\$ 868,442	\$ 868,442
Total	868,442	868,442
Less accumulated depreciation	849,659	784,650
Property and equipment, net	\$ 18,783	\$ 83,792

The amount recorded for depreciation for years ended June 30, 2021 and 2020 was \$65,420 and \$92,620; respectively.

**NOTE 3 – PENSION PLAN**

The Agency contributes to a defined contribution pension plan which covers substantially all employees of the Agency. Generally, the Agency contributes an amount equal to five percent (5%) of the compensation earned by each eligible employee. Employer contributions are vested immediately. Annual contributions are disclosed in the Agency's organization-wide audit.

**NOTE 4 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Agency's liquidity and availability of financial assets are reported on the Agency's annual audit. Rural CTSA's financial assets primarily consists of accounts receivable.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 5 – TRANSPORTATION DEVELOPMENT ACT REQUIREMENTS**

Section 6633: Pursuant to Section 6633.2 of the California Administrative Code, the Agency is required to meet a passenger fare revenue recovery ratio of 55% for rural fixed services.

The ratios for the fiscal years ended June 30, 2021 and 2020 are 87.09% and 78.52% respectively. The Agency's passenger fare recovery ratio for the rural services with fixed routes is as follows at June 30, 2021 and 2020, respectively:

	<b>2021</b>	<b>(Restated) 2020</b>
Allowable TDA Fare Revenues:		
Special Transit Fares	\$ 578,437	\$ 1,198,342
School Bus Revenue	<u>296,387</u>	<u>492,912</u>
Fare Revenue	<u>\$ 874,824</u>	<u>\$ 1,691,254</u>
Total Operating Expenses	\$ 1,069,971	\$ 2,320,040
Allowable TDA Adjustments:		
Depreciation	<u>(65,420)</u>	<u>(92,620)</u>
Net Operating Expenses	<u>\$ 1,004,551</u>	<u>\$ 2,227,420</u>
Fare Revenue Ratio	87.09%	75.93%
Ratio of Local Support Revenues to Operating Costs Minus Exclusions	89.94%	82.00%

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 6 – REFUNDABLE ADVANCES**

Refundable advances of the Agency for the years ended June 30, 2021 and 2020 are as follows:

	<b>2021</b>		
	<b>Operations</b>	<b>Capital</b>	<b>Total</b>
Amount approved and allocated by Fresno Council of Governments (4.5 LTF Funds)	\$ 576,069	\$ -	\$ 576,069
Carryover available	87,652	-	87,652
Prior period adjustment	(73,497)	-	(73,497)
<b>Total allocation</b>	<b>\$ 590,224</b>	<b>\$ -</b>	<b>\$ 590,224</b>
Net reimbursable costs submitted by the Agency Rural CTSA	\$ 129,727	-	\$ 129,727
Net amount disbursed during the year	129,727	-	129,727
Amount available for carryover	\$ 460,497	\$ -	\$ 460,497
	<b>2020</b>		
	<b>Operations</b>	<b>Capital</b>	<b>Total</b>
Amount approved and allocated by Fresno Council of Governments (4.5 LTF Funds)	\$ 550,952	\$ -	\$ 550,952
<b>Total allocation</b>	<b>\$ 550,952</b>	<b>\$ -</b>	<b>\$ 550,952</b>
Net reimbursable costs submitted by the Agency Rural CTSA	\$ 463,300	-	\$ 463,300
Net amount disbursed during the year	463,300	-	463,300
Amount available for carryover	\$ 87,652	\$ -	\$ 87,652

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**NOTE 7 – ECONOMIC DEPENDENCY**

The TDA Fund of the Agency received the majority of its funding from one source, by Section 99400(a) of the Public Utilities Code. The total amount of funding received from the Public Utilities Code was \$322,481 and \$463,500, or 26.93% and 21.50%, of the total funding for the years ending June 30, 2021 and 2020, respectively. The TDA Fund of the Agency is thus subject to possible risk of reductions in services and/or closure due to potential future changes of Section 99400(a) of the Public Utilities Code.

**NOTE 8 – COMMITMENTS AND CONTINGENCIES**

Coronavirus Pandemic: Management has determined the events regarding the novel coronavirus require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a state of emergency in California due to the novel coronavirus (COVID-19). The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by government authorities to contain the outbreak or treat its impact are uncertain. A vaccination has been created and is being administered throughout the state, including the Agency's service area. The ultimate impact of COVID-19 on the operations and finances of the Agency remains unknown.

**NOTE 9 – PRIOR PERIOD RESTATEMENT**

A prior period restatement of (\$73,497) was recorded to properly restate the opening balance of the refundable advances and accrued compensation and benefits as of June 30, 2020. This adjustment also resulted in an increase to Local Transportation Fund revenues and support, along with an increase in program services expenses of \$73,497. The adjustment was made to properly record the effect of the salary and vacation accrual for the prior period. The adjustment had no impact or overall change in net assets as of June 30, 2020, or the total change in net assets for the year ended June 30, 2020. The restatement was a reclass in liabilities, along with an increase in revenues and expenses.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS AND THE TRANSPORTATION DEVELOPMENT ACT**

To the Board of Commissioners of the  
Fresno Economic Opportunities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Fresno Economic Opportunities Commission's Rural Consolidated Transportation Service Agency (the Agency), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's financial statements, and have issued our report thereon dated May 26, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. During our audit we did identify a deficiency in internal control, described in the accompanying schedule of findings and questions costs that we consider to be a material weakness; 2021-001.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the applicable statutes, rules and regulations of the Transportation Development Act, including Public Utilities Code Section 99245 as enacted and amended by statute through June 30, 2021, noncompliance with which could have a direct and material effect on the determination of financial statement amounts.

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However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. Our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or the Transportation Development Act.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the Transportation Development Act in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
May 26, 2022

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**FRESNO ECONOMIC  
OPPORTUNITIES COMMISSION**

**RURAL CONSOLIDATED TRANSPORTATION  
SERVICE AGENCY**

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**FINDINGS AND QUESTIONED COSTS**

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

*Financial Statements*

Type of auditors' report issued:

Unmodified

Internal control over financial reporting

- Material weakness identified? \_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

**Finding 2021-001 – Material Weakness  
Financial Close & Reporting**

Condition:

During the audit of the Agency’s financial statements, we identified material misstatements in the Agency’s general ledger account balances which required material audit adjustments. These adjustments were noted in accrued compensation and benefits for the accrual of wages and compensated absences at year end, as well as adjustments in the refundable advances and revenue balances.

Criteria:

In accordance with accounting principles generally accepted in the United States of America, adequate internal controls should be implemented to ensure that all assets, liabilities, revenues and expenses are properly recorded and reported. Furthermore, proper accounting principles should be applied to all financial closing accounts and processes, thus resulting in the proper presentation of all Agency activities and/or funds.

Cause:

The Agency lacked proper closing procedures and adequate review processes to ensure all account balances and transactions were properly recorded and reconciled at year-end.

Effect:

Material adjustments were identified through audit procedures performed which resulted in adjustments to accrued compensation and benefits, refundable advances and revenue balances to ensure proper presentation in accordance with generally accepted accounting standards.

Recommendation:

We recommend that the Agency continue to work on clarifying roles and responsibilities during the year-end closing process, enhancing the process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit.

Management Response:

Fiscal year 2021 provided a number of challenges and changes including coronavirus, sheltering in place, and several key staffing changes within the Fresno EOC Finance Department.

Fresno EOC has instituted several leadership and financial changes to address these issues. Fresno EOC hired new leadership, a chief financial officer and an executive director, respectively.

**SECTION III – FEDERAL AND STATE AWARD FINDINGS**

There are no federal or state award findings to be reported in accordance with the Transportation Development Act Audit Guide.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
RURAL CONSOLIDATED TRANSPORTATION AGENCY  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2020**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

There were no prior year financial statement findings.

**SECTION III – FEDERAL AND STATE AWARD FINDINGS**

There were no prior year federal or state award findings.

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**

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**FINANCIAL STATEMENTS  
AND  
SUPPLEMENTAL SCHEDULE**

**FOR THE YEARS ENDED  
DECEMBER 31, 2020 AND 2019**

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## INDEPENDENT AUDITORS' REPORT

To the Pension Committee  
of the Fresno Economic Opportunities Commission

### Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the Fresno Economic Opportunities Commission Pension Plan (the Plan), which comprise the statement of net assets available for benefits as of December 31, 2020, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

### Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by State Street Bank and Trust Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the plan administrator that the custodian holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the custodian as of and for the years ended December 31, 2020 and 2019, that the information provided to the plan administrator by the custodian is complete and accurate.

### Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

**Other Matters**

*Supplemental Schedule*

The supplemental schedule, Schedule H, Line 4i – Schedule of Assets (Held at End of Year) as of December 31, 2020, is required by the Department of Labor’s Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

*Other Information*

The financial statements of the Plan as of and for the year ended December 31, 2019 were audited by predecessor auditors and they expressed a disclaimer of opinion in their report dated August 20, 2020, but they have not performed any auditing procedures since that date.

**Report on Form and Content in Compliance With DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the custodian, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor’s Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

HUDSON HENDERSON & COMPANY, INC.

A handwritten signature in blue ink that reads "Hudson Henderson & Company, Inc." in a cursive script.

Fresno, California  
May 20, 2022

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN  
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS  
DECEMBER 31, 2020 AND 2019**

	2020	2019
<b>ASSETS</b>		
Investments:		
Investments at fair value	\$ 39,484,822	\$ 36,428,808
Investments at contract value	<u>563,917</u>	<u>384,198</u>
Total investments	<u>40,048,739</u>	<u>36,813,006</u>
Receivables:		
Employer contributions	<u>69,947</u>	<u>69,999</u>
Total receivables	<u>69,947</u>	<u>69,999</u>
Total assets	<u>40,118,686</u>	<u>36,883,005</u>
<b>LIABILITIES</b>		
None	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>
<b>Net Assets Available for Benefits</b>	<u><u>\$ 40,118,686</u></u>	<u><u>\$ 36,883,005</u></u>

The accompanying notes are integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN  
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

	<b>2020</b>	<b>2019</b>
<b>Additions to net assets attributed to:</b>		
Investment income:		
Net appreciation in fair value of investments	\$ 3,984,885	\$ 5,816,332
Interest	15,553	10,339
Dividends	<u>970,077</u>	<u>789,800</u>
Total investment income	<u>4,970,515</u>	<u>6,616,471</u>
Less investment expenses	<u>90,944</u>	<u>93,236</u>
Total investment income, net	<u>4,879,571</u>	<u>6,523,235</u>
Contributions:		
Employer	<u>1,694,543</u>	<u>1,669,098</u>
Total contributions	<u>1,694,543</u>	<u>1,669,098</u>
Total additions	<u>6,574,114</u>	<u>8,192,333</u>
<b>Deductions from net assets attributed to:</b>		
Benefits paid to participants	3,218,070	2,054,365
Administrative expenses	<u>120,363</u>	<u>73,752</u>
Total deductions	<u>3,338,433</u>	<u>2,128,117</u>
Net increase	3,235,681	6,064,216
<b>Net assets available for benefits:</b>		
Beginning of Year	<u>36,883,005</u>	<u>30,818,789</u>
End of Year	<u><u>\$ 40,118,686</u></u>	<u><u>\$ 36,883,005</u></u>

The accompanying notes are integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – DESCRIPTION OF PLAN**

The following description of the Fresno Economic Opportunities Commission Pension Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a defined contribution plan covering eligible employees of Fresno Economic Opportunities Commission (Fresno EOC) who have completed one year of service with at least 1,000 hours worked and are age 21 or older. The Plan was initially established on December 30, 1980. The Plan was amended and restated on April 1, 2016. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Plan's Pension Committee is responsible for the oversight of the Plan and the appropriateness of the Plan's investment offerings.

Contributions: Fresno EOC contributes to the Plan an amount equal to five percent of eligible employee's compensation during the Plan year.

Participant Accounts: Each participant's account is credited with the Employer's contributions and an allocation of Plan earnings. Allocations are based on participant earnings or account balances, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

An individual account is maintained for each participant, which includes the following components:

1. Employer contributions
2. The participant's pro rata share of net investment income
3. The participant's pro rata share of plan expenses
4. Deductions for benefits paid to participants

Vesting: Participants are vested immediately in the employer contributions plus actual earnings thereon.

Participant Loans: The Plan does not permit loans to participants.

Payment of Benefits: On termination of service due to death, disability, or retirement at the normal retirement age of 65, a participant may elect to receive the value of the vested interest in his or her account as a lump-sum distribution, installment payments, or qualified survivor annuity.

Benefit payments for active employees that cease to participate in the Plan by reason of total or permanent disability will be paid in the same manner as the retirement benefit.

If an active employee dies before normal retirement age, the accrued benefit and death benefits payable under any policies of life insurance held for the employee's benefit shall be paid to the surviving spouse in the form of a qualified pre-retirement survivor annuity. If the qualified pre-retirement survivor annuity has been effectively waived, accrued benefits shall be paid to the designated beneficiary in monthly payments over the beneficiary's life expectancy, or in a lump sum if the employee previously elected this form of benefit payment.

The Plan will make involuntary cash outs of account balances of terminated vested participants of \$1,000 or less. Eligible Rollover Distributions of account balances greater than \$1,000 but less than \$5,000 will be subject to the automatic rollover requirement.

The Plan does not permit in-service distributions and Safe and Non-Safe Harbor Hardship withdrawals.

Forfeited Accounts: The balance in each employee's account is 100% non-forfeitable.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting: The financial statements of the Plan are prepared using the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America requires the Plan administrator to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein. Actual results could differ from those estimates.

Investment Valuation and Income Recognition: Investments are reported at fair value, except for fully benefit-response investment contracts, which are reported at contract value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's trustees determine the Plan's valuation policies utilizing information provided by the investment advisors and custodian. See Note 5 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Mutual fund unit values are established by dividing the net value of each fund by the number of units outstanding on the valuation date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits: Benefits are recorded when paid.

Administrative Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid by the Plan sponsor. Expenses that are paid by the Plan sponsor are excluded from these financial statements. Certain fees related to the administration of the Plan are charged directly to the participant's account and are included in administrative expenses. Certain fees related to investment advisory services to the Plan are charged directly to the Participant's account and are included in investment expenses. Other investment related expenses are included in net appreciation (depreciation) in the fair value of investments.

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the financial statements. Management has determined that no events require disclosures in accordance with accounting standards. These subsequent events have been evaluated through May 20, 2022, the date which the financials were available to be issued.

**NOTE 3 – INFORMATION PREPARED AND CERTIFIED BY CUSTODIAN**

The Plan administrator has elected the method of compliance permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosures under ERISA. Accordingly, State Street Bank and Trust Company, the custodian of the Plan, has certified as being complete and accurate the investments on the Statements of Net Assets Available for Benefits, the investment activity reflected in the Statements of Changes in Net Assets Available for Benefits, and the investment information included in the supplemental schedule, Schedule H, Line 4i – Schedule of Assets (Held at End of Year) of the financial statements as of and for years ended December 31, 2020 and 2019. Accordingly, as permitted under such election, the Plan administrator instructed the Plan's independent auditors not to perform any additional auditing procedures with respect to the information certified as complete and accurate by the Plan's custodian for their respective periods.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN  
NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 3 – INFORMATION PREPARED AND CERTIFIED BY CUSTODIAN (continued)**

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified to as complete and accurate by the custodian:

	2020	2019
Investments at fair value	\$ 39,484,822	\$ 36,428,808
Investment at contract value	\$ 563,917	\$ 384,198
Investment income:		
Net appreciation in fair value of investments	\$ 3,984,885	\$ 5,816,332
Interest	\$ 15,553	\$ 10,339
Dividends	\$ 970,077	\$ 789,800

**NOTE 4 – INVESTMENTS**

The Plan provides that contributions to the Plan will be invested in certain individual programs offered by State Street Bank and Trust Company and as directed by each participant. Participants may change their investment options as desired.

**NOTE 5 – FAIR VALUE MEASUREMENTS**

Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1      Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2      Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3      Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 5 – FAIR VALUE MEASUREMENTS (continued)**

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2020 and 2019 and there have been no transfers between levels during the years ended December 31, 2020 and 2019.

*Mutual funds:* Valued at the net asset value (NAV) of shares held by the Plan at year end.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table lists assets at fair value as of December 31, 2020 and 2019:

<u>December 31, 2020</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 39,484,822	\$ -	\$ -	\$ 39,484,822
Total investments at fair value	<u>\$ 39,484,822</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 39,484,822</u>
<u>December 31, 2019</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 36,428,808	\$ -	\$ -	\$ 36,428,808
Total investments at fair value	<u>\$ 36,428,808</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,428,808</u>

**NOTE 6 – RELATED PARTY AND PARTY-IN-INTEREST TRANSACTIONS**

Certain Plan investments are managed by State Street Bank and Trust Company. State Street Bank and Trust Company is the custodian as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Transamerica Retirement Solutions is the Plan's broker and qualifies as a party-in-interest with respect to the investments managed by Transamerica Retirement Solutions. Fees incurred by the Plan for investment and management services by State Street Bank and Trust Company and Transamerica Retirement Solutions were \$120,363 and \$73,752 for the years ended December 31, 2020 and 2019, respectively.

There were no transactions with any parties-in-interest that would be considered prohibited transactions by DOL regulations.

**NOTE 7 – PLAN TERMINATION**

Although it has not expressed any intent to do so, Fresno EOC has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 8 – TAX STATUS**

The Internal Revenue Service has provided a favorable determination to Fresno EOC in a letter dated January 3, 1994, that the Plan and related trust are designed in accordance with applicable sections of the Internal Revenue Code. Furthermore, the Internal Revenue Service has provided a favorable determination in a letter dated March 31, 2014 that the form of the plan provided by the volume submitter is designed in accordance with applicable sections of the Internal Revenue Code (IRC). Although the Plan has been amended since receiving the determination letter, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated in compliance with the applicable requirements of the IRC and therefore believe that the Plan is qualified and the related trust is tax-exempt. Therefore, no provision for income taxes has been included in the Plan's financial statements.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the taxing authorities. The Plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2020 and 2019, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Plan administrator believes it is no longer subject to income tax examination for years prior to 2017.

**NOTE 9 – GUARANTEED INVESTMENT CONTRACT**

The Plan entered into a fully benefit-responsive guaranteed investment contract with an insurance company. The insurance company maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan.

Because the guaranteed investment contract is fully benefit-responsive, contract value is the relevant measurement attribute for that portion of the net assets available for benefits attributable to the guaranteed investment contract. The guaranteed investment contract is presented on the face of the Statements of Net Assets Available for Benefits at contract value. Contract value, as reported to the Plan by the insurance company, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value. The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The contract value of the investment contract at December 31, 2020 and 2019, was \$563,917 and \$384,198, respectively.

Certain events limit the Plan's ability to transact at contract value with the insurance company. Such events include the following: (a) amendments to the plan documents (including complete and partial plan termination or merger with another plan) or (b) bankruptcy of the plan sponsor or plan sponsor events that cause significant withdrawal from the plan. The Plan administrator does not believe that any events that would limit the Plan's ability to transact at contract value with Plan participants or the issuer are probable of occurring.

The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 10 – RISKS AND UNCERTAINTIES**

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the Statements of Net Assets Available for Benefits.

**NOTE 11 – CONTINGENCIES**

Coronavirus Pandemic: Management has determined the events regarding the Novel Coronavirus (COVID-19) require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a State of emergency in California due to COVID-19. The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak, and the economic and other actions that may be taken by governmental authorities to contain the outbreak or to treat its impact are uncertain. A vaccine has been created and is being administered throughout the state. The ultimate impact of COVID-19 on the Plan is unknown.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**

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**SUPPLEMENTAL SCHEDULE**

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION PENSION PLAN**  
**SCHEDULE H, Line 4i – SCHEDULE OF ASSETS (HELD AT END OF YEAR)**  
**DECEMBER 31, 2020**

Employer Identification # 94-1606519

Plan Number 001

(a)	(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(d) Cost	(e) Current Value
	American Beacon	American Beacon Bridgeway Large Cap Value Instl	**	\$ 82,541
	American Beacon	American Beacon Intn'l Equities Instl	**	191,147
	American Funds	American Funds New Perspective R6	**	256,571
	American Funds	American Funds New World R6	**	6,479
	Calvert	Calvert Small Cap I	**	298
	Calvert	Calvert US Large Cap Core Responsible Index I	**	16,090
	Eaton Vance	Eaton Vance High Income Opportunities I	**	3,430
	Fidelity	Fidelity Total Bond	**	380,767
	Goldman Sachs	Goldman Sachs Intl Small Cap Insights I	**	517
	Invesco	Invesco Equity and Income R6	**	227,991
	JP Morgan	JPMorgan Mid Cap Growth R6	**	134,210
	Pax World	Pax World Global Envrnmntl Markets Instl	**	61,889
	PIMCO	PIMCO Income Instl	**	11,004
	PIMCO	PIMCO Foreign Bond (Hedged) Instl	**	56,910
	PIMCO	PIMCO RealPath Blend 2025 instl	**	5,329,625
	PIMCO	PIMCO RealPath Blend 2030 instl	**	6,105,724
	PIMCO	PIMCO RealPath Blend 2035 instl	**	5,223,057
	PIMCO	PIMCO RealPath Blend 2040 instl	**	4,454,277
	PIMCO	PIMCO RealPath Blend 2045 instl	**	2,539,245
	PIMCO	PIMCO RealPath Blend 2050 instl	**	1,038,464
	PIMCO	PIMCO RealPath Blend 2055 instl	**	393,838
	PIMCO	PIMCO RealPath Blend Income instl	**	11,434,492
	PIMCO	PIMCO StocksPLUS Small Instl	**	64,605
*	State Street	State Street Instl US Govt Money Market Premier	**	67
	T. Rowe Price	T. Rowe Price QM US Small-Cap Growth Equity	**	95,302
	T. Rowe Price	T. Rowe Price Personal Strategy Growth	**	66
	Vanguard	Vanguard 500 Index Adm	**	566,651
	Vanguard	Vanguard Growth Index Adm	**	95,617
	Vanguard	Vanguard LifeStrategy Conservative Growth	**	113,987
	Vanguard	Vanguard Mid Cap Value Index Adm	**	179,347
	Vanguard	Vanguard Small Cap Value Index Adm	**	116,195
	Vanguard	Vanguard Strategic Equity	**	905
	Vanguard	Vanguard Total International Stock Index Adm	**	303,514
	Stable	Standard Stable Asset Fund II	**	563,917
				<u>\$ 40,048,739</u>

\* Indicates a party-in-interest, as defined by ERISA

\*\* Cost information not required as per Special Rule for certain participant directed transactions

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**

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**FINANCIAL STATEMENTS  
AND  
SUPPLEMENTAL SCHEDULES**

**FOR THE YEARS ENDED  
DECEMBER 31, 2020 AND 2019**

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## INDEPENDENT AUDITORS' REPORT

To the Administrative Committee of  
the Fresno Economic Opportunities Commission 403(b) Plan

### Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the Fresno Economic Opportunities Commission 403(b) Plan (the Plan), which comprise the statement of net assets available for benefits as of December 31, 2020, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

### Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by State Street Bank and Trust Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the plan administrator that the custodian holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained certifications from the custodian as of and for the years ended December 31, 2020 and 2019, that the information provided to the plan administrator by the custodian is complete and accurate.

### Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

### Other Matters

The supplemental schedules of Schedule H, Line 4a – Schedule of Delinquent Participant Contributions and Schedule H, Line 4i – Schedule of Assets (Held at End of Year) for the year ended December 31, 2020, is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedules referred to above.

*Other Information*

The financial statements of the Plan as of and for the year ended December 31, 2019 were audited by predecessor auditors and they expressed an unmodified opinion in their report dated August 20, 2020, but they have not performed any auditing procedures since that date.

**Report on Form and Content in Compliance With DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the asset custodian, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
May 20, 2022

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN  
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS  
DECEMBER 31, 2020 AND 2019**

**ASSETS**

	<b>2020</b>	<b>2019</b>
<b>Investments:</b>		
Investments at fair value	\$ 5,742,828	\$ 4,014,230
Investments at contract value	<u>382,812</u>	<u>329,232</u>
 Total investments	 <u>6,125,640</u>	 <u>4,343,462</u>
 <b>Receivables:</b>		
Participant contributions	55,252	39,060
Notes receivable from participants	26,413	24,279
Other receivable	<u>178</u>	<u>235</u>
 Total receivables	 <u>81,843</u>	 <u>63,574</u>
 Total assets	 <u>6,207,483</u>	 <u>4,407,036</u>
 <b>LIABILITIES</b>		
None	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>
 <b>Net assets available for benefits</b>	 <u><u>\$ 6,207,483</u></u>	 <u><u>\$ 4,407,036</u></u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN  
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

	<b>2020</b>	<b>2019</b>
<b>Additions to net assets attributed to:</b>		
Investment income:		
Net appreciation (depreciation) in fair value of investments	\$ 615,992	\$ 590,302
Interest	8,615	8,180
Dividends	<u>117,517</u>	<u>80,843</u>
Total investment income (loss)	742,124	679,325
Less investment expenses	<u>11,864</u>	<u>9,650</u>
Total investment income (loss), net	<u>730,260</u>	<u>669,675</u>
Interest income on notes receivable	<u>1,230</u>	<u>1,310</u>
Contributions:		
Participant	1,193,938	953,320
Rollover	<u>62,966</u>	<u>76,864</u>
Total contributions	<u>1,256,904</u>	<u>1,030,184</u>
Transfers to the Plan	<u>-</u>	<u>10,809</u>
Total additions	<u>1,988,394</u>	<u>1,711,978</u>
<b>Deductions from net assets attributed to:</b>		
Benefits paid to participants	169,894	248,000
Administrative expenses	<u>18,053</u>	<u>11,622</u>
Total deductions	<u>187,947</u>	<u>259,622</u>
Net increase (decrease) in net assets available for benefits	1,800,447	1,452,356
<b>Net assets available for benefits:</b>		
Beginning of year	<u>4,407,036</u>	<u>2,954,680</u>
End of year	<u>\$ 6,207,483</u>	<u>\$ 4,407,036</u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – DESCRIPTION OF PLAN**

The following description of the Fresno Economic Opportunities Commission 403(b) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a defined contribution plan covering eligible employees of Fresno Economic Opportunities Commission (the Organization) who work more than 20 hours per week and are not students performing services as defined in the Plan. Participants are eligible to make elective deferrals beginning on their hire date. The Administrative Committee is responsible for oversight of the Plan, determining the appropriateness for the Plan's investment offerings, and monitors investment performance. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions: Each year, participants may contribute a portion of pre-tax annual compensation and after-tax contributions up to the maximum amount allowable under Internal Revenue Service limits, as defined in the Plan. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions. Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans (rollovers). Participants direct the investment of their contributions into various investment options offered by the Plan.

Participant Accounts: Each participant's account is credited with the participant's contributions and an allocation of Plan earnings. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting: Participants are vested immediately in their contributions plus actual earnings thereon.

Notes Receivable from Participants: Participants may borrow from their accounts a minimum of \$1,000 up to a maximum equal to the lesser of \$50,000 or 50 percent of their account balance. The loans are secured by the balance in the participant's account and currently bear an interest rate between 4.25 to 6.50 percent, which is commensurate with local prevailing rates as determined quarterly by the Plan administrator. Principal and interest is paid directly by the participants via coupon payments.

Payment of Benefits: On termination of service due to death, disability, or retirement, a participant may elect to receive a lump-sum amount equal to the value of the participant's vested interest in their account.

If a mandatory payment is being made to a participant because his or her vested account balance in the Plan is more than \$1,000 but less than \$5,000, then the Plan will automatically roll over the distribution to an IRA if the participant does not make an affirmative election to either receive a rollover or a distribution.

Withdrawals from financial hardships are permitted provided they meet regulations prescribed by the Internal Revenue Service and are for severe and immediate financial need, as described in the Plan.

Forfeited Accounts: There are no forfeited amounts as participants are fully and immediately vested.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Accounting Method: The accompanying financial statements have been presented on the accrual basis of accounting.

Investment contracts held by a defined contribution plan are required to be reported at fair value. However, contract value is the relevant measurement attribute for that portion of the net assets available for benefits of a defined contribution plan attributable to fully benefit-responsible investment contracts because contract value is the amount participants would receive if they were to initiate permitted transactions under the terms of the Plan. The Statements of Changes in Net Assets Available for Benefits is prepared using the contract value basis for fully benefit-responsive investment contracts.

Estimates: The preparation of financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those estimates.

Investment Valuation and Income Recognition: Investments are reported at fair value, except for fully benefit-responsive investment contracts, which are reported at contract value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's management determines the Plan's valuation policies utilizing information provided by Transamerica. See Note 4 for discussion of fair value measurements.

Purchases and sale of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Mutual fund unit values are established by dividing the net value of each fund by the number of units outstanding on the valuation date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits: Benefits are recorded when paid.

Administrative Costs: Certain administrative costs are being paid for, on behalf of the Plan, by the Organization. Expenses that are paid by the Organization are excluded from these financial statements. Expenses relating to specific participant transactions (i.e. notes receivable) are charged directly against the appropriate participant's account. Investment related expenses are included in net appreciation (depreciation) in fair value of investments. Total expenses paid for by the Plan during the years ended December 31, 2020 and 2019 totaled \$18,053 and \$11,622, respectively.

Notes Receivable from Participants: Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are recorded as administrative expense and are expensed when they are incurred. No allowance for credit losses has been recorded as of December 31, 2020 and 2019. If a participant ceases to make loan repayments and the Plan administrator deems the participant loan to be in default, the participant loan balance is reduced and reclassified to a distribution. During the years ended December 31, 2020 and 2019, notes receivable from participants totaling \$9,886 and \$7,973, respectively, were in default and reclassified as distributions.

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the financial statements. Management has determined no such events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through May 20, 2022, which is the date the financial statements were available to be issued.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 3 – INFORMATION CERTIFIED BY THE ASSET CUSTODIAN**

The Plan administrator has elected the method of compliance permitted by 29 CFR 2520.103-8 of the Department of Labor’s Rules and Regulations for Reporting and Disclosures under ERISA. Accordingly, State Street Bank and Trust Company, the custodian of the Plan, has certified as being complete and accurate the investments on the Statements of Net Assets Available for Benefits, the investment activity reflected in the Statements of Changes in Net Assets Available for Benefits, and the investment information included in the supplemental schedule, Schedule H, Line 4i – Schedule of Assets (Held at End of Year) of the financial statements as of and for years ended December 31, 2020 and 2019. Accordingly, as permitted under such election, the Plan administrator instructed the Plan’s independent auditors not to perform any additional auditing procedures with respect to the information certified as complete and accurate by the Plan’s custodian for their respective periods. The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified to as complete and accurate by the custodian:

	2020	2019
Investments at fair value	\$ 5,742,828	\$ 4,014,230
Investments at contract value	\$ 382,812	\$ 329,232
Investment income:		
Net appreciation (depreciation) in fair value of instruments	\$ 615,992	\$ 590,302
Interest	\$ 8,615	\$ 8,180
Dividends	\$ 117,517	\$ 80,843
Interest income on notes receivable	\$ 1,230	\$ 1,310

**NOTE 4 – FAIR VALUE MEASUREMENTS**

Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures*, delivers the framework which provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1           Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2           Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3           Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset’s or liability’s fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 4 – FAIR VALUE MEASUREMENTS (continued)**

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2020 and 2019 and there have been no transfers between levels during the years ended December 31, 2020 and 2019.

*Mutual funds:* Valued at the net asset value (NAV) of shares held by the Plan at year end.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Plan's investments measured at fair value on a recurring basis as of December 31, 2020 and 2019:

<u>December 31, 2020</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 5,742,828	\$ -	\$ -	\$ 5,742,828
Total investments at fair value	<u>\$ 5,742,828</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,742,828</u>
<u>December 31, 2019</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	\$ 4,014,230	\$ -	\$ -	\$ 4,014,230
Total investments at fair value	<u>\$ 4,014,230</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,014,230</u>

**NOTE 5 – GUARANTEED INVESTMENT CONTRACT**

The Plan entered into a fully benefit-responsive guaranteed investment contract with an insurance company. The insurance company maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan.

Because the guaranteed investment contract is fully benefit-responsive, contract value is the relevant measurement attribute for that portion of the net assets available for benefits attributable to the guaranteed investment contract. The guaranteed investment contract is presented on the face of the Statement of Net Assets Available for Benefits at contract value. Contract value, as reported to the Plan by the insurance company, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value. The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The contract value of the investment contract at December 31, 2020 and 2019, was \$382,812 and \$329,232, respectively.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 5 – GUARANTEED INVESTMENT CONTRACT (continued)**

Certain events limit the Plan's ability to transact at contract value with the insurance company. Such events include the following: (a) amendments to the plan documents (including complete and partial plan termination or merger with another plan) or (b) bankruptcy of the plan sponsor or plan sponsor events that cause significant withdrawal from the plan. The Plan administrator does not believe that any events that would limit the Plan's ability to transact at contract value with Plan participants or the issuer are probable of occurring.

The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

**NOTE 6 – PARTY-IN-INTEREST TRANSACTIONS**

During the year ended December 31, 2020, the Plan sponsor did not remit certain participant contributions to the Plan in a timely manner, as defined by ERISA. These instances will be corrected in the year ended December 30, 2022. These contributions are considered non-exempt party-in-interest transactions. It is the responsibility of management to estimate the lost income associated with the delay in contributions. These non-exempt transactions do not affect the tax status determination of the Plan.

Certain Plan investments are managed by State Street Bank and Trust Company. State Street Bank and Trust Company is the custodian as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Transamerica Retirement Solutions is the Plan's broker and qualifies as a party-in-interest with respect to the investments managed by Transamerica Retirement Solutions. Fees incurred by the Plan for investment and management services by State Street Bank and Trust Company and Transamerica Retirement Solutions were \$18,053 and \$11,622 for the years ended December 31, 2020 and 2019, respectively.

There were no transactions with any parties-in-interest that would be considered prohibited transactions by DOL regulations.

**NOTE 7 – PLAN TERMINATION**

Although it has not expressed any intent to do so, the Organization has the right under the Plan, at any time, to terminate the Plan subject to the provisions of ERISA.

**NOTE 8 – TAX STATUS**

403(b) plans currently are not required to submit plans to the Internal Revenue Services for determination, however, Plan management believes the Plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC). Therefore, no provision for income taxes has been included in the Plan's financial statements.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the taxing authorities. The Plan administrator has analyzed the tax positions taken by the Plan, and has concluded as of December 31, 2020 and 2019, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Plan administrator believes it is no longer subject to income tax examinations for years prior to 2017.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**NOTE 9 – RISKS AND UNCERTAINTIES**

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the Statements of Net Assets Available for Benefits.

**NOTE 10 – CONTINGENCIES**

Coronavirus Pandemic: Management has determined the events regarding the Novel Coronavirus (COVID-19) require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a State of Emergency in California due to COVID-19. The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak, and the economic and other actions that may be taken by governmental authorities to contain the outbreak or to treat its impact are uncertain. A vaccine has been created and is being administered throughout the state. The ultimate impact of COVID-19 on the Plan is unknown.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**

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**SUPPLEMENTAL SCHEDULES**

**FOR THE YEAR ENDED  
DECEMBER 31, 2020**

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN  
 SCHEDULE H, LINE 4a – SCHEDULE OF DELINQUENT PARTICIPANT CONTRIBUTIONS  
 FOR THE YEAR ENDED DECEMBER 31, 2020**

Employer Identification # 94-1606519

Plan Number 002

Participant Contributions Transferred Late to Plan	Total that Constitutes Nonexempt Prohibited Transactions			Total Fully Corrected Under VFCP and PTE 2002-51
	Check here if Late Participant Loan Repayments are Included: <input type="checkbox"/>	Contributions Not Corrected	Contributions Corrected Outside VFCP	
\$ 269,481	-	-	\$ 269,481	-

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(b) PLAN**  
**SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT END OF YEAR)**  
**DECEMBER 31, 2020**

Employer Identification # 94-1606519

Plan Number 002

(a)	(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(d) Cost	(e) Current Value
	Standard	Standard Stable Asset Fund II	**	\$ 382,812
	American Beacon	American Beacon Bridgeway Large Cap Value Instl	**	50,738
	American Beacon	American Beacon Intn'l Equities Instl	**	93,318
	American Funds	American Funds New Perspective R6	**	103,443
	American Funds	American Funds New World R6	**	12,981
	Calvert	Calvert Small Cap I	**	5,473
	Calvert	Calvert US Large Cap Core Responsible Index I	**	25,916
	Eaton Vance	Eaton Vance High Income Opportunities I	**	3,427
	Fidelity	Fidelity Total Bond	**	142,889
	Goldman Sachs	Goldman Sachs Intl Small Cap Insights I	**	8,612
	Invesco	Invesco Equity and Income R6	**	83,485
	JP Morgan	JPMorgan Mid Cap Growth R6	**	71,210
	Pax World	Pax World Global Envrnmntl Markets Instl	**	39,214
	PIMCO	PIMCO Income Instl	**	19,067
	PIMCO	PIMCO Foreign Bond (Hedged) Instl	**	20,337
	PIMCO	PIMCO RealPath Blend 2025 instl	**	465,947
	PIMCO	PIMCO RealPath Blend 2030 instl	**	698,260
	PIMCO	PIMCO RealPath Blend 2035 instl	**	674,454
	PIMCO	PIMCO RealPath Blend 2040 instl	**	781,147
	PIMCO	PIMCO RealPath Blend 2045 instl	**	323,028
	PIMCO	PIMCO RealPath Blend 2050 instl	**	212,850
	PIMCO	PIMCO RealPath Blend 2055 instl	**	124,919
	PIMCO	PIMCO RealPath Blend Income instl	**	1,005,310
	PIMCO	PIMCO StocksPLUS Small Instl	**	19,718
*	State Street	State Street Instl US Govt Money Market Premier	**	4
	T. Rowe Price	T. Rowe Price QM US Small-Cap Growth Equity	**	40,675
	T. Rowe Price	T. Rowe Price Personal Strategy Growth	**	156
	Vanguard	Vanguard 500 Index Adm	**	320,022
	Vanguard	Vanguard Growth Index Adm	**	105,457
	Vanguard	Vanguard LifeStrategy Conservative Growth	**	32,243
	Vanguard	Vanguard Mid Cap Value Index Adm	**	65,366
	Vanguard	Vanguard Small Cap Value Index Adm	**	54,305
	Vanguard	Vanguard Strategic Equity	**	6,002
	Vanguard	Vanguard Total International Stock Index Adm	**	132,855
				<u>6,125,640</u>
*		Participant Loans (4.25-6.50%)		<u>26,413</u>
				<u>\$ 6,152,053</u>

\*Indicates a party-in-interest, as defined by ERISA

\*\*Cost information not required as per Special Rule for certain participant directed transactions

**FINANCE COMMITTEE MEETING  
Wednesday, April 13, 2022  
12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 12:07 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>STAFF</b>	
Charles Garabedian (Committee Chair)		Jim Rodriguez	Jane Thomas
Alysia Bonner	✓	Steve Warnes	Elionora Vivanco
James Martinez		Emilia Reyes	
Linda Hayes	✓	Karina Perez	
Zina Brown- Jenkins	✓	Michelle Tutunjian	
Itzi Robles	✓	Jack Lazzarini	

**3. APPROVAL OF MINUTES**

A. March 9, 2022, Finance Committee Minutes

Public comment: None heard.

**Motion by:** Brown-Jenkins **Second by:** Bonner  
**Ayes:** Bonner, Robles, Brown-Jenkins, Hayes  
**Nays:** None heard

**4. FINANCIAL REPORTS: FEBRUARY 2022**

A. Agency Financial Statements

B. Head Start Financial status report:

Jim Rodriguez, Chief Financial Officer, provided a detail presentation of the interim consolidated financial statements and the financial status report for the Head Start 0-5 program as of Year-to-Date February 2022.

Public comment: None heard.

**Motion by:** Bonner **Second by:** Robles  
**Ayes:** Bonner, Robles, Brown-Jenkins, Hayes  
**Nays:** None heard

**5. Non-Competitive Procurement**

No non-competitive purchases to report.

Rodriguez provided a detail report of the three vendors for Non-Competitive Procurement purchases and justifications.

Public comment: None heard

No action required.

**6. HEALTH INSURANCE REPORT**

Steve Warner, Assistant Finance Director, presented the health insurance information as of February 28, 2022. The health insurance is at \$5 million, which cover 5.6 months of average expenditures. To date, contribution from programs and employees for 2022 is \$1,963,098 with \$1,514,808 expenses.

Public comment: None heard

No action required.

**7. VARIANCE REPORT: HEALTH SERVICES**

Rodriguez provided a brief summary report on Health Services programs budget.

Public comment: None heard

No action required.

**8. PUBLIC COMMENTS**

No public comments at this time.

**9. ADJOURNMENT**

Hayes adjourned meeting at 12:27 p.m.

Respectfully submitted,

Linda Hayes, Board Chair



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14B2	<b>Director:</b> N/A
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

**Recommended Action**

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date March and April 2022 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date March and April 2022.

**Background**

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

**Fiscal Impact**

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

As of March 31, 2022, the Agency had preliminary revenue of \$32,916,769 million, including \$7.3 million of in-kind contributions, and net operating gain of \$70,041. In comparison, the Agency had revenue of \$34,466,585 million including in-kind of \$9.0 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date March 31, 2022. This also represented in the following percentages.

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

As of April 30, 2022, the Agency had preliminary revenue of \$43,546,375 million, including \$10.0 million of in-kind contributions, and net operating gain of \$14,650. In comparison, the Agency had revenue of \$46,142,152 million

including in-kind contributions of \$11.3 million as of the corresponding period of the preceding year.

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

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Head Start – Basic	30%	Personnel is underspent due to unfilled positions
Head Start – Training & Technical Assistance (T&TA)	9%	Training planned for later this year

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Duration	0%	No year-to-date activity recorded.
Early Head Start – Basic	15%	Personnel is underspent due to unfilled positions.
Early Head Start – T&TA	4%	Training planned for later this year

### **Conclusion**

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

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
**For The Third Month Period Ended March 31, 2022 and 2021**

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>	
	<b>BUDGET JAN - DEC 2022</b>	<b>ACTUAL MARCH 2022</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2021</b>	<b>ACTUAL MARCH 2021</b>	<b>ACTUAL 2022 vs 2021 Differences</b>	
<b>REVENUES AND SUPPORT</b>							
GRANT REVENUE	\$ 89,274,925	\$ 19,587,775	22%	\$ 69,687,150	\$ 75,775,853	\$ 18,673,967	913,808
GRANT REVENUE - LENDING CAPITAL	-	-		-	0	-	-
CHARGES FOR SERVICES	19,602,250	5,007,446	26%	14,594,804	19,289,932	5,346,122	(338,677)
OTHER PROGRAM REVENUE	2,854,250	487,010	17%	2,367,240	2,646,283	872,982	(385,973)
CONTRIBUTIONS	371,450	47,536	13%	323,914	473,779	141,854	(94,318)
MISCELLANEOUS INCOME	414,350	59,409	14%	354,941	467,114	56,980	2,429
INTEREST & INVESTMENT INCOME	82,650	23,742	29%	58,908	91,840	29,922	(6,180)
AFFILIATE INTEREST INCOME	1,400,100	285,939	20%	1,114,161	1,114,397	249,481	36,458
RENTAL INCOME	330,650	113,844	34%	216,806	392,181	50,117	63,727
<b>TOTAL CASH REVENUE</b>	\$ 114,330,625	\$ 25,612,701	22%	\$ 88,717,924	\$ 100,251,379	\$ 25,421,425	191,276
IN KIND REVENUE	\$ 39,041,040	\$ 7,304,068	19%	\$ 31,736,972	30,398,113	\$ 9,045,160	(1,741,092)
<b>TOTAL REVENUE &amp; SUPPORT</b>	153,371,665	32,916,769	21%	120,454,896	130,649,492	34,466,585	(1,549,816)
<b>EXPENDITURES</b>							
PERSONNEL COSTS	\$ 69,972,550	\$ 16,601,372	24%	\$53,371,178	61,148,294	\$ 15,618,759	982,613
ADMIN SERVICES	7,040,225	1,424,128	20%	5,616,097	5,456,405	1,298,709	125,419
PROFESSIONAL SERVICES - AUDIT	0	0	0%	(0)	45,995	18,725	(18,725)
CONTRACT SERVICES	11,240,600	2,220,832	20%	9,019,768	7,769,507	2,241,655	(20,824)
FACILITY COSTS	6,093,175	1,261,963	21%	4,831,212	5,214,789	1,289,574	(27,612)
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	545,348	31%	1,226,997	2,037,010	396,575	148,773
EQUIPMENT COSTS	946,775	415,798	44%	530,977	3,296,566	227,131	188,667
DEPRECIATION - AGENCY FUNDED	250,000	51,294	21%	198,706	249,442	80,444	(29,150)
OFFICE EXPENSE	3,129,400	642,460	21%	2,486,940	2,777,036	844,264	(201,804)
INSURANCE	755,250	193,565	26%	561,685	766,989	186,191	7,374
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	1,998,752	18%	8,906,998	8,566,603	2,522,841	(524,089)
INTEREST EXPENSE	267,900	98,650	37%	169,250	309,116	44,859	53,791
OTHER COSTS	994,600	88,499	9%	906,101	349,447	24,828	63,672
<b>TOTAL CASH EXPENDITURES</b>	\$ 113,368,570	\$ 25,542,660	23%	\$ 87,825,910	97,987,199	\$ 24,794,556	748,104
IN KIND EXPENSES	\$ 39,041,040	\$ 7,304,068	19%	\$ 31,736,972	\$ 30,398,113	\$ 9,045,160	(1,741,092)
<b>TOTAL EXPENDITURES</b>	152,409,610	32,846,728	22%	119,562,882	128,385,312	33,839,716	(992,988)
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 962,055	\$ 70,041		\$ 892,014	\$ 2,264,180	\$ 626,870	(556,828)
<b>OTHER INCOME / EXPENSE</b>							
TRANSIT GRANT ASSET DEPRECIATION		52,996		(52,996)	251,972	77,719	(24,723)
<b>NET SURPLUS (DEFICIT)</b>	\$ 962,055	\$17,046		945,009	\$ 2,012,208	\$ 549,151	(532,105)

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of March 31, 2022**

	<b>2022</b>	<b>2021</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 19,301,134	\$ 15,147,535	\$ 4,153,600
ACCOUNTS RECEIVABLE	15,616,727	13,627,648	1,989,079
PREPAIDS/DEPOSITS	324,880	271,530	53,350
INVENTORIES	183,441	146,423	37,018
PROPERTY, PLANT & EQUIPMENT	13,100,806	13,301,833	(201,026)
NOTES RECEIVABLE (net)	16,425,953	14,885,899	1,540,055
<b>TOTAL ASSETS</b>	<b>\$ 64,952,942</b>	<b>\$ 57,380,866</b>	<b>\$ 7,572,075</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 2,336,083	\$ 2,258,876	\$ 77,206
ACCRUED PAYROLL LIABILITIES	4,762,407	2,838,117	1,924,291
DEFERRED REVENUE	3,155,182	2,856,788	298,394
NOTES PAYABLE	15,677,349	13,390,206	2,287,143
HEALTH INSURANCE RESERVE	5,020,268	4,884,661	135,606
OTHER LIABILITIES	3,735,805	1,791,806	1,943,999
<b>TOTAL LIABILITIES</b>	<b>\$ 34,687,094</b>	<b>\$ 28,020,454</b>	<b>\$ 6,666,640</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ 70,041	\$ 626,870	\$ (556,828)
UNRESTRICTED NET ASSETS	15,969,015	13,654,841	2,314,175
REVOLVING LOAN FUND	5,028,958	5,020,125	8,833
INVESTMENT IN GENERAL FIXED ASSETS	9,197,834	10,058,576	(860,743)
<b>TOTAL FUND BALANCE</b>	<b>\$ 30,265,848</b>	<b>\$ 29,360,412</b>	<b>\$ 905,437</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 64,952,942</b>	<b>\$ 57,380,866</b>	<b>\$ 7,572,076</b>

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 March 31, 2022

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
<b>Personnel</b>	\$17,319,131	\$1,643,016	\$4,376,975	\$12,942,156				
<b>Fringe Benefits</b>	7,609,718	566,918	1,773,723	5,835,995				
<b>Total Personnel</b>	<b>24,928,849</b>	<b>\$2,209,934</b>	<b>6,150,699</b>	<b>18,778,150</b>				
<b>Travel</b>	-	-	-	-	12,928	-	-	12,928
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	493,392	47,882	97,159	396,233	25,000	-	-	25,000
<b>Contractual</b>	2,572,586	159,421	308,777	2,263,809	15,948	-	-	15,948
<b>Facilities /Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	776,852	\$123,929	\$237,419	539,433				
<b>Transportation</b>	514,239	94,613	190,271	323,968				
<b>Staff Mileage</b>	100,000	8,880	20,337	79,663				
<b>Field Trips, including Transportation</b>	3,201	-	-	3,201				
<b>Space</b>	690,855	45,176	137,697	553,158				
<b>Utilities / Telephone / Internet</b>	519,515	51,840	126,748	392,767				
<b>Publication/Advertising/Printing</b>	54,991	1,375	1,556	53,435				
<b>Repair/Maintenance Building</b>	89,246	15,761	77,615	11,631				
<b>Repair/Maintenance Equipment</b>	9,600	52	1,354	8,246				
<b>Property &amp; Liability Insurance</b>	108,016	13,764	39,943	68,073				
<b>Parent Involvement / CWPC</b>	48,195	578	578	47,617				
<b>Other Costs*</b>	573,667	20,407	31,625	542,042				
<b>Staff &amp; Parent Training</b>	3,091	-	560	2,531	243,213	5,683	5,933	237,280
<b>Total Direct Charges</b>	<b>31,486,295</b>	<b>\$2,793,611</b>	<b>7,422,337</b>	<b>24,063,958</b>	<b>\$297,089</b>	<b>5,683</b>	<b>5,933</b>	<b>\$291,156</b>
<b>Total Indirect Charges</b>	<b>\$2,683,810</b>	<b>\$251,425</b>	<b>\$668,010</b>	<b>\$2,015,800</b>	<b>\$26,738</b>	<b>\$511</b>	<b>\$534</b>	<b>\$26,204</b>
<b>Total Federal Expenditures</b>	<b>34,170,105</b>	<b>\$3,045,036</b>	<b>8,090,347</b>	<b>\$26,079,758</b>	<b>\$323,827</b>	<b>6,194</b>	<b>6,467</b>	<b>\$317,360</b>
% of Annual Budget Expended to Date			24%				2%	
<b>Non-Federal Share</b>	<b>\$6,834,021</b>	<b>\$262,907</b>	<b>\$896,846</b>	<b>\$5,937,175</b>	<b>\$64,765</b>	<b>\$1,549</b>	<b>\$1,617</b>	<b>\$63,148</b>

Credit Card Expenses: Credit card statement dated 3/1/2022 - 3/31/2022			
March 2022 expenses			
Staff Training (including meeting costs)	\$	15,393	National Head Start Conference costs, HR Consulting, Acorn Data Training
Subscription	\$	90	ZOOM - Meetings
Training - Other	\$	10	CPS HR Consulting childcare center orientation
Program Supplies - Kitchen	\$	64	Walmart - water filter replacement
Program Supplies - Classroom	\$	672	Target - classroom supplies
Parent Engagement Supplies	\$	739	Dollar Tree; Walmart - classroom supplies
Contract Services-Facility repair	\$	230	Azuga Fleet - vehicle tracking for Support Services vehicles
	\$	17,198	

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 March 31, 2022

Description	Head Start - Duration Start-Up/Operations			Balance Remaining
	Annual Budget	Current Expenses	YTD Expenses	
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment*	280,467	-	-	280,467
Supplies	447,000	-	-	447,000
Contractual	-	-	-	-
Facilities /Construction	-	-	-	-
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	419,300	-	-	419,300
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>\$1,146,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,146,767</b>
<b>Total Indirect Charges</b>	<b>\$86,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,008</b>
<b>Total Federal Expenditures</b>	<b>\$1,232,775</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,232,775</b>
% of Annual Budget Expended to Date			0%	
<b>Non-Federal Share</b>	-	-	-	-

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 March 31, 2022

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
<b>Personnel</b>	\$3,674,250	\$204,775	\$531,955	\$3,142,295	\$0	\$0	\$0	\$0
<b>Fringe Benefits</b>	1,134,842	60,790	192,794	942,048	-	-	-	-
<b>Total Personnel</b>	<b>4,809,092</b>	<b>265,565</b>	<b>724,749</b>	<b>4,084,343</b>	-	-	-	-
<b>Travel</b>	-	-	-	-	16,898	-	-	16,898
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	285,800	1,883	3,341	282,459	19,173	-	-	19,173
<b>Contractual</b>	1,016,132	10,704	27,502	988,630	26,526	-	-	26,526
<b>Facilities /Construction</b>	-	-	-	-	-	-	-	-
<b>Other:</b>								
<b>Food Cost</b>	70,350	2,181	8,176	62,174				
<b>Transportation</b>	9,536	1,067	2,233	7,303				
<b>Staff Mileage</b>	70,000	1,576	3,847	66,153				
<b>Field Trips, including Transportation</b>	1,730	-	-	1,730				
<b>Space</b>	194,615	4,374	13,122	181,493				
<b>Utilities / Telephone / Internet</b>	130,004	6,334	18,879	111,125				
<b>Publication/Advertising/Printing</b>	27,500	-	1,316	26,184				
<b>Repair/Maintenance Building</b>	42,919	2,990	9,222	33,697				
<b>Repair/Maintenance Equipment</b>	48,845	-	-	48,845				
<b>Property &amp; Liability Insurance</b>	38,202	2,290	6,544	31,658				
<b>Parent Involvement / CWPC</b>	7,747	109	109	7,638				
<b>Other Costs*</b>	158,887	3,417	5,366	153,521				
<b>Staff &amp; Parent Training</b>	2,277	-	-	2,277	96,459	150	5,175	91,284
<b>Total Direct Charges</b>	<b>\$6,913,636</b>	<b>302,489</b>	<b>824,406</b>	<b>\$6,089,230</b>	<b>159,056</b>	<b>150</b>	<b>5,175</b>	<b>\$153,881</b>
<b>Total Indirect Charges</b>	<b>\$621,944</b>	<b>\$26,716</b>	<b>\$74,197</b>	<b>\$547,747</b>	<b>\$14,315</b>	<b>\$14</b>	<b>\$466</b>	<b>\$13,849</b>
<b>Total Federal Expenditures</b>	<b>\$7,535,580</b>	<b>329,205</b>	<b>\$898,603</b>	<b>\$6,636,977</b>	<b>\$173,371</b>	<b>164</b>	<b>\$5,641</b>	<b>\$167,730</b>
% of Annual Budget Expended to Date			12%				3%	
<b>Non-Federal Share</b>	<b>\$1,507,116</b>	<b>\$0</b>	<b>\$196,846</b>	<b>\$1,310,270</b>	<b>\$34,674</b>	<b>\$41</b>	<b>\$1,410</b>	<b>\$41,933</b>

**Credit Card Expenses: Credit card statement dated 3/1/2022 - 3/31/2022**

**March 2022 expenses**

Staff Training (Including meeting cost)	\$	2,400	Teaching Strategies - Introduction curriculum for Infant
Program Supplies - Medical	\$	510	Macgill School Nurse - program supplies
Contract Services-Facility repair	\$	23	Azuga Fleet - Vehicle tracking for Support Services vehicles
Parent Engagement supplies	\$	42	Walmart - classroom supplies
	\$	2,975	

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
STATEMENT OF ACTIVITIES  
For The Fourth Month Period Ended April 30, 2022 and 2021**

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>	
	<b>BUDGET JAN - DEC 2022</b>	<b>ACTUAL APRIL 2022</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2021</b>	<b>ACTUAL APRIL 2021</b>	<b>ACTUAL 2022 vs 2021 Differences</b>	
<b>REVENUES AND SUPPORT</b>							
GRANT REVENUE	\$ 89,274,925	\$ 25,404,772	28%	\$ 63,870,153	\$ 75,775,853	\$ 26,140,678	(735,906)
GRANT REVENUE - LENDING CAPITAL	-	-		-	0	-	-
CHARGES FOR SERVICES	19,602,250	6,664,800	34%	12,937,450	19,289,932	6,823,749	(158,948)
OTHER PROGRAM REVENUE	2,854,250	696,953	24%	2,157,297	2,646,283	1,062,677	(365,724)
CONTRIBUTIONS	371,450	50,691	14%	320,759	473,779	152,393	(101,702)
MISCELLANEOUS INCOME	414,350	72,193	17%	342,157	467,114	165,087	(92,894)
INTEREST & INVESTMENT INCOME	82,650	24,874	30%	57,776	91,840	33,336	(8,462)
AFFILIATE INTEREST INCOME	1,400,100	383,992	27%	1,016,108	1,114,397	353,988	30,004
RENTAL INCOME	330,650	151,838	46%	178,812	392,181	72,581	79,257
<b>TOTAL CASH REVENUE</b>	\$ 114,330,625	\$ 33,450,113	29%	\$ 80,880,512	\$ 100,251,379	\$ 34,804,488	(1,354,375)
IN KIND REVENUE	\$ 39,041,040	\$ 10,096,262	26%	\$ 28,944,778	\$ 30,398,113	\$ 11,337,664	(1,241,402)
<b>TOTAL REVENUE &amp; SUPPORT</b>	153,371,665	43,546,375	28%	109,825,290	130,649,492	46,142,152	(2,595,777)
<b>EXPENDITURES</b>							
PERSONNEL COSTS	\$ 69,972,550	\$ 21,207,945	30%	\$ 48,764,605	\$ 61,148,294	\$ 21,694,624	(486,679)
ADMIN SERVICES	7,040,225	2,075,641	29%	4,964,584	5,456,405	1,628,116	447,525
PROFESSIONAL SERVICES - AUDIT	0	0	0%	(0)	45,995	23,358	(23,358)
CONTRACT SERVICES	11,240,600	2,911,370	26%	8,329,230	7,769,507	2,889,559	21,811
FACILITY COSTS	6,093,175	1,897,322	31%	4,195,853	5,214,789	1,695,322	202,000
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	818,678	46%	953,667	2,037,010	520,945	297,732
EQUIPMENT COSTS	946,775	492,963	52%	453,812	3,296,566	330,694	162,270
DEPRECIATION - AGENCY FUNDED	250,000	68,026	27%	181,974	249,442	106,861	(38,835)
OFFICE EXPENSE	3,129,400	764,557	24%	2,364,843	2,777,036	1,003,994	(239,437)
INSURANCE	755,250	257,498	34%	497,752	766,989	255,371	2,126
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	2,720,916	25%	8,184,834	8,566,603	3,138,450	(417,534)
INTEREST EXPENSE	267,900	116,180	43%	151,720	309,116	60,989	55,191
OTHER COSTS	994,600	104,368	10%	890,232	349,447	36,690	67,677
<b>TOTAL CASH EXPENDITURES</b>	\$ 113,368,570	\$ 33,435,463	29%	\$ 79,933,107	\$ 97,987,199	\$ 33,384,974	50,490
IN KIND EXPENSES	\$ 39,041,040	\$ 10,096,262	26%	\$ 28,944,778	\$ 30,398,113	\$ 11,337,664	(1,241,402)
<b>TOTAL EXPENDITURES</b>	152,409,610	43,531,725	29%	108,877,885	128,385,312	44,722,638	(1,190,912)
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 962,055	\$ 14,650		\$ 947,405	\$ 2,264,180	\$ 1,419,514	(1,404,865)
<b>OTHER INCOME / EXPENSE</b>							
TRANSIT GRANT ASSET DEPRECIATION		70,661		(70,661)	251,972	100,242	(29,582)
<b>NET SURPLUS (DEFICIT)</b>	\$ 962,055	(\$56,011)		1,018,066	\$ 2,012,208	\$ 1,319,272	(1,375,283)

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of April 30, 2022**

	<b>2022</b>	<b>2021</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 17,664,136	\$ 14,282,767	\$ 3,381,369
ACCOUNTS RECEIVABLE	16,521,144	14,727,545	1,793,599
PREPAIDS/DEPOSITS	262,402	222,038	40,364
INVENTORIES	159,703	151,386	8,317
PROPERTY, PLANT & EQUIPMENT	12,985,218	13,672,667	(687,450)
NOTES RECEIVABLE (net)	16,790,605	14,711,550	2,079,055
<b>TOTAL ASSETS</b>	<b>\$ 64,383,208</b>	<b>\$ 57,767,953</b>	<b>\$ 6,615,255</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 2,419,849	\$ 1,578,543	\$ 841,306
ACCRUED PAYROLL LIABILITIES	2,946,015	2,203,386	742,629
DEFERRED REVENUE	3,198,150	3,550,650	(352,500)
NOTES PAYABLE	15,663,056	13,776,088	1,886,968
HEALTH INSURANCE RESERVE	5,034,788	4,774,721	260,066
OTHER LIABILITIES	3,735,805	1,791,806	1,943,999
<b>TOTAL LIABILITIES</b>	<b>\$ 32,997,663</b>	<b>\$ 27,675,194</b>	<b>\$ 5,322,468</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ 14,650	\$ 1,419,514	\$ (1,404,865)
UNRESTRICTED NET ASSETS	17,225,083	13,676,083	3,548,999
REVOLVING LOAN FUND	5,028,958	5,020,125	8,833
INVESTMENT IN GENERAL FIXED ASSETS	9,116,856	9,977,036	(860,181)
<b>TOTAL FUND BALANCE</b>	<b>\$ 31,385,546</b>	<b>\$ 30,092,759</b>	<b>\$ 1,292,787</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 64,383,208</b>	<b>\$ 57,767,953</b>	<b>\$ 6,615,255</b>

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

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$17,319,131	\$931,228	\$5,308,204	\$12,010,927				
Fringe Benefits	7,609,718	527,929	2,301,652	5,308,066				
<b>Total Personnel</b>	<b>24,928,849</b>	<b>\$1,459,157</b>	<b>7,609,856</b>	<b>17,318,993</b>				
Travel	-	-	-	-	12,928	-	-	12,928
Equipment*	-	-	-	-	-	-	-	-
Supplies	493,392	30,490	127,650	365,742	25,000	-	-	25,000
Contractual	2,572,586	71,162	379,939	2,192,647	15,948	-	-	15,948
<b>Facilities / Construction</b>								
<b>Other:</b>								
Food Cost	776,852	\$9,705	\$247,124	529,728				
Transportation	514,239	31,704	221,974	292,265				
Staff Mileage	100,000	6,984	27,321	72,679				
Field Trips, including Transportation	3,201	-	-	3,201				
Space	690,855	46,138	183,835	507,020				
Utilities / Telephone / Internet	519,515	6,409	133,156	386,359				
Publication/Advertising/Printing	54,991	-	1,556	53,435				
Repair/Maintenance Building	89,246	21,433	99,048	(9,802)				
Repair/Maintenance Equipment	9,600	2,808	4,162	5,438				
Property & Liability Insurance	108,016	13,764	53,707	54,309				
Parent Involvement / CWPC	48,195	1,972	2,550	45,645				
Other Costs*	573,667	155,944	187,569	386,098				
Staff & Parent Training	3,091	55	615	2,476	243,213	22,204	28,137	215,076
<b>Total Direct Charges</b>	<b>31,486,295</b>	<b>\$1,857,723</b>	<b>9,280,060</b>	<b>22,206,235</b>	<b>\$297,089</b>	<b>22,204</b>	<b>28,137</b>	<b>\$268,952</b>
<b>Total Indirect Charges</b>	<b>\$2,683,810</b>	<b>\$167,195</b>	<b>\$835,205</b>	<b>\$1,848,605</b>	<b>\$26,738</b>	<b>\$1,998</b>	<b>\$2,532</b>	<b>\$24,206</b>
<b>Total Federal Expenditures</b>	<b>34,170,105</b>	<b>\$2,024,918</b>	<b>10,115,265</b>	<b>\$24,054,840</b>	<b>\$323,827</b>	<b>24,202</b>	<b>30,669</b>	<b>\$293,158</b>
% of Annual Budget Expended to Date			30%				9%	
<b>Non-Federal Share</b>	<b>\$6,834,021</b>	<b>\$24,411</b>	<b>\$921,257</b>	<b>\$5,912,764</b>	<b>\$64,765</b>	<b>\$6,051</b>	<b>\$7,667</b>	<b>\$57,098</b>

Credit Card Expenses: Credit card statement dated 4/1/2022 - 4/30/2022		
April 2022 expenses		
Staff Training (including meeting costs)	\$ 3,025	Head Start Assoc - registration 2022 HS Manager, Directors conference
Parent Engagement Supplies	\$ 233	Walmart, Dollar Tree - Classroom supplies
Suscription Expense	\$ 1,489	Zoom - subscription
Program Supplies - Classroom&luncheon	\$ 646	Target - classroom supplies
Program - Miscellaneous	\$ 170	Chase Flower shop - flower arrangement
CPR Training	\$ 1,991	American Red Cross - CPR first aid training
Contract Services - Facility Repair	\$ 230	Azunga Fleet - vehicle tracking for Support Services vehicles
Licenses - Premises	\$ 68	Selma City Hall - Wilson HS Business License
	\$ 7,852	

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

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment*	280,467	-	-	280,467
Supplies	447,000	-	-	447,000
Contractual	-	-	-	-
Facilities / Construction	-	-	-	-
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	419,300	-	-	419,300
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>\$1,146,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,146,767</b>
<b>Total Indirect Charges</b>	<b>\$86,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,008</b>
<b>Total Federal Expenditures</b>	<b>\$1,232,775</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,232,775</b>
% of Annual Budget Expended to Date			0%	
<b>Non-Federal Share</b>	-	-	-	-

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

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
<b>Personnel</b>	\$3,674,250	\$122,220	\$654,175	\$3,020,075	\$0	\$0	\$0	\$0
<b>Fringe Benefits</b>	1,134,842	57,443	250,237	884,605	-	-	-	-
<b>Total Personnel</b>	<b>4,809,092</b>	<b>179,663</b>	<b>904,412</b>	<b>3,904,680</b>	-	-	-	-
<b>Travel</b>	-	-	-	-	16,898	-	-	16,898
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	285,800	1,883	12,463	273,337	19,173	-	-	19,173
<b>Contractual</b>	1,016,132	11,143	38,645	977,487	26,526	-	-	26,526
<b>Facilities /Construction</b>	-	-	-	-				
<b>Other:</b>								
<b>Food Cost</b>	70,350	18	8,194	62,156				
<b>Transportation</b>	9,536	564	2,797	6,739				
<b>Staff Mileage</b>	70,000	2,560	6,408	63,592				
<b>Field Trips, including Transportation</b>	1,730	-	-	1,730				
<b>Space</b>	194,615	4,374	17,496	177,119				
<b>Utilities / Telephone / Internet</b>	130,004	5,164	24,043	105,961				
<b>Publication/Advertising/Printing</b>	27,500	-	1,316	26,184				
<b>Repair/Maintenance Building</b>	42,919	450	9,672	33,247				
<b>Repair/Maintenance Equipment</b>	48,845	-	-	48,845				
<b>Property &amp; Liability Insurance</b>	38,202	2,290	8,834	29,368				
<b>Parent Involvement / CWPC</b>	7,747	68	177	7,570				
<b>Other Costs*</b>	158,887	918	6,284	152,603				
<b>Staff &amp; Parent Training</b>	2,277	2,400	2,400	(123)	96,459	1,361	6,535	89,924
<b>Total Direct Charges</b>	<b>\$6,913,636</b>	<b>211,494</b>	<b>1,043,140</b>	<b>\$5,870,496</b>	<b>159,056</b>	<b>1,361</b>	<b>6,535</b>	<b>\$152,521</b>
<b>Total Indirect Charges</b>	<b>\$621,944</b>	<b>\$19,686</b>	<b>\$93,883</b>	<b>\$528,061</b>	<b>\$14,315</b>	<b>\$122</b>	<b>\$588</b>	<b>\$13,727</b>
<b>Total Federal Expenditures</b>	<b>\$7,535,580</b>	<b>231,180</b>	<b>\$1,137,023</b>	<b>\$6,398,557</b>	<b>\$173,371</b>	<b>1,483</b>	<b>\$7,123</b>	<b>\$166,248</b>
% of Annual Budget Expended to Date			15%				4%	
<b>Non-Federal Share</b>	<b>\$1,507,116</b>	<b>\$107,213</b>	<b>\$304,058</b>	<b>\$1,203,058</b>	<b>\$34,674</b>	<b>\$371</b>	<b>\$1,781</b>	<b>\$41,562</b>

Credit Card Expenses: Credit card statement dated 4/1/2022 - 4/30/2022		
April 2022 expenses		
Staff Training (including meeting costs)	\$ 1,001	Head Start Assoc - registration 2022 HS Manager, Directors conference
Contract Services-Facility Repair	\$ 23	Azuga Fleet - Vehicle Tracking for Support Services Vehicles
Subscription	\$ 200	Zoom - subscription
Parent Engagement Supplies	\$ 14	Food Max - Parent engagement supplies
	\$ 1,237	



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14B3	<b>Director:</b> N/A
<b>Subject:</b> Insurance Policy Renewals	<b>Officer:</b> Jim Rodriguez

**Recommended Action**

The Finance Committee recommends approval for full Board consideration the renewal of the insurance policies presented below for the period of July 1, 2022 to July 1, 2023 for a quoted premium of \$843,356

**Background**

The following insurance coverages are being renewed:

- A. NIAC - Property. Provides replacement cost coverage on buildings (limit \$56.7 million) and personal property (limit \$8.0 million) as well as business income. Also included is coverage for Contractor Equipment. **Premium \$223,312.**
- B. Carrier to be determined – Property for Head Start centers in Huron and Mendota and the LCC Buyback Center in Friant. NIAC was not able to cover these facilities based on the distance from the nearest fire station so a separate policy is obtained. **Premium estimated \$2,500.**
- C. NIAC – General Liability. Provides \$3 million aggregate and \$1 million each occurrence. Includes General Liability, Liquor Liability, Employee Benefits Liability, and Improper Sexual Misconduct coverage. **Premium: \$31,301.**
- D. NIAC – Social Service Professional Liability. Provides \$3 million aggregate and \$1 million each occurrence. **Premium: \$7,716.**
- E. NIAC – Improper Sexual Misconduct. Provides \$3 million aggregate and \$1 million each occurrence. **Premium: \$13,000.**
- F. NIAC - Automobile. Provides automobile insurance for 204 vehicles with \$1,000,000 of combined single limit liability coverage with a \$5,000 deductible. **Premium: \$297,991.**
- G. NIAC – D&O/EPL. Provides Directors & Officers Liability, including Employment Practices Liability. Provides \$2 million aggregate and \$1 million each occurrence with \$25,000 deductible. **Premium: \$118,059.**
- H. NIAC - Umbrella. Provides \$10 million Excess Umbrella coverage. **Premium: \$95,942.**
- I. General Star Indemnity Insurance Co. – Provides Medical Mal-Practice coverage. Provides \$3 million aggregate and \$1 million each occurrence as well as abuse and molestation coverage for the innocent insured at \$1 million. Coverage extends to the contracted physician as well as the nurses, dieticians, and lactation consultants on staff. **Premium: \$11,983.**

- J. Hartford – Crime. Provides crime coverage with a \$2,500,000 limit for Employee Theft and a \$500,000 for non-employee theft, forgery, counterfeit paper, and electronic transfers. This policy provides coverage to employees who duties include cash handling as well as ERISA coverage for the Pension Plan. **Premium: \$7,214.**
- K. National Union Fire Insurance Co of Pittsburgh (AIG) – AD&D. Provides \$250,000 aggregate and \$25,000 each occurrence for Accidental Death or Dismemberment for registered volunteers, participants, and students. **Premium: \$21,324.**
- L. Lloyd’s of London - Pollution Liability. Provides \$2 million aggregate and \$1 million each occurrence with \$5,000 deductible. **Premium: \$2,750.**
- M. Houston Casualty Company – Cyber Liability. Provides \$1,000,000 per claim and aggregate coverage for multimedia, security and privacy, network security, cyber extortion, regulatory actions, and privacy breach coverage. **Premium: \$10.264.**

The renewal proposal prepared by the Agency’s Insurance Broker, Heffernan Insurance Brokers, is included for further reference on the above recommendations which are to retain coverage with the incumbent carriers. The proposal includes a marketing analysis and premium comparison

### **Fiscal Impact**

The total annual premiums are approximately \$843,356 that is approximately a 12% increase from the prior year’s premiums of \$756,346. The three largest components are Auto, Property, and Directors and Officers Liability; the premium for auto is down less than 1%, property premiums are up 29% and directors and officers premiums are up 43%.

### **Conclusion**

If approved by the full Board, our broker will be instructed to bind these coverages to prevent any lapse in coverage.

**Fresno Economic Opportunities Commission  
Liability Package Executive Renewal Summary 2022 to 2023**

Over the past few months, Heffernan Insurance Brokers has conducted a thorough market analysis for the Liability, Property, Auto, Medical Malpractice, Accident, Cyber and Directors & Officers/Employment Practices policies of Fresno Economic Opportunities Commission (Fresno EOC). We not only negotiated renewal terms with your incumbent carriers, but also approached other carriers to check the pulse of the overall marketplace. This summary encompasses an analysis of your renewal options, claim performance, changes in the marketplace and our carrier recommendations for the 2022-2023 policy year.

**State of the Insurance Marketplace:**

The insurance market continues to harden in 2022. Nearly every line of insurance is experiencing the impact of the market conditions, which is effecting terms and pricing. Property prices continue to increase due to large-scale disasters and a tightening reinsurance. In addition, carriers are evaluating building limits as the cost to rebuild in 2022 is much higher than before. General Liability and Umbrella rates are holding, despite social inflation playing a role in jury awards. Automobile liability has been steadily increasing for the past 8 years as distracted drivers and enhanced technology in cars have driven up repair costs. The Directors & Officers/Employment Practices (D&O/EPL) marketplace remains difficult as increased claims activity for harassment and discrimination hits companies of all sizes and diversity requirements have put company's Boards & C-Suites under the microscope. Cyber claims activity was hit hard again in 2021 with ransomware attacks leading the way. On average, low-to-moderate increases are hitting General Liability and Professional Lines (like Medical Malpractice, etc.). Moderate-to-significant increases are hitting Property, D&O/EPL, Umbrella, Cyber Liability and Automobile. In addition to rate increases, we are also seeing carriers increase deductibles on policies, shifting more of the financial responsibility to policy holders. All factors considered, we do expect the hard market to continue into 2023 before it shows signs of leveling out.

**Fresno EOC's Performance:**

Across the board, Fresno EOC had a fair year in regards to losses. There was one (1) large property claim, totaling \$323,042 in incurred costs. There were nine (9) automobile claims this year, totaling \$37,060 in incurred costs. There were three (3) D&O/EPL claims totaling \$17,793 in incurred costs. With the size of Fresno EOC, the loss performance on the liability lines is favorable. The property loss was an outlier this year, as Fresno EOC typically performs well in that specific line.

**Nonprofits Insurance Alliance of California (NIAC) Renewal:**

NIAC has worked hard the last couple of years to try and insulate their clients from the effects of the hardening market. However, this year they needed to take rate across the board on a couple of lines of coverage to make sure they had the financial reserves to pay future claims. One of these lines of coverage is Employment Practices Liability (EPL), which is increasing a minimum of 25%. Fresno EOC's D&O/EPL premium increased 43% respectively, which can be attributed to NIAC's across the board rate increase of and the growth in budget. In addition to the D&O/EPL premium increase, the property premium also increased – predominantly due to increased values. NIAC increased the values of Fresno EOC's properties after running them through valuation software. Recent stats across the industry are

showing the cost to rebuild has significantly increased, which in turn requires increased total insured values (TIV). Fresno EOC's TIVs are now 64% higher than expiring. Fortunately, NIAC was able to give us a break in the property rate, which resulted in the property premium increasing only 29%. The rest of the NIAC premiums were flat or saw modest increases. On another positive note, NIAC kept all the same deductibles in place, including the D&O/EPL deductible. The Accident policy with AIG saw a reduction in exposure which led to a corresponding reduction in estimated premium. Fresno EOC's 2021-2022 written premium was \$756,346 and the renewal for 2022-2023 is \$843,356; which is an increase of 12%. Despite the increases in some of NIAC's premiums, the terms are still much better than the rest of the marketplace. NIAC recognizes Fresno EOC's overall performance and made adjustments to their pricing in order to compensate for the policies where they were forced to take on rate.

**Market Analysis:**

Heffernan Insurance Brokers contacted several insurance carriers for this year's renewal. We obtained responses from several carriers who were either unable to compete with the current pricing and terms or were uncomfortable with the exposures. We have provided those results in the marketing analysis portion of the proposal.

Upon completion of our market analysis, the carriers that offered the best overall proposal were again NIAC/General Star/Houston Casualty/Hartford/AIG/Lloyd's of London. The pricing, program structure, and services of NIAC remain the best option this year. Throughout negotiations, NIAC was the carrier who most expressed the desire to retain Fresno EOC as a client and continue the long-term relationship.

**Heffernan Insurance Brokers Recommendation:**

After completing our analysis, Heffernan Insurance Brokers recommends Fresno EOC bind coverage with NIAC/General Star/Houston Casualty/Hartford/AIG/Lloyd's of London. Besides offering the best pricing, NIAC continues to offer low deductibles in a time when the competition keeps increasing the deductible obligations of policy holders. NIAC also provides consistent claims services to help with the management of the Fresno EOC' claims. NIAC is a valued partner to Heffernan and Fresno EOC and we look forward to this continued partnership.

Sincerely,

Brian O'Callaghan  
Senior Vice President  
Heffernan Insurance Brokers

Jordann Coleman  
Senior Vice President  
Heffernan Insurance Brokers

Stacey Okimoto  
Executive Account Manager  
Heffernan Insurance Brokers

7/1/22 to 7/1/23 Property, Liability & Automobile Coverages - NIAC Property for Friant, Palmer and Tuft - TBD Directors & Officers - NIAC Crime - Hartford Medical Malpractice - General Star Accident Insurance - AIG Pollution Liability - Lloyd's of London Cyber Liability - Houston Casualty			7/1/21 to 7/1/22 Property, Liability & Automobile Coverages - NIAC Property for Palmer and Tuft - Great Lakes SE Directors & Officers - NIAC Crime - Hartford Medical Malpractice - General Star Accident Insurance - AIG Cyber Liability - Houston Casualty		
Coverage	Limit	Premium	Coverage	Limit	Premium
Blanket Building Limit:	\$56,697,536	\$223,312	Blanket Building Limit:	\$34,388,755	\$172,455
Blanket BPP/Computer Limit:	\$7,906,318		Blanket BPP/Computer Limit:	\$8,080,207	
Blanket BI/EE Limit:	Actual Loss Sustained		Blanket BI/EE Limit:	Actual Loss Sustained	
Building Ordinance	\$500,000 Included at Listed Locations		Building Ordinance	\$500,000 Included at Listed Locations	
Valuable Papers			Valuable Papers		
Equipment Breakdown	Included as a Cause Of Loss at Listed Locations		Equipment Breakdown	Included as a Cause Of Loss at Listed Locations	
Contractors Equipment	\$788,891 Listed Items - Blanket Limit		Contractors Equipment	\$788,891 Listed Items - Blanket Limit	
Laptops	\$1,976,170		Laptops	\$1,976,170	
Deductible:	\$5,000		Deductible:	\$5,000	
Coinsurance: Building & BPP	90%		Coinsurance: Building & BPP	90%	
Coinsurance: Business Income/EE	Not Applicable - Actual Loss Sustained Form		Coinsurance: Business Income/EE	Not Applicable - Actual Loss Sustained Form	
Incidental Coverages:			Incidental Coverages:		
Accounts Receivables	\$1,000,000		Accounts Receivables	\$1,000,000	
Newly Acquired or Constructed	\$2,000,000 Each Building		Newly Acquired or Constructed	\$2,000,000 Each Building	
Newly Acquired or Constructed	\$1,000,000 Business Personal Property		Newly Acquired or Constructed	\$1,000,000 Business Personal Property	
Outdoor Property	\$25,000		Outdoor Property	\$25,000	
Valuable Papers	\$1,000,000 On Premises		Valuable Papers	\$1,000,000 On Premises	
No. of Locations	131		No. of Locations	130	
Property Policy - Friant, Palmer and Tuft	\$265,000 Building and Business Pers Property	\$2,500	Property Policy - Palmer and Tuft	\$245,000 Building and Business Pers Property	\$1,326
General Liability Coverage	\$3,000,000 General Aggregate \$3,000,000 Products Aggregate \$1,000,000 Pers. & Ad. Inj. \$1,000,000 Each Occurrence \$500,000 Fire Legal Liab. - Each Fire \$20,000 Medical Payments No Deductible	\$31,301	General Liability Coverage	\$3,000,000 General Aggregate \$3,000,000 Products Aggregate \$1,000,000 Pers. & Ad. Inj. \$1,000,000 Each Occurrence \$500,000 Fire Legal Liab. - Each Fire \$20,000 Medical Payments No Deductible	\$30,461
Employee Benefits Liability Claims Made-Retro Date 7/1/04	\$1,000 Deductible	Included in GL	Employee Benefits Liability Claims Made-Retro Date 7/1/04	\$1,000 Deductible	Included in GL
Defense is outside the limit on General Liability and Professional Liability; inside the limit on Improper Sexual Misconduct			Defense is outside the limit on General Liability and Professional Liability; inside the limit on Improper Sexual Misconduct		
Liquor Liability	\$1,000,000 Each Common Cause	Included in GL	Liquor Liability	\$1,000,000 Each Common Cause	Included in GL
Professional Liability	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$7,716	Professional Liability	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$7,716
Improper Sexual Misconduct	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$13,000	Improper Sexual Misconduct	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$12,500
Directors and Officers Liability Including Employment Practices	\$1,000,000 Each Wrongful Act \$2,000,000 Annual Aggregate \$25,000 Retention	\$118,059	Directors and Officers Liability Including Employment Practices	\$1,000,000 Each Wrongful Act \$2,000,000 Annual Aggregate \$25,000 Retention	\$82,667
Automobile	\$1,000,000 Liability - Combined Single Limit \$5,000 Medical Payments \$1,000,000 Uninsured Motorists \$1,000 Comprehensive Deductible \$1,000 Collision Deductible \$5,000 Liability Deductible 204 Vehicles	\$297,991	Automobile	\$1,000,000 Liability - Combined Single Limit \$5,000 Medical Payments \$1,000,000 Uninsured Motorists \$1,000 Comprehensive Deductible \$1,000 Collision Deductible \$5,000 Liability Deductible 213 Vehicles	\$298,473
Umbrella/Excess Liability	\$10,000,000 Each Occurrence \$10,000,000 Aggregate \$10,000 Deductible/SIR	\$95,942	Umbrella/Excess Liability	\$10,000,000 Each Occurrence \$10,000,000 Aggregate \$10,000 Deductible/SIR	\$94,140
Includes Excess Improper Sexual Conduct and Directors & Officers Liability	\$1,000,000		Includes Excess Improper Sexual Conduct and Directors & Officers Liability	\$1,000,000	
Medical Malpractice Insurance 1 Physician Run Off for Two Physicians	\$1,000,000 Each Claim \$3,000,000 Aggregate \$1,000,000 Sub-Limit Abuse and Molestation Ea Clm \$1,000,000 Sub-Limit Abuse and Molestation Agg \$5,000 Deductible Each Claim 4/15/1985 Retroactive Date	\$11,983	Medical Malpractice Insurance 1 Physician Run Off for Two Physicians	\$1,000,000 Each Claim \$3,000,000 Aggregate \$1,000,000 Sub-Limit Abuse and Molestation Ea Clm \$1,000,000 Sub-Limit Abuse and Molestation Agg \$5,000 Deductible Each Claim 4/15/1985 Retroactive Date	\$11,755
Crime	\$2,500,000 Employee Dishonesty \$10,000 Deductible	\$7,214	Crime	\$2,500,000 Employee Dishonesty \$10,000 Deductible	\$7,214
Accident Insurance 5331 Participants (Headstart children & volunteers)	\$250,000 Policy Aggregate Limit	\$21,324	Accident Insurance 6150 Participants (Headstart children & volunteers)	\$250,000 Policy Aggregate Limit	\$24,600
Pollution Liability	\$1,000,000 Damage Limit for Each Claim \$2,000,000 Coverage Part Aggregate Limit \$5,000 Deductible 3/19/2020 Retroactive Date	\$2,750	Pollution Liability	\$1,000,000 Damage Limit for Each Claim \$2,000,000 Coverage Part Aggregate Limit \$5,000 Deductible 3/19/2020 Retroactive Date	\$2,780
Cyber Liability	\$1,000,000 Each Claim \$1,000,000 Aggregate	\$10,264	Cyber Liability	\$1,000,000 Each Claim \$1,000,000 Aggregate	\$10,259
<b>Total Annual Premium:</b>		<b>\$843,356</b>	<b>Total Annual Premium:</b>		<b>\$756,346</b>

# PREMIUM SUMMARY

Coverage	Carrier	2021	2022
Property	NIAC	\$172,455.00	\$223,312.00
Stand Alone Property*	To be determined	\$1,326.00	\$2,500.00
General Liability	NIAC	\$30,461.00	\$31,301.00
Professional Liability	NIAC	\$7,716.00	\$7,716.00
Improper Sexual Conduct	NIAC	\$12,500.00	\$13,000.00
Automobile	NIAC	\$298,473.00	\$297,991.00
Directors & Officers Liability	NIAC	\$82,667.00	\$118,059.00
Umbrella	NIAC	\$94,140.00	\$95,942.00
Medical Malpractice	General Star	\$11,755.00	\$11,982.74
Crime	Hartford	\$7,214.00	\$7,214.00
Volunteer Accident	National Union Fire Ins. Co. of PA	\$24,600.00	\$21,324.00
Pollution Liability	Lloyd's of London	\$2,780.00	\$2,750.00
Cyber Liability	Houston Casualty Co.	\$10,259.00	\$10,264.22
<b>Total Premium</b>		<b>\$756,346.00</b>	<b>\$843,355.96</b>

\*This quotation is pending and the premiums is subject to change

<b>PAYMENT OPTIONS</b>
NIAC Policies: Down Payment due by July 15, directly billed by NIAC All other policies are due by July 20, billed by HIB

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

<b>WARRANTIES-SUBJECTIVITIES</b>
<b>STAND ALONE PROPERTY QUOTE FOR FRIANT, PALMER AND TUFT IS ESTIMATED ONLY</b> <b>FORMAL QUOTATIONS HAVE NOT YET BEEN RECEIVED</b>

# PREMIUM AND EXPOSURE COMPARISON

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Coverage	2021	2022	% Change
Property	\$172,455	\$223,312	29%
Property - Palmer & Tuft	\$1,326	\$2,500	89%
General Liability	\$30,461	\$31,301	3%
Professional Liability	\$7,716	\$7,716	0%
Improper Sexual Conduct	\$12,500	\$13,000	4%
Automobile	\$298,473	\$297,991	0%
Directors & Officers/EPLI	\$82,667	\$118,059	43%
Umbrella	\$94,140	\$95,942	2%
Medical Malpractice	\$11,755	\$11,983	2%
Crime	\$7,214	\$7,214	0%
Accident	\$24,600	\$21,324	-13%
Pollution Liability	\$2,780	\$2,750	-1%
Cyber Liability	\$10,259	\$10,264	0%
<b>Totals:</b>	<b>\$756,346</b>	<b>\$843,356</b>	<b>12%</b>
Total Values:	\$42,468,962	\$69,468,915	64%
Budget	\$98,150,000	\$113,300,000	15%
No. of Locations:	130	131	1%
No of Vehicles:	213	204	-4%
Volunteers/Students Exposure	6,150	5,331	-13%

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14B4	<b>Director:</b> N/A
<b>Subject:</b> Non-Competitive Procurements	<b>Officer:</b> Jim Rodriguez

### Background

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

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

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

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

The agency also follows the following guidelines:

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

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Justification</b>
Resource Equipment Company	LCC - service for the REM Sorting System for recycling machine. To replace and install new conveyor belt, chain, and adjust the chain tension on the magnetic cross belt.	\$8,788.07	This is the only company in the area that provides service and repair for this equipment.
Amber Aquino	LCC - Instructor for Sterile Processing Technician. To have a classroom base environment that allows Corpsmembers enrolled in DOL-ETA grant to learn the Sterile Processing Curriculum.	\$15,000.00	One source of supply is available.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14B5	<b>Director:</b> N/A
<b>Subject:</b> Health Insurance Report	<b>Officer:</b> Jim Rodriguez

**Background**

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

As of April 30, 2022, the health insurance reserve is at \$5.0 million, which covers approximately 5.6 months of average expenditures. Contributions from programs and employees for 2022 total \$3,735,391 while the Fund paid out \$2,625,493 in expenses.

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

- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Effective January 2022: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.

This table presents a sample of the monthly health insurance premium rates for 2022. Rates vary depending on the type of coverage tier selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 600	\$ 108	\$ 708
EE +Child(ren)	\$ 1,086	\$ 195	\$ 1,281
EE + Family	\$ 1,442	\$ 258	\$ 1,700
EE + Spouse	\$ 1,206	\$ 216	\$ 1,422

**FRESNO EOC**  
**HEALTH INSURANCE FUND REPORT**  
 THROUGH APRIL 30, 2022

	2022				2021				
	January	February	March	April	YTD totals Jan-Apr	Mo. Avg. Prev 12 mos	YTD totals Jan-Apr	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
	<b>Beginning Fund Balance</b>	<b>3,924,890</b>	<b>4,629,378</b>	<b>4,923,475</b>	<b>5,022,386</b>				
<b>Income</b>									
Agency Contributions	749,413	758,654	755,467	750,894	3,014,428	754,245	3,426,015	9,462,526	788,544
Additional Agency Contr.	-	-	-	-	-	1,925	116,291	139,391	11,616
Employee Contributions	271,626	183,405	178,064	87,868	720,963	155,204	736,620	1,878,108	156,509
<b>Total Income</b>	<b>1,021,039</b>	<b>942,059</b>	<b>933,531</b>	<b>838,762</b>	<b>3,735,391</b>	<b>911,374</b>	<b>4,278,926</b>	<b>11,480,024</b>	<b>956,669</b>
<b>Expenses</b>									
Health Claims Paid	45,828	261,032	452,022	424,469	1,183,351	664,037	1,851,287	8,636,378	719,698
Dental Claims Paid	48,572	48,419	46,036	52,864	195,891	51,003	234,990	651,135	54,261
Prescriptions Paid	63,172	164,239	159,985	183,076	570,472	148,110	682,395	1,889,246	157,437
Vision Claims Paid	2,294	7,225	5,496	7,785	22,800	8,177	44,659	119,983	9,999
Stop Loss Premiums	99,403	110,026	113,810	100,722	423,961	101,188	401,529	1,191,823	99,319
Stop Loss Claims	-	-	-	-	-	(132,791)	0	(1,593,495)	(132,791)
Life Insurance Premiums	12,739	12,709	12,687	12,731	50,866	12,531	55,023	154,529	12,877
Pinnacle	12,903	13,111	13,267	13,319	52,600	13,335	57,779	165,198	13,767
Blue Cross	13,637	13,790	13,906	13,944	55,277	13,802	59,565	169,907	14,159
Benefits Consultant	12,083	12,083	12,084	12,083	48,333	8,639	27,667	83,000	6,917
Employee Assist. Program	1,877	1,877	1,876	1,877	7,507	1,877	7,506	22,518	1,877
Preferred Chiropractors	889	899	906	909	3,603	918	3,999	11,406	951
TeleDoc	2,524	2,552	2,574	2,581	10,231	853	0	0	0
Other Expenses	630	-	(29)	-	601	2,101	15,132	39,742	3,312
ACA Fees	-	-	-	-	-	435	0	5,219	435
<b>Total Expenses</b>	<b>316,551</b>	<b>647,962</b>	<b>834,620</b>	<b>826,360</b>	<b>2,625,493</b>	<b>894,213</b>	<b>3,441,531</b>	<b>11,546,589</b>	<b>962,216</b>
<b>Current Fund Activity (net)</b>	<b>704,488</b>	<b>294,097</b>	<b>98,911</b>	<b>12,402</b>	<b>1,109,898</b>	<b>17,162</b>	<b>837,395</b>	<b>(66,564)</b>	<b>(5,547)</b>
<b>Ending Fund Balance</b>	<b>4,629,378</b>	<b>4,923,475</b>	<b>5,022,386</b>	<b>5,034,788</b>	<b>5,034,788</b>				
<b>Enrollment</b>									
Employee only-Traditional	248	250	252	254		266		279	
High-Deduct	84	78	80	81		61		53	
Family coverage-Traditional	344	353	353	353		373		395	
High-Deduct	34	37	40	39		33		32	
Dental coverage only	34	38	41	42		36		34	
Temp/On Call Plan	1	1	-	-		1		1	
<b>Total employees enrolled</b>	<b>745</b>	<b>757</b>	<b>766</b>	<b>769</b>		<b>770</b>		<b>795</b>	
Average contributions per employee	1,371	1,244	1,219	1,091		1,184		1,204	
Average expenses per employee	425	856	1,090	1,075		1,161		1,211	

Estimated # months funded: 5.6

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14B6	<b>Officer:</b> N/A
<b>Subject:</b> Investment Report	<b>Officer:</b> Jim Rodriguez

**Background**

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

As of March 31, 2022, the Agency holds these investments to 1> maintain cash funding items such as the health insurance reserve and accrued vacation liability and 2> provide pledged collateral from Fresno EOC for Access Plus Capital's \$700,000 loan from Citibank.

	<b>Wells Fargo</b>	<b>Citibank (pledged)</b>	<b>Total</b>
Cash & Cash Equivalents	\$ 991,746	\$ 627,306	\$ 1,619,052
Corporate Bonds	266,939	-	266,939
Government Bonds	-	-	-
Certificates of Deposit (CD)	1,595,716	150,703	1,746,419
Stocks	17,723	-	17,723
<b>Total</b>	<b>\$ 2,872,124</b>	<b>\$ 778,009</b>	<b>\$ 3,650,133</b>
Minus unrealized gains on CDs	4,172	703	4,875
<b>General Ledger balance</b>	<b>\$ 2,867,952</b>	<b>\$ 777,306</b>	<b>\$ 3,645,258</b>

Total annual interest earned on these fixed income investments is \$60,817 providing an average rate of 3.06%. Interest rates received on the Corporate Fixed Income investments range between 3.50% and 4.45%. These are long-term holdings with maturity dates in 2022 and 2026. The Certificates of Deposit have interest rates between 2.00% and 3.50%; and a tiered maturity date structure to provide for both shorter-term maturities and longer investments past 2023. Investments with very low interest rates generally have very short investment periods.

The funds at Self-Help Federal Credit Union are returning 0.20% interest.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> WIC and SOUL
<b>Agenda Item #:</b> 14B7	<b>Director:</b> Annette Thornton and Susan Lopez
<b>Subject:</b> Variance Reports	<b>Officer:</b> Jim Rodriguez

**Background**

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

The following prepared financial analysis reports will be presented:

- Women, Infants, and Children (WIC)
  - Through 50% of the contract period, approximately 47% of funding has been used. Most of the year to date savings are from travel, training, and program/outreach materials, which have been low due to the COVID-19 pandemic.
  - There are plans in place to fully utilize the funds in coming months in the following manner: five staff attended in-person trainings in April, 17 staff are attending a virtual conference in May, two all WIC staff in-person trainings are planned for this year, and program/outreach materials are being ordered for community program/doctor office visits and in-person community events, which are on the rise.
  - General office expense is approximately 60% due to purchasing supplies needed when staff returned onsite. The rate of expenditure is monitored monthly to ensure it will not be overspent.
- School of Unlimited Learning (SOUL)
  - Through 83% of the contract period, 65% of the total budgeted revenue has been earned; 74% of expense budget has been utilized. This has resulted in a loss of approximately \$274,000. Until the California Department of Education releases its April 2022 funding allotment, the deficit will be covered by its fund balance reserves of \$1.6 million.

**WOMEN, INFANTS & CHILDREN (WIC)**  
YTD March 31, 2022  
Grant Period: October 1, 2021 to September 30, 2022

Project ID # 11000, 11001, 11002, 11003, 11019, 11020

Percentage of Time Lapsed

50.00%

Program	ANNUAL BUDGET	YTD ACTUAL	BALANCE	YTD % OF BUDGET USED
<b>Revenue:</b>				
California Department of Health Services	5,982,106	2,902,412	3,079,694	48.52%
<b>Total Revenue</b>	<b>5,982,106</b>	<b>2,902,412</b>	<b>3,079,694</b>	<b>48.52%</b>
<b>Personnel Expense:</b>				
Salaries	3,463,558	1,613,499	1,850,059	46.59%
Fringe	1,316,152	607,423	708,729	46.15%
<b>Total Personnel</b>	<b>4,779,710</b>	<b>2,220,921</b>	<b>2,558,789</b>	<b>46.47%</b>
<b>Operating Expense:</b>				
General Office Expenses (Audit, Insurance, phone, cell phone, Office, Cert)	367,004	222,439	144,565	60.61%
Travel	5,000	270	4,730	5.41%
Training	17,000	4,010	12,990	23.59%
Outreach, Media/Promo, Program Materials	40,000	11,535	28,465	28.84%
Facility Cost	477,312	208,257	269,055	43.63%
Indirect Costs 9.0%) *	511,742	234,979	276,763	45.92%
<b>Total Non-Personnel</b>	<b>1,418,058</b>	<b>681,490</b>	<b>736,568</b>	<b>48.06%</b>
<b>Total NSA</b>	<b>6,197,768</b>	<b>2,902,412</b>	<b>3,295,356</b>	<b>46.83%</b>
<b>WIC Card/EBT</b>	<b>24,461,346</b>	<b>9,503,679</b>	<b>14,957,667</b>	<b>38.85%</b>

**Fresno County Economic Opportunities Commission**

**Program: School of Unlimited Learning**

**Contract Term: July 2021- June 2022**

**SOUL (All Projects)**

**For Internal Purposes: Budget Projection**

**83.33%**

Budget Category	Original Budget Preliminary	YTD Actual 4/30/22	Balance as of 4/30/22	% Spent as of 4/30/22
<b>REVENUES:</b>				
<b>Revenue Limit</b>				
ADA/categorical/SS	1,594,232	<b>1,126,677</b>	<b>467,555</b>	<b>71%</b>
ADA-EPA	508,212	<b>464,396</b>	<b>43,816</b>	<b>91%</b>
Property Tax	155,634	<b>155,900</b>	<b>(266)</b>	<b>100%</b>
Fed Rev:		-	-	
Title I Grant	51,947	<b>20,888</b>	<b>31,059</b>	<b>40%</b>
Title II, Part A	5,557	<b>630</b>	<b>4,927</b>	<b>11%</b>
Title II, Part A Carry Forward	1,793	<b>1,793</b>	-	<b>100%</b>
Title III, Part A	0	-	-	<b>#DIV/0!</b>
Title IV, Part A	10,000	-	<b>10,000</b>	<b>0%</b>
Title IV, Part A Carry Forward	3,574	<b>3,574</b>	<b>(0)</b>	<b>100%</b>
CSBG Cares	3,822	<b>3,822</b>	-	<b>100%</b>
CSBG 2021	67,241	<b>50,399</b>	<b>16,842</b>	<b>75%</b>
State Rev: USDA - Food (Dept. of Education)	25,000	<b>4,705</b>	<b>20,295</b>	<b>19%</b>
Lottery	37,260	<b>36,488</b>	<b>772</b>	<b>98%</b>
Mandate Block Grant & One Time Only	8,547	<b>8,547</b>	-	<b>100%</b>
LIVE SCAN Reim.	3,790	-	<b>3,790</b>	<b>0%</b>
LLMF Funds		-	-	
CSI ESSA	177,547	<b>44,387</b>	<b>133,160</b>	<b>25%</b>
ELO (Expanded Learning Opportunities Grant)	169,866	-	<b>169,866</b>	<b>0%</b>
ESSER II	191,186	<b>28,732</b>	<b>162,454</b>	<b>15%</b>
Local Rev:				
Donations, interest & other	13,000	<b>2,519</b>	<b>10,481</b>	<b>19%</b>
<b>TOTAL</b>	<b>3,028,208</b>	<b>1,953,457</b>	<b>1,074,752</b>	<b>65%</b>
<b>SALARIES &amp; FRINGES:</b>				
Salaries/Vacation	1,554,454	<b>1,214,076</b>	<b>340,378</b>	<b>78%</b>
Fringe/Benefits	483,657	<b>395,871</b>	<b>87,786</b>	<b>82%</b>
<b>TOTAL</b>	<b>2,038,111</b>	<b>1,609,947</b>	<b>428,164</b>	<b>79%</b>
<b>TEXTBOOKS &amp; CURRICULA</b>				
5520 COMPUTER SUPPLIES	7,000	<b>(7,495)</b>	<b>14,495</b>	<b>-107%</b>
5758 PROGRAM SUPPLIES - BOOKS & PUBLICATIONS	15,500	<b>20,887</b>	<b>(5,387)</b>	<b>135%</b>
<b>TOTAL</b>	<b>22,500</b>	<b>13,391</b>	<b>9,109</b>	<b>60%</b>
<b>MATERIALS &amp; SUPPLIES</b>				
5415 EQUIPMENT Under \$5,000	35,344	<b>33,069</b>	<b>2,275</b>	<b>94%</b>
5450 EQUIPMENT OVER \$5,000	6,000	-	<b>6,000</b>	<b>0%</b>
5515 BOTTLED WATER	500	<b>151</b>	<b>349</b>	<b>30%</b>
5535 OFFICE SUPPLIES	18,500	<b>30,077</b>	<b>(11,577)</b>	<b>163%</b>
5722 FOOD - OTHER	1,000	<b>143</b>	<b>857</b>	<b>14%</b>
5724 FOOD - SNACKS	1,000	-	<b>1,000</b>	<b>0%</b>
5725 FOOD - SNACK BAR	500	-	<b>500</b>	<b>0%</b>
5732 MEETING COSTS - INTERNAL	1,250	-	<b>1,250</b>	<b>0%</b>
5539 SUPPLIES - PERSONAL PROTECTIVE EQUIP	2,500	-	<b>2,500</b>	<b>0%</b>
5784 RECREATION EXPENSE	1,000	-	<b>1,000</b>	<b>0%</b>
<b>TOTAL</b>	<b>67,594</b>	<b>63,440</b>	<b>4,154</b>	<b>94%</b>
<b>FOOD:</b>				
5115 CONTRACT SERVICES - MEALS	25,000	<b>1,873</b>	<b>23,127</b>	<b>7%</b>
<b>TOTAL</b>	<b>25,000</b>	<b>1,873</b>	<b>23,127</b>	<b>7%</b>
<b>TRAVEL &amp; CONFERENCES:</b>				
5311 Transportation- FIELD TRIPS	500	-	<b>500</b>	<b>0%</b>
5315 FUEL - OIL & GAS	2,000	<b>1,779</b>	<b>221</b>	<b>89%</b>
5330 MILEAGE	2,500	<b>41</b>	<b>2,459</b>	<b>2%</b>
5335 OUT - OF - COUNTY TRAVEL	15,000	<b>12,897</b>	<b>2,103</b>	<b>86%</b>
5355 GAS/PARTS EXPENSE	500	<b>216</b>	<b>284</b>	<b>43%</b>
5708 CONFERENCE FEES (NON - TRAVEL)	10,000	<b>6,950</b>	<b>3,050</b>	<b>70%</b>
5792 STAFF TRAINING	12,500	<b>4,076</b>	<b>8,424</b>	<b>33%</b>
5810 TRAINING OTHER	1,500	-	<b>1,500</b>	<b>0%</b>
<b>TOTAL</b>	<b>44,500</b>	<b>25,959</b>	<b>18,541</b>	<b>58%</b>

<b>INSURANCE:</b>					
5605 INSURANCE - AUTO	1,350.00	1,123	227	83%	
5620 INSURANCE - GENERAL LIABILITY	3,050.00	2,535	515	83%	
5621 INSURANCE - CYBER LIABILITY	180.00	147	33	82%	
5630 INSURANCE - EXCESS LIABILITY	950.00	749	201	79%	
5635 INSURANCE - PROPERTY	9,500.00	7,837	1,664	82%	
TOTAL	15,030	12,391	2,639	82%	
<b>RENT, LEASE, REPAIR &amp; IMPROVEMENTS:</b>					
5215 OFFICE RECONFIGURATION	500	-	500	0%	
5240 RENTAL - OFFICE	92,803	77,336	15,467	83%	
5255 REPAIRS / MAINTENANCE - BUILDING	20,000	8,796	11,204	44%	
5260 SECURITY SERVICES	3,000	1,528	1,472	51%	
5270 UTILITIES - GAS / ELECTRIC	15,500	11,985	3,515	77%	
5280 WATER/SEWER/GARBAGE	6,000	3,529	2,471	59%	
5350 REPAIRS & MAINTENANCE - VEHICLES	1,250	439	811	35%	
5405 DEPRECIATION EXPENSE	10,124	-	10,124	0%	
5457 REPAIRS & MAINTENANCE - EQUIPMENT	500	-	500	0%	
5420 LEASED - OTHER	850	170	681	20%	
5425 LEASED - RENTAL OFFICE EQUIPMENT	850	415	435	49%	
5435 LEASED - COPIERS	6,500	4,022	2,478	62%	
TOTAL	157,877	108,219	49,658	69%	
<b>PROF/CONSULT SRVCS &amp; OPERATING EXP:</b>					
5060 ADVERTISEMENT-RECRUITMENT	1,050	290	760	28%	
5125 CONTRACT SERVICES - OTHER	15,000	301	14,699	2%	
5160 PROFESSIONAL SERVICES - AUDIT	14,540	6,853	7,687	47%	
5190 PROFESSIONAL SERVICES - LEGAL	6,286	325	5,961	5%	
5195 PROFESSIONAL SERVICES - Medical	1,000	-	1,000	0%	
5170 PROFESSIONAL SERVICES - CONSULTING	500	-	500	0%	
5165 PROFESSIONAL SERVICES - computer	12,500	-	12,500	0%	
5205 JANITORIAL SERVICES	20,500	15,665	4,835	76%	
5210 LICENSES FEES	5,000	1,100	3,900	22%	
5220 PEST CONTROL SERVICES	2,800	2,354	446	84%	
5285 YARD MAINTENANCE	2,000	-	2,000	0%	
5344 REGISTRATION	6,000	3,703	2,297	62%	
5345 REGISTRATION-VEHICLES	500	224	276	45%	
5512 SUBSCRIPTION EXPENSE	7,500	2,445	5,055	33%	
5522 SOFTWARE LICENSES	51,515	23,630	27,885	46%	
5550 POSTAGE/EXPRESS MAIL	2,100	901	1,199	43%	
5555 PRINTING	1,000	-	1,000	0%	
5560 SUPPLIES-OTHER	1,000	49	951	5%	
5701 ADVERTISEMENT - OTHER	1,200	758	442	63%	
5706 BUS TOKENS	3,525	-	3,525	0%	
5721 RECRUITMENT	1,000	250	750	0%	
5733 EMPLOYEE APPRECIATION	1,000	701	299	70%	
5737 OUTREACH	1,500	-	1,500	0%	
5730 LICENSE - PREMISE	500	-	500	0%	
5743 PARENT INVOLVEMENT	15,000	1,149	13,851	8%	
5757 PROGRAM - MISCELLANEOUS	7,500	-	7,500	0%	
5760 PROGRAM SUPPLIES - KITCHEN	1,500	-	1,500	0%	
5762 PROGRAM INCENTIVES	5,000	-	5,000	0%	
5766 CLASSROOM SUPPLIES	30,000	-	30,000	0%	
5768 FOOD DISPOSABLES SUPPLIES	2,500	-	2,500	0%	
5772 JANITORIAL SUPPLIES	5,000	1,292	3,708	26%	
5774 MEDICAL SUPPLIES	1,500	-	1,500	0%	
5776 PERSONAL ARTICLES SUPPLIES	1,500	-	1,500	0%	
5780 RECREATION SUPPLIES	1,500	-	1,500	0%	
5806 SUPPORTIVE COSTS-OTHER	750	-	750	0%	
5910 COMMUNITY RELATIONS	5,000	500	4,500	10%	
5915 END OF YEAR RECOGNITION	1,500	305	1,195	20%	
5924 RECOGNITION	3,000	733	2,267	24%	
5108 Oversight/Special Ed fee	217,472	201,988	15,484	93%	
5930 OTHER COSTS	500	4	496	1%	
TOTAL	458,738	265,519	192,723	58%	
<b>COMMUNICATIONS:</b>					
5570 TELEPHONE	18,034	14,110	3,924	78%	
5575 HOTSPOTS	17,500	3,822	13,678	22%	
5571 TELEPHONE - CELLULAR	6,000	1,371	4,629	23%	
TOTAL	41,534	19,303	22,231	46%	
<b>INDIRECT COSTS:</b>					
5144 INDIRECT COSTS (5.48%)	157,324	107,615	49,709	68%	

	TOTAL	157,324	107,615	107,615	68%
<b>TOTAL COSTS</b>		3,028,208	2,227,657	857,961	74%
<b>Surplus (Deficit)</b>		0	-274,201		

NOTES:

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Transit Systems
<b>Agenda Item #:</b> 14C1	<b>Director:</b> Thomas Dulin
<b>Subject:</b> Accessible Transportation Resource Partnership	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration to enter into an Accessible Transportation Resource Partnership contract with Pacific Gas and Electric Company (PG&E) for the 2022-2024 Public Safety Power Shutoff (PSPS) Resource and Non-PSPS Outage Emergency Events in Fresno County.

### Background

High temperatures, extreme drought conditions and record-high winds have created conditions in our state where any spark can lead to a major wildfire. Within PG&E's service area in Northern and Central California, more than half of our electric lines are in High Fire Threat Districts (HFTD) areas, according to the California Public Utilities Commission. That is why it may be necessary for PG&E to turn off electricity in the interest of public safety if severe weather threatens the electric system.

Pacific Gas and Electric Company (PG&E) seeks to work with Fresno EOC Transit Systems, an accessible transportation program provider, to Access and Functional Needs (AFN) individuals located in HFTD that may be impacted by a Public Safety Power Shutoff or other Non-PSPS Outage Emergency Events outside of HFTD. As a partner provider, Transit Systems would promote available accessible transportation as well as provide PSPS and Non-PSPS Outage Emergency Events and emergency preparedness information.

### Fiscal Impact

Fresno EOC Transit Systems will be reimbursed by PG&E up to \$2,450 for each day of the PSPS and non-PSPS Outage Emergency Events following shutoff. The partnership contract shall not exceed \$355,000 through December 31, 2024. The following rate schedules will be used to determine reimbursement based on the length of service.

## 1 Driver & 1 Vehicle Rate

<b>Service Description</b>	<b>Daily Rate</b>	<b>Typical Hours of Operation</b>	<b>Cost per Hour</b>
4 - Hour Service	\$700.00	Based on the time of shut-off	\$175
6 - Hour Service	\$1,050.00	Based on the time of shut-off	\$175
8 - Hour Service	\$1,400.00	8:00 AM – 4:00 PM	\$175
10 - Hour Service	\$1,750.00	8:00 AM – 6:00 PM	\$175
12 - Hour Service	\$2,100.00	8:00 AM – 8:00 PM	\$175
14 - Hour Service	\$2,450.00	8:00 AM – 10:00 PM	\$175

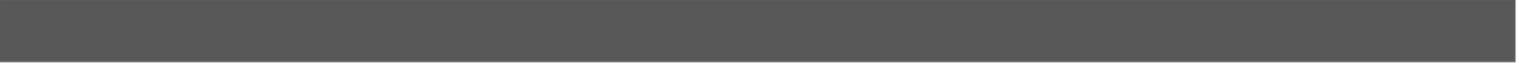
If service extends beyond a service rate, the daily rate will be adjusted to the next rate for service hours (e.g. 11 hours of service will be charged at the 12-hour service rate). If the outage falls upon a federally recognized holiday by the United States government, \$1,000 will be added to the daily rate.

If a second driver and accessible vehicle is needed due to the rural impacts and/or demand, the following rates will be applied.

## 2 Driver & 2 Vehicle Rate

<b>Service Description</b>	<b>Daily Rate</b>	<b>Typical Hours of Operation</b>	<b>Cost per Hour</b>
4- Hour Service	\$1,000.00	Based on time of shut-off	\$250
6- Hour Service	\$1,500.00	Based on time of shut-off	\$250
8- Hour Service	\$2,000.00	8:00 AM – 4:00 PM	\$250
10- Hour Service	\$2,500.00	8:00 AM – 6:00 PM	\$250
12- Hour Service	\$3,000.00	8:00 AM – 8:00 PM	\$250
14- Hour Service	\$3,500.00	8:00 AM – 10:00 PM	\$250

These costs are based on 180 miles per day, per vehicle threshold. If the accessible vehicle has driven more than 180 miles per day an additional \$10 per miles, per vehicle will be added.



## **Conclusion**

This contract will provide a much-needed service for vulnerable populations in Fresno County in the event of a PG&E outage. Transit Systems will leverage its existing networks and communications infrastructure to support individuals who have specific needs related to accessibility and mobility.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14C2	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> March 2022 Program Update Report (PUR)	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Head Start 0 to 5 March 2022 Monthly Program Update Report.

### Background

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

Below is a reference to the requirement.

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

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

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

The March 2022 Program Update Report is attached for review.

### Fiscal Impact

Not Applicable.

## **Conclusion**

If approved by the full Board, the County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT  
REPORT MONTH: MARCH 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. March 3 & 24, 2022, Jim Rodriguez, Chief Financial Officer (CFO), conducted the mandated budget training in preparing the 2023 Head Start (HS) Budget to staff and parents. Staff and parents went back to their centers/sites and presented the information at their Local Parent Meetings (LPM) for approval.
2. March 11, 2022, all staff in-service was held by service areas.
3. March 16, 2022, Directors and Managers attended the EOC Quarterly Leadership Retreat where we were given an update on the Strategic Planning and how to connect our work with Fresno EOC's new vision, mission and values.
4. March 25, 2022, Directors and Managers attended Administration Planning to prepare for 2022-2023 school year.
5. March 31, 2022, Cesar Chavez holiday was observed. All centers and sites were closed. Classes resumed April 1, 2022.
6. The Planning Committee for the Fatherhood Conference has convened. Parents were surveyed for a preference of date and time. The conference will be held on Saturday April 23, 2022.

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

On February 28, 2022, The Office of Head Start (OHS) sent a request to grant recipients to complete the COVID-19 Consolidated Appropriations Act, 2021, 2021 (P.L. 116-260), (CRRSA) and American Rescue Plan (ARP) Spending Plan form in the Head Start Enterprise System (HSES). In order to support OHS in understanding recipients' most pressing needs, to report out to various stakeholders, and to inform possible future requests for funding, OHS is asking all recipients to identify the total amount of funds one expects to spend in various categories listed in the COVID-19 One-Time CRRSA and ARP Spending Plan. The spending plan was due and submitted on Friday, March 25, 2022.

**III. Early Head Start**

Program Information Summary:

1. Continuing to recruit staff for Family Development Specialist, Teacher Caregiver, and Teacher Caregiver Assistant vacancies.
2. Week of March 7, Valley Children's Hospital interns observed two Family Development Specialists at the Fresno City Urban Home Base area.
3. March 25, 2022, two teachers from CDC and Jane Addams attended the AIMS STEM Training.
4. March 28, 2022, Child Development Site Coordinator met with the new Early Stars Coach via ZOOM. She will be a support to our staff when it comes to CLASS, ASQ's, and Classroom Environments.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 225; Monthly ADA: Center Base: 71.87%, Home Base: 94.28%

Wait List Total: 107

Total enrollment for Early Head Start for the month of March 2022 is 225. EHS staff also attended and participated in the Annual Mandatory ERSEA Training. In addition, EHS received a total of 69 online referrals from our Fresno EOC website. ERSEA staff and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We participated in two Virtual Outreach Events with Women, Infants, & Children (WIC), one Outreach Event for Exceptional Parents Unlimited (EPU), and attended three Community Events. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 475 Lunches: 529 Snacks: 416

**IV. Head Start**

Program Information Summary:

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

1. Nutrition Services is working on a Request for Proposal (RFP) for paper goods to be posted in June.
2. Continuing to work on aggregating the transportation data for our centers for the past 5-years.
3. March 1, 2022, the contract with Fresno Unified School District (FUSD) to serve children, was completed and sent to FUSD for their review. They asked for some minor changes to be made and are scheduled to present the contract to their Board on April 6, 2022.
4. Education Facility Monitoring was completed March 4, 2022, and Classroom Monitoring on March 30, 2022.
5. March 17, 2022, Hearing Training for Family Support Assistants, 18 staff in attendance.
6. March 21 -25, 2022, Parent/Teacher conferences were held.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1561; Monthly ADA: Center Base 75.85%; Home Base: 65.63%

Wait List Total: 987

Total Head Start enrollment for March 2022 is 1561. This month we conducted our Annual Mandatory ERSEA Training to support staff in recruiting children and families most in need. In order to support our ongoing recruitment and enrollment efforts, we received 85 online referrals from our Fresno EOC website, attended five Community Events, and two Job Fair Events in Fresno County. We continue to distribute flyers, collaborate with community partners, and complete presentations within our identified recruitment areas. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,482 Lunches: 19,681 Snacks: 15,073

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

(MARCH 2022 BOARD PUR) CQ 04/15/22 ~ CWPC (2021-2022 (PUR (BOARD)) ~

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14C3	<b>Directors:</b> Rosa M. Pineda & Nidia Davis
<b>Subject:</b> Cost of Living Adjustment (COLA)	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Cost of Living Adjustment (COLA) increase for Early Head Start (\$171,811) and Head Start (\$779,078) that includes our contractors, Fresno Unified School District (FUSD) and Fresno County Superintendent of Schools (FCSS) that serve EHS and HS children and families, for a total of \$950,889 for the fiscal year 2022.

### Background

On April 20, 2022, the Administration for Children and Families (ACF) released the opportunity for programs under the Head Start Act to apply for COLA funding for the fiscal year 2022. The cost of living adjustment is an increase in income that keeps staff salaries on par with increases in living expenses.

All HS 0 to 5 employees will receive a 2.28% COLA increase across the board for salary and fringe benefits. This includes our contractors, Fresno Unified School District (FUSD) personnel who provide services to 154 three and four-year old Head Start children and families and Fresno County Superintendent of Schools (FCSS) staff who provide services to 20 three and four-year old Head Start children and four Early Head Start children and their families. This aligns with the directive from ACF that the agency is encouraged to provide staff with a minimum salary increase of at least 2.28%.

Furthermore, to align with Fresno EOC's initiative to provide a \$17.00 minimum wage standard across the agency that went into effect January 1, 2022, the remaining COLA funds will be used to further increase the lowest wage earners in order to bring them to a \$17.00 minimum. Followed by the remaining staff receiving smaller pay increase of the remaining COLA funds. The Fresno EOC Early Head Start and Head Start salary

table will be adjusted correspondingly, so that the increase will be included in all future wages.

Head Start 0 to 5 management submitted a request for authorization to apply for funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners Chairperson, to which they both authorized to apply May 27, 2022, respectively.

### **Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by offering competitive salaries to qualified staff, a total amount of \$950,889 will be applied to salaries for the 2022 fiscal year.

### **Conclusion**

If approved by the full Board, these funds will be used to increase salaries and fringe benefits. If no approval is received, the unspent monies will be returned to the Office of Head Start.

**Supplement**  
**Fiscal Year 2022**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**May 27, 2022**

**Early Head Start COLA Narrative**

Fresno Economic Opportunities Commission (dba Fresno EOC) Early Head Start, per the Consolidated Appropriations Act, of 2022, released by the Administration for Children and Families (ACF) on April 20, 2022 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$171,811 for the Early Head Start Program. The cost of living adjustments is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars be applied to wages, salaries, and benefits. Fresno EOC Early Head Start management submitted a request for authorization to apply for the funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners. The County-Wide Policy Council and the Fresno EOC Board of Commissioners have authorized Early Head Start to apply for a COLA, on May 27, 2022, respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Early Head Start provides services to 478 prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2022. Management is aware that the funding will only become effective when a Notice of Award is received and will be applied retroactively to the start of the FY 2022 budget period. We propose that all Early Head Start employees receive at minimum a 2.28% COLA increase for salary and fringe benefits. This includes our contractor, Fresno County Superintendent of Schools (FCSS) personnel who provides services to four Early Head Start children and families. This aligns with the directive from ACF that the agency is encouraged to provide staff with a minimum salary increase of at least 2.28%.

Additionally, to align with Fresno EOC's initiative to provide a \$17.00 minimum standard across the agency that went into effect January 1, 2022, we are utilizing remaining COLA funds to further increase the lowest wage earners in order to bring them to a \$17.00 minimum. Followed by the remaining staff receiving smaller pay increase of the remaining COLA funds. The Fresno EOC Early Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

In the past year, much of our turnover can be attributed to the Designation Renewal faced by the program in 2021 and the extensive need for a quality workforce in our community since the COVID-19 pandemic. The initial closures and subsequent uncertainty regarding reopening guidelines, health and safety measures and more, led to confusion and worry by staff. Current and former staff have reported experiencing stress, financial instability, income loss and an increase in the cost of childcare, due to the restrictions on class sizes, price increase on food,

gas, and cleaning supplies, the need for personal protective equipment, and greater demand for labor. Moreover, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. are competing with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Consequently, these are just some of the factors that have contributed to the challenges of hiring and retaining staff employment this past year.

Historically, Early Head Start had few competitors for hire of a qualified workforce. In recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Early Head Start frequently loses staff to these community partners.

In February 2021, Fresno EOC Early Head Start completed a special wage survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California's Central Valley; however, when the wages are compared to other Early Childhood Education entities, on average the starting wages are comparable but the ending wage is significantly less for Early Head Start employees. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Additionally, research has shown that continuity of care supports optimal school readiness for children. Salaries that are competitive with other Early Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Early Head Start children. Subsequently, minimal staff turnover will optimize school readiness and lifelong outcomes for Early Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

We are aware that frequently, families and children in our program can identify with Adverse Childhood Experiences (ACEs). Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances and highly stressful experiences.

The COLA will also be applied to supporting benefits for staff. Among these benefits, the award of funds will support enhanced access for Early Head Start staff to Fresno EOC's Employee Assistance Program. Because we encourage parents to move forward in their educational career, and often times hire them, we are aware that there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are instrumental in helping staff to resolve personal issues which empowers them. In turn, to be much more effective in assisting children and parents through a trauma informed approach. The additional indirect dollars supporting Fresno EOC will ensure that the agency's Employee Assistance Program (EAP) remains available to staff. A stable workforce promotes continuity of care which is a positive development for children in Early Head Start.

Lastly, Early Head Start employs 81 staff to provide comprehensive services to the enrolled children and families. The COLA of 2.28% provides staff with an increment in wages that remains

below the average rise in the consumer price index (CPI) in major cities in California. Increases range from 3.1% to 4.0%, with Fresno ranking as the fifth largest city in the state. However, recently, the CPI increased 8.5% for the year ending in March 2022, following a rise of 7.9% from February 2021 to February 2022.

### **Budget Justification**

#### **COLA: \$ 128,963**

Fresno EOC Early Head Start proposes to use \$128,963 in the personnel budget line item, the dollars requested represent a 2.28% COLA, for Fresno EOC Early Head Start's salary table. This includes our contractor, Fresno County Superintendent of Schools (FCSS) staff who provide services to four Early Head Start children and families. The remaining COLA funds will be used to further increase the lowest wage earners in Early Head Start in order to bring their hourly pay to \$17.00. In doing so, Early Head Start will align with Fresno EOC's initiative to provide a \$17.00 minimum wage standard across the agency as previously stated. Accordingly, staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's EAP. Supported staff will consequently be better able to support the children and families enrolled in the program, many of whom have suffered trauma in their lives.

#### **Benefits: \$25,205**

With the increase in wages there is a corresponding increase in funding applied to benefits. Early Head Start's costs for provision of benefits include:

- Federal Insurance Contributions Act (FICA) Expense: \$10,082
- State Unemployment Insurance: \$3,781
- Workers' Compensation: \$11,342

#### **401(a) Retirement Match: \$6,301**

#### **Non-Federal Share:**

*Per the COVID-19 Funding Guidance: ACF-PI-HS-20-03 FY 2020, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received April 20, 2022: Non-federal match is not needed for this application.*

#### **Indirect Cost: \$11,342**

Fresno EOC has negotiated a 9.0% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

#### **Conclusion**

This information regarding the 2022 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

**Supplement**  
**Fiscal Year 2022**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**May 27, 2022**

**Head Start COLA Narrative**

Fresno Economic Opportunities Commission (dba Fresno EOC) Head Start, per the Consolidated Appropriations Act, of 2022, released by the the Administration for Children and Families (ACF) on April 20,2022 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$779,078 for the Head Start Program. The cost of living adjustment is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars be applied to wages, salaries, and benefits. The County-Wide Policy Council and the Fresno EOC Board of Commissioners Chairpersons have authorized Head Start to apply for a COLA, on May 27, 2022 respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Head Start provides services to 2,112 three and four-year old's and their families throughout Fresno County, 120 in Home Base and 1,992 in Center Base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2022. Management is aware that the funding will only become effective when a Notice of Award is received and will be applied retroactively to the start of the FY 2022 budget period. We propose that all Head Start staff be given an across the board salary increase of 2.28% for salary and fringe benefits. This includes our contractors, Fresno Unified School District (FUSD) personnel who provide services to 154 three and four-year old Head Start children and their families and Fresno County Superintendent of Schools (FCSS) personnel who provides services to 20 three and four-year old Head Start children and their families. This aligns with the directive from ACF that the agency is encouraged to provide staff with a minimum salary increase of at least 2.28%.

Additionally, to align with Fresno EOC's initiative to provide a \$17.00 minimum wage standard across the agency that went into effect January 1, 2022, we are utilizing remaining COLA funds to further increase the lowest wage earners in order to bring them to a \$17.00 minimum. Followed by the remaining staff receiving smaller pay increase of the remaining COLA funds. The Fresno EOC Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

In the past year, much of our turnover can be attributed to the Designation Renewal faced by the program in 2021 and the extensive need for a quality workforce in our community since the COVID-19 pandemic. The initial closures and subsequent uncertainty regarding reopening guidelines, health and safety measures and more, led to confusion and worry by staff. Current and former staff have reported experiencing stress, financial instability, income loss and an increase in the cost of childcare, due to the restrictions on class sizes, price increase on food, gas, and cleaning supplies, the need for personal protective equipment, and greater demand

for labor. Moreover, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. are competing with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Consequently, these are just some of the factors that have contributed to the challenges of hiring and retaining staff employment.

Fresno EOC has a reputation for hiring qualified staff and providing extensive training that assists them to become more highly qualified. In February 2021, Fresno EOC Head Start completed a special wage survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California's Central Valley; however, when the wages are compared to other Early Childhood Education entities, on average the starting wages are comparable but the ending wage is significantly less for Head Start employees. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Salaries for kindergarten teachers were also included within the special wage survey tables researched for Fresno EOC Head Start during February of 2021. The Unified School Districts' salaries are considerably higher than the salary that a Head Start employee can earn. In Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff to do so. When their degree is earned, staff frequently leave Head Start employment for higher paying positions elsewhere. Governor Gavin Newsom's recent plan regarding California's Universal Transitional Kindergarten will only continue to impact Head Start in California, as school districts will be expected to quadruple their enrollment for 4- year old's within the next five years. Consequently, the need for Early Childhood Education teachers in the school districts is inevitable.

We are aware that frequently, families and children in our programs can identify with Adverse Childhood Experiences (ACEs). Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances and highly stressful experiences.

The COLA will also be applied to supporting benefits for staff. Among these benefits, the award of funds will support enhanced access for Head Start staff to Fresno EOC's employee assistance program. Because we encourage parents to move forward in their educational career, and often times hire them, we are aware that there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are instrumental in helping staff to resolve personal issues which empowers them. In turn, to be much more effective in assisting children and parents through a trauma informed approach. The additional indirect dollars supporting Fresno EOC will ensure that the agency's Employee Assistance Program (EAP) remains available to staff. A stable workforce promotes continuity of care which is a positive development for children in Head Start.

Lastly, Head Start employs 485 staff to provide comprehensive services to enrolled children and families. The COLA of 2.28% provides staff with an increment in wages that remains below the average rise in the consumer price index (CPI) in major cities in California. Increases

normally range from 3.1% to 4.0%, with Fresno ranking as fifth largest city in the state. However, recently, the CPI increased 8.5% for the year ending in March 2022, following a rise of 7.9% from February 2021 to February 2022.

### **Budget Justification**

#### **COLA: \$562,169**

Fresno EOC Head Start proposes to use \$562,169 in the personnel budget line item, the dollars requested represent a 2.28% COLA, for all positions on Fresno EOC Head Start's salary table. This includes our contractors, Fresno Unified School District (FUSD) and Fresno County Superintendent of Schools (FCSS) staff who provide services to Head Start children and families as well. The remaining COLA funds will be used to further increase the lowest wage earners in Head Start in order to bring their hourly pay to \$17.00. In doing so, Head Start will align with Fresno EOC's initiative to provide a \$17.00 minimum wage standard across the agency as previously stated. Accordingly, staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's Employee Assistance Program. Supported staff will consequently be better able to support the children and families enrolled in the program many of whom have been greatly impacted by the trauma of the pandemic.

#### **Benefits: \$140,541**

With the increase in wages there is a corresponding increase in funding applied to benefits. Head Start's costs for provision of benefits include:

- Federal Insurance Contributions Act (FICA) Expense: \$44,973
- State Unemployment Insurance: \$16,865
- Workers' Compensation: \$50,595
- 401(a) Retirement Match: \$28,108

#### **Partners: \$25,773**

Fresno Unified School District (FUSD) personnel provide services to 154 three and four-year old Head Start children and their families and Fresno County Superintendent of Schools (FCSS) personnel provide services to 20 three and four-year old Head Start children and their families.

#### **Non-Federal Share: \$0**

*Per the COVID-19 Funding Guidance: ACF-PI-HS-20-03 FY 2020, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received April 13, 2020: Non-federal match is not needed for this application.*

**Indirect Cost: \$50,595**

Fresno EOC has negotiated a 9% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

**Conclusion**

This information regarding the 2022 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14C4	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Enhancing Access to Comprehensive Services for Human Trafficking Victims	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the grant application to the U.S. Department of Justice (OJP), Office of Justice Programs, Office for Victims of Crime for the FY 2022 Services for Victims of Human Trafficking to enhance access to comprehensive services for human trafficking victims, in the amount of \$950,000 to meet the application deadline of June 28, 2022.

### Background

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment. This opportunity provides funding for services to victims of human trafficking.

Fresno EOC's application is identified as Purpose Area 2: Enhancing Access to Comprehensive Services for Human Trafficking Victims. Under Purpose Area 2, awards will be made to victim service organizations with a demonstrated history of serving human trafficking victims with a comprehensive range of direct services. Since 2009, Fresno EOC has continuously operated the Central Valley Against Human Trafficking (CVAHT) project, administered by the Sanctuary and Support Services program. CVAHT acts as the lead anti-trafficking project in the Central Valley, and provides leadership of the Central Valley Freedom Coalition. Through formal partnerships, CVAHT's region includes Merced, Madera, Fresno, Kings, Tulare, and Kern counties.

Funding for this project will support victims in need of comprehensive services including, but not limited to, trauma response and case management. Services are available to victims of all forms of human trafficking (labor and sex trafficking).

### **Fiscal Impact**

Funding will be awarded to organizations that have a demonstrated history of providing a range of services to victims of human trafficking. Under Category 2: Enhancing Scope of Services for Human Trafficking Victims, 16 organizations will be awarded up to \$950,000. Fresno EOC will sub-award \$135,000 to Centro La Familia Advocacy Services, Inc. who has continuously partnered with CVAHT to meet the service strategy deliverables. A non-federal match of 25% is required. The 36-month project begins October 1, 2022.

### **Conclusion**

If awarded, this project would expand capacity to provide services for Central Valley Against Human Trafficking to serve human trafficking victims.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14C5	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Preventing Trafficking of Girls	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

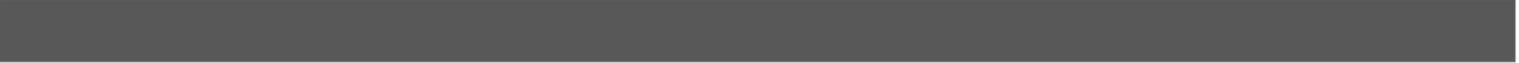
The Program Planning and Evaluation Committee recommends approval for full Board consideration of the application to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) for the FY 2022 Preventing Trafficking of Girls, in the amount of \$500,000, to meet the application deadline of July 5, 2022.

### Background

Under this solicitation, experienced organizations will work with OVC's existing training and technical assistance provider to develop or enhance prevention and early intervention services based on best practices to focus on the needs of girls who are at risk or are victims of sex trafficking. To enhance capacity to identify, assist, and provide services to all victims of human trafficking, the OVC Human Trafficking Division leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

While there is no single profile of minor victims of sex trafficking, there are certain factors that may make a child or youth more vulnerable to trafficking. These risk factors include having a history of childhood sexual and/or physical abuse, witnessing domestic violence, involvement in the child welfare system, involvement in the juvenile justice system, runaway and homeless youth, LGBTQ youth, and children lacking strong support networks. Girls are often arrested for prostitution or other offenses that are the direct result of their victimization. The goal of the grant is to develop or enhance prevention and early intervention services for girls who are at risk or are victims of sex trafficking.

Fresno EOC has continuously operated the Central Valley Against Human Trafficking (CVAHT) project, administered by the Sanctuary and Support Services program, since 2009. CVAHT acts as the lead anti-trafficking project in the Central Valley, and provides leadership of the Central Valley Freedom Coalition. Through formal partnerships, CVAHT's region includes Merced, Madera, Fresno, Kings, Tulare, and Kern counties.



Funding for this project will enhance the capacity to identify, assist and provide services to all victims of human trafficking. Fresno EOC will develop and enhance prevention and early intervention services based on best practices to focus on the needs of girls who are at-risk or are victims of sex trafficking in collaboration with Central Valley Justice Coalition, a key stakeholder in the community.

### **Fiscal Impact**

Funding of up to \$500,000 will be awarded to eight organizations. A non-federal match of 25% is required. Fresno EOC will sub-award \$45,000 to Central Valley Justice Coalition who has extensive experience in human trafficking prevention and early intervention. The 36-month project begins October 1, 2022.

### **Conclusion**

If awarded, this project would expand capacity to provide human trafficking prevention services in the Central Valley.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14C6	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Independent Contract Consultants	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to enter into an Independent Contract Consultants agreement with State Center Community College District (SCCCD) for \$500,000 over a 24-month service period beginning July 1, 2022.

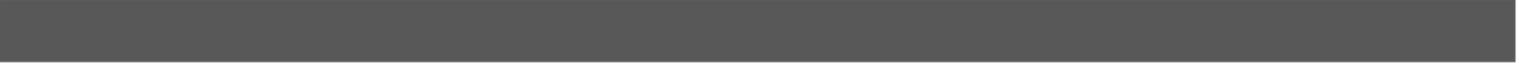
### Background

Fresno EOC Sanctuary and Support Services program has been providing homeless assistance for over 25 years through a variety of methods including emergency shelters, rapid rehousing, and permanent housing. Since 2020, Sanctuary has partnered with Fresno City College (FCC) to support the Housing Opportunities Promote Education (HOPE) Program to provide housing and supportive services to alleviate barriers for homeless students impeding academic success.

As a contract provider, Sanctuary will serve a minimum of 75 homeless Fresno City College students per year enrolled in Project HOPE. Services provided will include the following: entrance in emergency shelter services when needed, housing navigation focused on rapid rehousing and sustainable permanent housing placement in affordable housing, payment to landlords, ongoing case management, crisis intervention, and evaluation.

### Fiscal Impact

SCCCD shall pay Fresno EOC a fee for services for a total fee not to exceed \$500,000 from July 1, 2022 to June 30, 2024. Funding cannot exceed \$250,000 per year for services.



## **Conclusion**

This project will continue housing navigation services, as well as, training and employment services for Project HOPE clients through Fresno City College.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14C7	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Homeless Services to Young Adults	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to extend Agreement No. A-21-0268 for Homeless Services to Young Adults with the County of Fresno, Department of Social Services for one additional 12-month period beginning July 1, 2022 in the amount of \$260,290.

### Background

Fresno EOC and Fresno County entered into Agreement No. A-21-268 on July 13, 2021 for Homeless Services to Young Adults. The California Department of Housing and Community Development (HCD) allocated funding to the County for the support of housing navigators to assist young adults secure and maintain housing with priority given to young adults in the foster system. Fresno EOC, a provider of services to community college students through the Housing Opportunities Promote Education (HOPE) program at Fresno City College (FCC) provides housing navigation services to prevent young adults from becoming homeless.

Amendment I to Agreement to extend the term of the project period for an additional 12-months was approved by the Board of Supervisors on July 13, 2021. Funds will support personnel costs for Sanctuary housing navigators (case manager and housing specialist) and operational costs under Project HOPE.

### Fiscal Impact

For the period July 1, 2022 through June 30, 2023, services performed under the Agreement Amendment I cannot exceed \$260,290.

### Conclusion

This project will continue housing navigation services for an additional two-years for Project HOPE clients through Fresno City College.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Health Services
<b>Agenda Item #:</b> 14C8	<b>Director:</b> Jane Thomas
<b>Subject:</b> Office of Population Affairs Grant	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of proposed project “Increasing Equitable Access for Youth to Title X Services through Telehealth and Community Based Partnerships” led by Philip R. Lee Institute of Health Policy Studies at the University of San Francisco (UCSF) funded through the Office of Population Affairs (OPA) grant opportunity, Title X Family Planning Research Grants (PA-FPR-22-001).

### Background

UCSF is seeking partnership with Fresno EOC in a proposed project funded by Office of Population Affairs to provide Title X youth increase access through Telehealth and community based partnerships.

Fresno EOC Health Services will be responsible for the following:

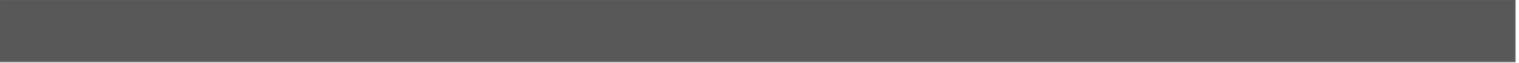
- Recruit and convene youth advisory board,
- Recruit and convene representatives of local community-based organizations, school-based health centers and other potential telehealth partners,
- Distribute laptops and incentives to participating sites,
- Participate in telehealth pilot,
- Participate in advisory board.

### Fiscal Impact

Fresno EOC Health Services proposed budget:

Year 2022-2023	\$123,911
Year 2023-2024	\$160,876
Year 2024-2025	\$162,282

The total project amount for fiscal years 2022-2025 is \$447,069.



## **Conclusion**

If approved by the full Board, these funds will allow Health Services to provide increased equitable access for youth to Title X services through telehealth and community-based partnerships.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Training and Employment Services
<b>Agenda Item #:</b> 14C9	<b>Director:</b> Jeff Davis
<b>Subject:</b> Monitoring Reports	<b>Officer:</b> Michelle L. Tutunjian

**Background**

The information presented is intended to keep the Board apprised of the Fresno Regional Workforce Development Board (FRWDB) monitoring reports for the South Urban Workforce Connection Young Adult Program and Central Valley Forestry Corps. The review focused on the administrative, financial, and programmatic requirements for Agreement Number 310-301 and 646-0844.

The primary objective of the monitoring review is to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) federal regulations, state and local policies and procedures, including Section 188 of the Americans with Disabilities Act and Equal Opportunity policies, and the WIOA agreement. The secondary goal of the review is to provide valuable information relative to the effective management of the program. WIOA eligibility and all program activities were reviewed.

There is no fiscal impact. Both fiscal monitoring reports concluded with no findings or concerns.

For the programmatic review of the South Urban Young Adult Services, FRWDB Auditor identified nine issues and/or concerns which were all closed with the exception of two areas which were closed conditionally. The Central Valley Forestry Corps programmatic review is currently in-progress.

6/13/2022



May 20, 2022

Jeff Davis, Jr.  
Director of Employment and Training Services  
Fresno Economic Opportunities Commission  
1900 Mariposa Street, Suite 303  
Fresno, CA 93721

Re: Final Determination  
Program Year 2021-2022  
Agreement Number: 310-301  
Urban South Youth Services

*Chair*  
Jeffrey Hensley

*Vice Chair*  
Dennis Montalbano

*Board Members*  
Stephen Avila  
Lenora Lacy Barnes  
Paul Bauer  
Edgar Blunt  
Alysia Bonner  
Raine Bumatay  
Fely Guzman  
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Wyatt Meadows  
Terry Metters, Jr.  
Scott Miller  
Sherry Neil  
Joe Olivares  
Sal Quintero  
Chuck Riojas  
Michael Silveira  
Vasili Sotiropulos  
Shelly Tarver  
Lydia Zabrycki

*Executive Director*  
Blake Konczal

Dear Mr. Davis:

This letter is to inform you of the final results of the Fresno Regional Workforce Development Board's (FRWDB) review of Fresno Economic Opportunities Commission (FEOC's) agreement for the program period of July 1, 2021, to the present.

Our determination is based on the information provided in FEOC's response letter dated May 13, 2022, to our Initial Determination letter dated April 22, 2022.

**MINOR FINDINGS:**

**1. Non-adherence to Operational Directive (OD) #07-17, Revision D Interview Preparation Process**

Three (3) or 7% of the 45 files were missing case notes, code was not opened, and documents were missing.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Over the past 12 months, Fresno EOC has developed and implemented a more comprehensive system of internal monitoring which includes monitoring at a staff level, quality assurance unit level and managerial level. After the conclusion of this monitoring, we will convene all staff to review both the findings and the operational directives associated for continuous improvement. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**2. Non-adherence to Operational Directive (OD) #10-21, CalJOBS Closure/ Exit and Follow - Up Process**

Five (5) or 11% of the 45 files did not complete the exit interview with each participant. Files were missing case notes to document the interview was complete.

Jeff Davis, Jr.  
May 20, 2022  
Page Two

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Fresno EOC has developed and implemented a more comprehensive system of internal monitoring which includes monitoring at a staff level, quality assurance unit level and managerial level. After the conclusion of this monitoring, we will convene all staff to review both the findings and the operational directives associated for continuous improvement. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**3. Non-adherence to Operational Directive (OD) #18-18, Revision I, Supportive Services Process**

Five (5) or 11% of the 45 files did not case note the receipt of the electronic signature by the participant.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Fresno EOC has developed and implemented a more comprehensive system of internal monitoring which includes monitoring at a staff level, quality assurance unit level and managerial level. After the conclusion of this monitoring, we will convene all staff to review both the findings and the operational directives associated for continuous improvement. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**4. Non-adherence to Operational Directive (OD) #05-21, Youth Adult Services Digital Eligibility Process**

Six (6) or 13% of the 45 files were missing participant, parent, and reviewer signatures. In some cases, case notes were missing by the reviewer approving the enrollment.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Fresno EOC has developed and implemented a more comprehensive system of internal monitoring which includes monitoring at a staff level, quality assurance unit level and managerial level. After the conclusion of this monitoring, we will convene all staff to review both the findings and the operational directives associated for continuous improvement. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

Jeff Davis, Jr.  
May 20, 2022  
Page Three

**5. Non-adherence to Operational Directive (OD) #09-07, Revision E, Measurable Skills Gain**

Seven (7) or 16% of the 45 files had the incorrect documentation to show a participant is making progress. In some cases, the measurable skills gain was from the previous school year.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Fresno EOC has eliminated the previous documents which were utilized for Measurable Skills Gain (MSG). We have now adopted and communicated with our staff the protocol for MSG collection, including documenting the official transcripts and/or report cards from the school of our participants.

**6. Non-adherence to Operational Directive (OD) #05-17, Revision G, Job Readiness Workshop**

Seven (7) or 16% of the 45 files had missing job readiness workshop forms, incorrect start dates, and case notes were missing duration of the workshops.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this minor finding. Fresno EOC has developed and implemented a more comprehensive system of internal monitoring which includes monitoring at a staff level, quality assurance unit level and managerial level. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your responses and corrective action plan to address these minor findings. We find this acceptable to close these minor findings.

**FINDINGS:**

**1. Non-adherence to Operational Directive (OD) #03-15, Revision C, Fresno County Title I Eligibility Technical Assistance Guide**

Thirty-eight (38) or 84% of the 45 files applicant statement were incomplete and in some cases participants California ID was missing. The applicant statement must indicate what steps were taken in order to obtain the requested documentation.

Jeff Davis, Jr.  
May 20, 2022  
Page Four

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding. During the Exit Conference on April 6, 2022, we received additional clarification related to the appropriate completion of the Applicant Statement. Upon receiving this clarification, management re-trained eligibility staff regarding appropriate completion.

In regards to the missing California ID's, staff made several attempts to obtain a copy of the actual ID. These requests were delayed due to COVID-19 health pandemic restrictions within the California Department of Motor Vehicles. In some cases, participants were moved to closure due to not being able to provide the actual copies of the ID's.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and will conditionally close this finding, and implement monthly reviews to ensure progress is being made towards FEOC implementing an effective correction and preventative action plan to address this issue.

**2. Non-adherence to Operational Directive (OD) #20-18, Revision H, Youth Work Based Learning Process**

Thirteen (13) or 29% of the 45 files were missing the case note by management staff approving the Work Experience voucher.

**Agency Response/Corrective Action Plan:**

Fresno EOC concurs with this finding. Management staff is now including a case note approving the Work Experience Voucher. The Quality Assurance staff have been trained to review case notes associated with Work Experience Voucher approval.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to close this finding.

**3. Non-adherence to Operational Directive (OD) #03-16, Revision D, Young Adult Service Codes**

Fourteen (14) or 31% of the 45 files had services codes opened and appropriate services were not being provided.

Jeff Davis, Jr.  
May 20, 2022  
Page Five

**Agency Response/Corrective Action Plan:**

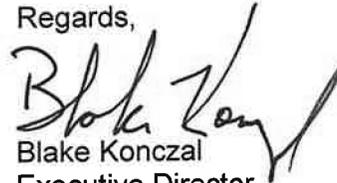
Fresno EOC concurs with this minor finding. All staff responsible for entering service codes will have the correct justification for each code in their case notes. In the month of April 2022, staff responsible were retrained on correct case note terminology. The Administrative and Operations Manager and Program Manager will be responsible re-directing staff to complete necessary corrections under the supervision of the Director.

**FRWDB Final Determination:**

FRWDB staff has reviewed your response and corrective action plan and find this acceptable to conditionally close this finding, pending our next review.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions pertaining to this matter, please contact Rebecca Moncivais, at (559) 490-7178.

Regards,



Blake Konczal  
Executive Director

bk:ls

c: Emilia Reyes  
Patrick Turner  
Phyllis Stogbauer  
Stephen DeWitt  
Ana Escareno  
Homer O. Sales  
Rebecca Moncivais

June 2, 2022

*Chair*  
Jeffrey Hensley

*Vice Chair*  
Dennis Montalbano

*Board Members*  
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Paul Bauer  
Edgar Blunt  
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Wyatt Meadows  
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Sal Quintero  
Chuck Riojas  
Michael Silveira  
Vasili Sotiropulos  
Shelly Tarver  
Lydia Zabrycki

*Executive Director*  
Blake Konczal

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

RE: Initial Financial Monitoring Final Report  
Program Year 2021-2022  
Agreement Numbers: 310301 & 646-0844 CalFire

Dear Mr. Rodriguez:

This is to inform you of the results of the Fresno Regional Workforce Development Board (FRWDB) financial review of the above aforementioned agreement. Homer O. Sales, FRWDB Senior Coordinator, met with you and your staff for the entrance conference held on April 20, 2022, and the actual start of our fieldwork.

The information for this report was obtained from our desk review of Provider of Services Agreement, Work Statements, Budget Allocations, and the on-site review of the financial report's supporting documentation.

FRWDB is pleased to inform you there are no findings or concerns with regards to this financial monitoring.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in the review. It is Fresno Economic Opportunities Commission (FEOC) responsibility to ensure that its systems, programs, and related activities comply with all Workforce Innovation and Opportunity Act related regulations and applicable directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain FEOC's responsibility.

Jim Rodriguez  
June 2, 2022  
Page Two

Please extend our appreciation to your staff for their cooperation and assistance during the review. If you have any questions pertaining to this report, please contact Homer O. Sales, FRWDB Senior Monitoring Coordinator, at (559) 490-7170.

Regards,



Blake Konczal  
Executive Director

bk:ls

c: Emilia Reyes  
Jeff Davis  
Shawn Riggins ✓  
Steven Warnes  
Leticia Rodriguez  
Phyllis Stogbauer  
Cheryl Beierschmitt  
Stephen DeWitt  
Ka Xiong  
Ana Escareno  
Gabriel Hatcher  
Rebecca Moncivais  
Homer O. Sales



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Training and Employment
<b>Agenda Item #:</b> 14C10	<b>Director:</b> Jeff Davis
<b>Subject:</b> FY 2022 -2023 Urban South Youth Services	<b>Officer:</b> Michelle L. Tutunjian

**Background**

The information presented below is intended to keep the Board apprised on FY 2022 - 2023 Fresno Regional Workforce Development Board (FRWDB) funding award.

On June 1, 2022, FRWDB approved the award of Workforce Innovation and Opportunity Act contract funds to the Workforce Connection Young Adult Urban South Program operated by Fresno EOC Training and Employment Services Division for the Program Year (PY) 2022-2023. The funding breakdown for the award is as follows:

- Workforce Connection Young Adult Urban South (Out of School) - \$816,051
- Workforce Connection Young Adult Urban South (In School) - \$204,013

**Fiscal Impact**

PY 2022-2033 award totals \$1,020,064 and represents no change from the PY 2021-2022 award.

**Conclusion**

The award represents Year 5 funding cycle ending June 30, 2023.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Food Services
<b>Agenda Item #:</b> 14C11	<b>Director:</b> Jon Escobar
<b>Subject:</b> 2022 Summer Food Service Program	<b>Officer:</b> Michelle L. Tutunjian

### Background

The information presented below is intended to keep the Board apprised on the 2022 Summer Food Service Program. Since 1991, Fresno EOC Food Services has been administering the Summer Food Service Program (SFSP), funded by the U.S. Department of Agriculture (USDA) serving meals to children and teens, age 18 and younger, in Fresno County.

On June 13, 2022, Food Services will resume service delivery at 46 sites (36 physical and 10 mobile locations) through August 12, 2022. The urban and rural Fresno County site locations are featured on Fresno EOC website by visiting <https://fresnoeoc.org/food-services/> Promotional flyers for the Food Express Bus routes and times are provided.

According to California Food Policy Advocates 2019 data, 111,000 kids residing in Fresno County are food insecure. When school is not in session, these children miss out on access to nutritious meals that combat hunger, food insecurity, and help prevent obesity. Fresno EOC Food Services continues to prevent youth hunger by providing nutritious meals to Fresno County.



Fresno EOC  
**Food  
Services**

# FREE MEALS FOR KIDS June 13th - August 12th!

Meals available Monday through Friday.  
No service on July 4th.

## Meals for kids ages 1-18

Meals must be  
Eaten on the Bus.

No registration required.



### **Mental Health Systems**

2550 W. Clinton Ave., 93705  
9:45 am – 10:45 am

### **Manchester Mall**

3636 N. Blackstone Ave., 93726  
11:00 am – 12:00 pm

### **Parc Grove Commons**

2674 E Clinton Ave., 93703  
12:45 pm – 1:45 pm

### **Franciscan Mobile Estates**

2317 S. Chestnut Ave., 93725  
2:05 pm – 3:05 pm

### **Hacienda Mirabella**

2705 S. M.L.K. Blvd., 93706  
3:15 pm - 4:15 pm

**(559) 266-3663**

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This institution is an equal opportunity provider



Fresno EOC  
Food  
Services

# ¡Comidas GRATUITAS para niños del 13 de junio al 12 de agosto!

Comida disponible de lunes a viernes.  
No hay servicio el 4 de julio.

## Comida Gratis Para Niños De 1-18 años

Las comidas deben consumirse en el autobús.

No registraci3n necesaria.



### Mental Health Systems

2550 W. Clinton Ave., 93705  
9:45 am – 10:45 am

### Manchester Mall

3636 N. Blackstone Ave., 93726  
11:00 am – 12:00 pm

### Parc Grove Commons

2674 E Clinton Ave., 93703  
12:45 pm – 1:45 pm

### Franciscan Mobile Estates

2317 S. Chestnut Ave., 93725  
2:05 pm – 3:05 pm

### Hacienda Mirabella

2705 S. M.L.K. Blvd., 93706  
3:15 pm - 4:15 pm

**(559) 266-3663**

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Fresno EOC  
**Food  
Services**

# FREE MEALS FOR KIDS June 13th - August 12th!

Meals available Monday through Friday.  
No service on July 4th.

## Meals for kids ages 1-18

Meals must be  
Eaten on the Bus.

No registration required.



### **Biola Community Garden**

12461 West G Ave., 93606

9:30 am – 10:15 am

### **Maldonado Park, Firebaugh**

1601 Thomas Conboy Ave., 93622

10:51 am – 11:36 am

### **Garden Valley Homes, San Joaquin**

22701 Davidson Drive, 93660

1:29 pm – 2:14 pm

### **Amor Wellness Center, Mendota**

121 Belmont Avenue, 93640

11:51 am – 12:36 pm

### **Del Rey Park / Softball Field**

5648 S. Carmel Avenue, 93616

2:59 pm – 3:44 pm

**(559) 266-3663**

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Fresno EOC  
Food  
Services

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### Biola Community Garden

12461 West G Ave., 93606

9:30 am – 10:15 am

### Maldonado Park, Firebaugh

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5648 S. Carmel Avenue, 93616

2:59 pm – 3:44 pm

**(559) 266-3663**

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**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Equity & Impact
<b>Agenda Item #:</b> 14C12	<b>Director:</b> Kevin Williams
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Emilia Reyes

**Background**

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

**Fresno Economic Opportunities Commission  
Grant Tracker  
Friday, May 27, 2022**

<b>FUNDED</b>							
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice	Amount Awarded
3/17/2022	Health Services	California Responsibility Education Program (CA PREP)	CA Department of Public Health, Maternal, Child and Adolescent Health Division	\$1,875,000	3/23/2022	5/23/2022	\$1,761,279
3/30/2022	Head Start, WIC, Health Services, African American Coalition	Community Learning Center Operator	First 5 Fresno County	\$150,000	4/1/2022	5/11/2022	\$150,000

<b>PENDING GRANTS</b>						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
3/15/2021	Energy Services	Energy Efficiency Grant Program	Energy Upgrade California	\$20,000	3/24/2021	Not specified
3/9/2022	Energy Services	American Rescue Plan	County of Fresno	\$1,200,000	3/23/2022	Not specified
3/2/2022	Food Services	General Proposal	Kaiser	\$25,000	4/1/2022	By end of May 2022
3/15/2022	Food Services	General Proposal	Sisters of St. Joseph	\$50,000	4/1/2022	Not specified
3/30/2022	Head Start, WIC, Health Services, African American Coalition	Community Learning Center Operator	First 5 Fresno County	\$150,000	4/1/2022	6/8/2022
3/8/2022	Health Services	Comprehensive Sexual Health Education Services	Fresno Unified School District	\$2,067,000	4/1/2022	6/1/2022
10/18/2021	Sanctuary and Support Services	Homeless Youth Emergency Services Pilot Program	Cal OES	\$2,375,000	3/23/2022	Not specified

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
12/30/2021	<b>Sanctuary and Support Services</b>	<b>Human Trafficking Victim Assistance Grant</b>	<b>Cal OES</b>	\$666,666	1/26/2022	4/1/2022
Identify human trafficking victims, connect them to service delivery system, provide training and technical leadership and provide leadership of the						
3/11/2022	<b>Sanctuary and Support Services</b>	<b>Basic Center Program</b>	<b>Department of Health and Human Services</b>	\$200,000	3/23/2022	Not specified
Funds to support daily operations, onsite personnel, case management services and basic necessities of the Sanctuary Shelter						
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Not specified
Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period						
3/24/2021	<b>Transit Systems</b>	<b>FTA Section 5310 Elderly &amp; Disabled Specialized Transit</b>	<b>Fresno COG</b>	\$533,238	4/16/2021	April/May 2021
For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008						
1/5/2022	<b>Training &amp; Employment</b>	<b>YouthBuild AmeriCorps</b>	<b>Corporation for National and Community Service</b>	\$175,000	3/23/2022	Not specified
Operational funding will assist with salaries for several LCC staff and facilities operations						
2/10/2022	<b>Training &amp; Employment</b>	<b>Good Jobs Challenge</b>	<b>Economic Development Administration</b>	\$2,625,000	3/23/2022	No later than April 2022
Scale the Valley Apprenticeship Connections (VAC) Program to include six rural cohorts serving rural Fresno County						
3/9/2022	<b>Training &amp; Employment</b>	<b>American Rescue Plan Act Statement of Interest</b>	<b>County of Fresno</b>	\$48,548	3/23/2022	Not specified
Update computers in LCC's lobby and computer lab, including software, licensing and associated equipment						

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Fresno EOC Board Room**  
**1920 Mariposa Street, Suite 310**  
**Fresno, CA 93721**  
**Monday, June 13, 2022**  
**12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

Amy Arambula  
Sherry Neil  
Alysia Bonner  
Charles Garabedian

**Staff:**

Michelle Tutunjian  
Jack Lazzarini  
Karina Perez  
Misty Gattie-Blanco  
Thomas Dulin  
Jane Thomas

Jeff Davis  
Shawn Riggins  
Patrick Turner  
Kevin Williams  
Annalise Herms  
Chris Erwin  
Julissa Zavala

**Absent:**

Steven Taylor  
Linda R. Hayes

**3. TRANSIT SYSTEMS**

- A. Accessible Transportation Resource Partnership  
Thomas Dulin, Transit Systems Director, presented the Accessible Transportation Resource Partnership contract with Pacific Gas and Electric Company for the 2022-2024 Public Safety Power Shutoff Resource and Non-PSPS Outage Emergency Events in Fresno County. Arambula and Bonner inquired about the selection criteria. Dulin described the criteria. Neil inquired about areas of service. Dulin responded Fresno County.

Public Comments: None heard.

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

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

**Nays:** None

**4. HEAD START 0-5**

- A. March 2022 Monthly Program Update Report (PUR)  
Jack Lazzarini, Chief Programs Officer, provided an overview of the Head Start 0 to 5 March 2022 Monthly Program Update Report. Arambula inquired about the purpose of aggregated data related to transportation.

Public Comments: None heard.

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

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

**Nays:** None

B. Cost of Living Adjustment Funding Application

Lazzarini, provided an overview of the Cost of Living Adjustment increase for Early Head Start (\$171,811) and Head Start (\$779,078) that includes contractors, Fresno Unified School District and Fresno County Superintendent of Schools that serve EHS and HS children and families, for a total of \$950,889 for the fiscal year 2022. Bonner inquired about the impact on staff's pension. Tutunjian responded staff's pension plan would not be impacted. Arambula inquired about strategies to improve wages and retain staff.

Public Comments: None heard.

**Motion by:** Garabedian **Second by:** Neil

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

**Nays:** None

**5. SANCTUARY AND SUPPORT SERVICES**

A. Enhancing Access to Comprehensive Services for Human Trafficking Victims

Misty Gattie-Blanco, Director, Sanctuary Director, provided an overview of the grant application to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime for the FY 2022 Services for Victims of Human Trafficking to enhance access to comprehensive services for human trafficking victims, in the amount of \$950,000 to meet the application deadline of June 28, 2022.

Public Comments: None heard.

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

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

**Nays:** None

B. Preventing Trafficking of Girls

Gattie-Blanco provided an overview of the application to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime for the FY 2022 Preventing Trafficking of Girls, in the amount of \$500,000, to meet the application deadline of July 5, 2022. Arambula inquired about the types of services.

Public Comments: None heard.

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

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

**Nays:** None

C. Independent Contract Consultants

Gattie-Blanco provided an overview of the Independent Contract Consultants agreement with State Center Community College District (SCCCD) for \$500,000 over a 24-month service period beginning July 1, 2022.

Public Comments: None heard.

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

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

**Nays:** None

D. Homeless Services to Young Adults

Gattie-Blanco provided an overview of the Agreement No. A-21-0268 for Homeless Services to Young Adults with the County of Fresno, Department of Social Services for one additional 12-month period beginning July 1, 2022 in the amount of \$260,290.

Public Comments: None heard.

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

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

**Nays:** None

## 6. HEALTH SERVICES

A. Office of Population Affairs Grant

Jane Thomas, Health Services Director, provided an overview of the project “Increasing Equitable Access for Youth to Title X Services through Telehealth and Community Based Partnerships” led by Philip R. Lee Institute of Health Policy Studies at the University of San Francisco funded through the Office of Population Affairs grant opportunity, Title X Family Planning Research Grants. Arambula inquired about the process to select community-based organizations. Thomas explained the process. Neil inquired about the role of the youth advisory board. Thomas explained the role of the youth advisory board.

Public Comments: None heard.

**Motion by:** Garabedian **Second by:** Neil

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

**Nays:** None

## 7. TRAINING AND EMPLOYMENT SERVICES

A. Monitoring Reports

Jeff Davis, Training and Employment Services Director provided an overview of the Fresno Regional Workforce Development Board monitoring reports for the South Urban Workforce Connection Young Adult Program and Central Valley Forestry Corps. The review focused on the administrative, financial, and programmatic requirements for Agreement Number 310-301 and 646-0844. Arambula inquired about the results compared against previous monitoring report. Davis responded the report shows a 75% reduction compared to last year’s discrepancies. Bonner inquired about the frequency for internal audits. Davis responded internal audits are conducted daily.

- B. FY 2022 -2023 Urban South Youth Services  
No questions were asked by the Committee.

**8. FOOD SERVICES**

A. 2022 Summer Food Service Program

Michelle Tutunjian, Chief Operating Officer, announced Jon Escobar, Food Services Director was at a press conference to promote and announce the beginning of the 2022 Summer Food Service Program; therefore, she was presenting the item on his behalf. Tutunjian provided an overview of the 2022 Summer Food Service Program. Since 1991, Fresno EOC Food Services has been administering the Summer Food Service Program, funded by the U.S. Department of Agriculture serving meals to children and teens, age 18 and younger, in Fresno County. Arambula inquired about the distribution process. Tutunjian explained the process. Arambula requested promotional flyers for the Food Express Bus routes. Tutunjian provided flyers and stated flyers will be posted on BoardEffect.

**EQUITY AND IMPACT**

9. A. Grant Tracker

Annaliese Herms, Grant Writer, presented the Grant Tracker. Arambula inquired about the Good Jobs Challenge application. Herms provided an update.

**10. OTHER BUSINESS**

The next meeting is scheduled on July 11, 2022.

**11. PUBLIC COMMENTS**

Public Comments: None heard.

**12. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Amy Arambula  
Committee Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> African American Coalition
<b>Agenda Item #:</b> 14D2	<b>Director:</b> Marcie Santana
<b>Subject:</b> Health Ambassadors for People Experiencing Homelessness	<b>Officer:</b> Jack Lazzarini

### Recommended Action

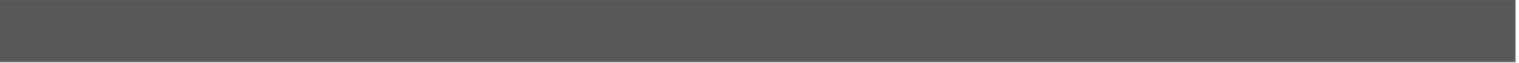
The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Health Ambassadors for People Experiencing Homelessness grant. The grant proposal for \$250,000 will be submitted to Sierra Health Foundation by July 20, 2022.

### Background

Sierra Health Foundation has released a one-time grant from the California Department of Public Health that supports hiring and training of peer Health Ambassadors for people experiencing homelessness across California. Health Ambassadors will provide ongoing outreach to help people experiencing homelessness feel more confident about COVID-19 vaccines and will link them to testing, vaccine resources and other health-related services. Health Ambassadors are people who have current or recent experiences of homelessness and who can offer peer support and share real-world experiences and personal motivations for getting vaccines.

The outcomes of this funding are focused on increasing vaccination rates and testing for COVID-19 and other illnesses for people experiencing homelessness, strengthening partnerships between stakeholders in the homelessness system of care and local public health and health care systems, and providing connections to healthcare and housing-related resources and information for people experiencing homelessness.

Awarded funds will support organizations to hire, train, mentor and support Health Ambassadors. Technical assistance and capacity-building activities, including intensive coaching, training and support, will also be provided to those organizations awarded funding.



## **Fiscal Impact**

If funded, Fresno EOC will receive up to \$250,000 to begin the 18-month project, which is set to begin September 1, 2022, and end on April 30, 2024.

## **Conclusion**

If approved by the full Board, these funds will allow Fresno EOC to continue connecting Fresno's most vulnerable populations to trusted, accurate, relevant, and timely information and resources to help mitigate the spread of COVID-19.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14D3	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> April 2022 Program Update Reports (PUR)	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Head Start 0 to 5 April 2022 Monthly Program Update Reports.

### Background

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

Below is a reference to the requirement.

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

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

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

The April 2022 Program Update Reports are attached for review.

### Fiscal Impact

Not Applicable.

## **Conclusion**

If approved by the full Board, the County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT  
REPORT MONTH: April 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. Recruitment of pregnant women, children and families continues for the current school year and for the 2022-2023 school year.
2. Diaper Distribution and Personal Protective Equipment (PPE) were distributed to children and families in need.
3. April 5, 2022, two Home Base staff attended the Home Visitation Proclamation at Fresno City Hall to recognize Home Visiting Programs in Fresno County.
4. April 8, 2022, Directors and Managers attended Administration Planning to prepare for the 2022-2023 school year.
5. April 8, 2022, Mandatory HS 0 to 5 ERSEA make-up training was completed and facilitated by the ERSEA Team.
6. April 11 – 18, 2022, Classes were closed for Spring Break. Classes resumed April 19, 2022.
7. April 23, 2022, Head Start 0 to 5 hosted their Annual Father Conference at Franklin Head Start. We had 23 father's in attendance and they had a great time. Topics discussed at the Father Conference consisted of: Dealing with Emotions as a Father, Father Mental Health Wellness, and Accessing Medical Services for Fathers.

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

On April 21, 2022, we were notified that the Office of Head Start (OHS) is including receipt of Supplemental Nutrition Assistance Program (SNAP) benefits in the interpretation of "public assistance" when determining Head Start eligibility. This policy change, effective immediately, allows Head Start programs to reach families better, minimize the burden on families seeking public assistance, and coordinate benefit programs so that families eligible for one program can more easily participate in other services for which they qualify.

**III. Early Head Start**

Program Information Summary:

1. Continue to recruit staff for Family Development Specialist, Teacher Caregiver, and Teacher Caregiver Assistant vacancies. Early Head Start (EHS) personnel were able to participate in two job fairs that took place in the West and South County of Fresno.
2. EHS Home Base continues to do the Home Visiting Learning and Collaboration sessions.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 221; Monthly ADA: Center Base: 81.31%, Home Base: 95.85%  
Wait List Total: 111

Total enrollment for Early Head Start for the month of April 2022 is 221. EHS received a total of 78 online referrals from our Fresno EOC website. ERSEA staff and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We also participated in two Virtual Community Outreach Events with Women, Infants, & Children (WIC) and attended two Community Events. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 385 Lunches: 462 Snacks: 374

**IV. Head Start**

Program Information Summary:

1. Continue to recruit for vacant positions specific to Education Services, Family/Community Services, Health Services, and Nutrition Services.
2. April 1, 2022, Spring Desired Results Developmental Profile (DRDP) Assessments ended.
3. April 6, 2022, Fresno Unified School District's (FUSD) Board approved the contract between Head Start 0 to 5 and FUSD to jointly serve a total of 134 children at the following locations: Calwa, Olmos, Kirk, Lane, and Lincoln Elementary Schools.
4. April 27, 2022, Service Area Managers visited FUSD sites to assess and identify needs they may have to ensure compliance with Head Start Program Performance Standards (HSPPS).

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1558; Monthly ADA: Center Base 78.14%; Home Base: 85.78%  
Wait List Total: 1084

Total Head Start enrollment for April is 1558. This month we conducted our Annual Mandatory ERSEA Make-up Training to support staff in recruiting children and families most in need. In order to support our ongoing recruitment and enrollment efforts, we received 33 online referrals from our Fresno EOC website and attended three Community Events. In addition,



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

we are actively working with our Contractor, Fresno Unified School District to enroll children for Head Start Center Base that have been already been enrolled with State Preschool since the beginning of the school year. Furthermore, we continue to recruit children and families by distributing flyers, collaborate with community partners, and complete presentations about the Head Start Program within our recruitment areas. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 11,680 Lunches: 14,862 Snacks: 11,582

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Health Services, African American Coalition
<b>Agenda Item #:</b> 14D4	<b>Director:</b> Jane Thomas, Marcie Santana
<b>Subject:</b> COVID-19 Community Health Project 3.0	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board approval of the COVID-19 Community Health Project (CCHP) 3.0 grant. The grant proposal for \$500,000 was submitted to Sierra Health Foundation on June 15, 2022.

### Background

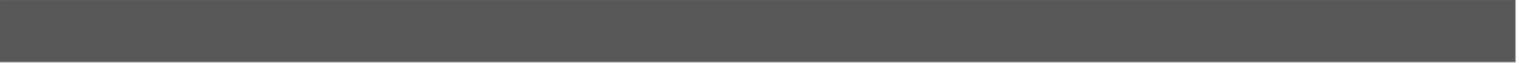
Sierra Health Foundation released the COVID-19 Community Health Project funding opportunity with the objective to conduct outreach efforts across 39 counties in California and engage populations disproportionately impacted by COVID-19 on the importance of getting vaccinated and practicing harm reduction in our most impacted communities.

Fresno EOC's proposal will reach at least 12,500 Fresno County community members during the project period through outreach approaches including phone banking, door-to-door conversations, community canvassing, social media posts, public service announcements, booth/tabling at physical locations, and digital or in-person group trainings, meetings and events.

Two of Fresno EOC's programs, Health Services and the African American Coalition, will be funded under this opportunity. Health Services will receive \$300,000 for its outreach efforts and funding for one (1) full-time Coordinator and five (5) full-time Health Educators. The African American Coalition will receive \$200,000 for its outreach efforts and funding for one (1) part-time Resource Specialist Supervisor and 13 part-time Outreach Specialists.

### Fiscal Impact

If funded, Fresno EOC will receive up to \$500,000 to begin the six-month project, which is set to begin July 1, 2022, and end on December 31, 2022.



## **Conclusion**

If ratified by the full Board, these funds will allow Fresno EOC to continue connecting Fresno's most underserved populations to trusted, accurate, relevant, and timely information and resources to help mitigate the spread of COVID-19.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Energy Services
<b>Agenda Item:</b> 14D5	<b>Director:</b> Joseph Amader
<b>Subject:</b> 2022 Weatherization Assistance Program	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the 2022 Department of Energy (DOE) Weatherization Assistance Program (WAP) 12-month contract for Federal Fiscal Year 2022 in the amount of \$311,247, beginning July 1, 2022.

**Background**

On May 2, 2022, the Department of Community Services and Development (CSD) submitted the annual DOE State Plan. Once approved, CSD will receive the 2022 DOE grant award and authorization to initiate program activities. CSD works with local energy services providers throughout the state installing weatherization and energy efficiency measures for low-income homeowners and renters that qualify under WAP.

California’s 2022 DOE WAP grant award is \$7,231,667 and the 2022 DOE WAP contract term is July 1, 2022, through June 30, 2023. The allocation spreadsheet provides the listing of the 18 agencies and amounts for the funding cycle.

**Fiscal Impact**

If approved, the funding allocation of \$311,247 will provide audited weatherization services resulting in deeper energy savings to qualified clients in Fresno County. Additionally, this grant funding will complement the Low Income Home Energy Assistance Program’s Emergency Heating and Cooling and Weatherization services by leveraging and maximizing measures offered for residential households.

**Conclusion**

The funds will allow Fresno EOC Energy Services to continue serving Fresno County’s most disadvantaged and underserved communities by providing additional weatherization measures and services.

**State of California**  
**Department of Community Services and Development**  
**2022 DOE Allocation**  
**Administration and Training & Technical Assistance**

# ALLOCATION SPREADSHEET

Agency	Contract Number	Total Allocation	Allowable Admin	Allowable T&TA
1 CAA of Butte County, Inc.	22C-6001	172,000	15,603	14,529
2 Glenn County Community Action Department	22C-6002	85,000	7,711	7,180
3 Contra Costa Employment & Human Services Dept/CSB	22C-6003	125,000	11,339	10,559
4 Fresno County Economic Opportunities Commission	22C-6004	311,247	28,234	26,291
5 Campesinos Unidos, Inc.	22C-6005	150,000	13,607	12,670
6 Kings Community Action Organization, Inc.	22C-6006	100,000	9,071	8,447
7 Maravilla Foundation	22C-6007	540,000	48,985	45,613
8 Pacific Asian Consortium in Employment	22C-6008	500,000	45,356	42,235
9 Merced County CAA	22C-6009	1,400,000	126,998	118,257
10 Community Action Partnership of Orange County	22C-6010	248,997	22,587	21,033
11 Community Resource Project, Inc.	22C-6011	1,244,987	112,935	105,162
12 Community Action Partnership of San Bernardino Co.	22C-6012	200,000	18,143	16,894
13 Metropolitan Area Advisory Committee	22C-6013	311,247	28,234	26,291
14 San Joaquin Co. Dept. of Aging & Community Services	22C-6014	248,997	22,587	21,033
15 Community Action Partnership of San Luis Obispo Co., Inc.	22C-6015	120,000	10,886	10,136
16 Central Coast Energy Services, Inc.	22C-6016	622,493	56,468	52,582
17 Self-Help Home Improvement Project, Inc.	22C-6017	50,000	4,536	4,223
18 Central Valley Opportunity Center, Inc.	22C-6018	350,000	31,749	29,564
<b>Total</b>		<b>6,779,968</b>	<b>615,029</b>	<b>572,699</b>

*Note: These allocations exclude the Wx Readiness Funds (WRF)*

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Transit Systems
<b>Agenda Item #:</b> 14D6	<b>Director:</b> Thomas Dulin
<b>Subject:</b> 2022-23 Fresno Rural & Urban CTSA Amendment to Agreements	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee acceptance for full Board consideration of the Amendments to the Agreements to provide social service transportation services as detailed in the Fresno Rural & Urban Consolidated Transportation Services Agency Operations Program & Budget (OPB) FY 2022-2023. The Amendments will extend the Agreements with Fresno County Rural Transit Agency (FCRTA) and Fresno Area Express (FAX) for one additional 12-month period, beginning July 1, 2022 for an amount not to exceed \$2,024,969.

### Background

Fresno EOC Transit Systems program administers the Consolidated Transportation Services Agency (CTSA) and has been providing social service transportation since 1982 for the Fresno Metropolitan area and Rural Fresno County.

In 2020, the Fresno Council of Governments (COG) re-designated the CTSA's with FCTRA as the sole designee for Rural Fresno County and the City of Fresno (FAX) is the sole designee for the Fresno Metropolitan Area. Through a NOFA process, Fresno EOC was selected as the primary provider of CTSA services and entered into FY 2021-2022 Agreements for Contractor Services with the City of Fresno and FCTRA.

On June 16, 2022, Fresno City Council approved a one-year extension of the Agreement with the Fresno EOC for social service transportation in Urban Fresno County for a projected FY 2022-2023 OPB amount of \$1,485,700. On June 30, 2022, FCTRA approved a one-year extension of the Agreement with Fresno EOC to continue to provide CTSA services to rural Fresno County in the amount of \$539,269.

Fresno COG Policy Board adopted the 2022-2023 Fresno Rural & Urban CTSA OPB at the Special Meeting held on July 7, 2022.

## **Fiscal Impact**

The FY 2022-2023 Amendments to the Agreements total \$2,024,969. Social service agencies are required to maintain a ratio of fare revenues and/or funding to operating costs of at least 55 percent match requirements to match with 45 percent Local Transportation Funds.

## **Conclusion**

The 2022-2023 funding will enable Transit Systems to continue to operate social services transportation to meet unmet transit needs.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14D7	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Basic Center Program Monitoring and Review	<b>Officer:</b> Michelle L. Tutunjian

### Background

The information presented is intended to keep the Board apprised of the U.S. Department of Health & Human Services, Family & Youth Service Bureau (FYSB) monitoring of the Basic Center Program, Grant Number 90CY7380.

On May 25 and May 26, 2022, FYSB and Homeless Youth (RHY) Program, conducted a virtual onsite monitoring site visit. The purpose of monitoring and reviewing the RHY Program grants is to ensure that the use and management of federal funds are in accordance with the type and scope of services required in the federal legislation, regulations, and policy governing such programs. The review allows FYSB to recognize accomplishments, assess compliance, address programmatic challenges, offer opportunities to improve, and facilitate access to technical assistance. On May 25, 2022, the Board approved to voluntarily relinquish funding for BCP effective September 29, 2022.

On June 13, 2022, Fresno EOC received the no findings letter and report from the May 2022 virtual site review.



DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Children and Families  
Administration on Children, Youth and Families  
Family and Youth Services Bureau  
Runaway and Homeless Youth  
Region 9  
90 7th Street  
San Francisco, CA 94103

**FYSB** Family & Youth  
Services Bureau

Friday, June 13, 2022

Emilia Reyes, Chief Executive Officer  
Michelle Tutunjian, Chief Operation Officer  
Fresno County Economic Opportunities Commission  
1920 Mariposa Mall Ste 300  
Fresno CA 93721-2504

RE: Onsite Monitoring Visit – 5/25/2022 - 5/26/2022

Dear Ms. Reyes and Ms. Tutunjian:

On behalf of the Family & Youth Service Bureau (FYSB), the Review Team would like to express a sincere thank you for the time and efforts your staff and you put forth to accommodate the recent onsite monitoring and review of the Basic Center Program.

The purpose of monitoring and reviewing the Runaway and Homeless Youth (RHY) Program grants is to ensure that the use and management of federal funds are in accordance with the type and scope of services required in the federal legislation, regulations, and policy governing such programs. The review allows FYSB to recognize your accomplishments, assess compliance, address programmatic challenges, offer opportunities to improve, and facilitate access to technical assistance.

We are pleased to report that our review of the Basic Center Program has concluded that after many successful years of serving runaway and homeless youth in the Fresno environs, it is now time to voluntarily relinquish Family and Youth Services Bureau funding for a basic center shelter. The effective date is September 29, 2022.

The attached Executive Summary provides you with specific information that we hope will be considered in your on-going efforts towards advancing the products and services you provide to the RHY population(s). We value the work that Fresno County Economic Opportunities Commission continues to do for the youth and families in your community. We look forward to working with your staff and you in this regard if the EOC later makes a decision to apply for RHY funding that would be more in keeping with the needs of the community.

Should you have any questions regarding this report or the monitoring and review process, please contact FYSB Admin at [deborah.oppenheim@acf.hhs.gov](mailto:deborah.oppenheim@acf.hhs.gov).

Sincerely,

Deborah Oppenheim  
Federal Project Officer

cc: Jeff Daniels  
Regional Program Manager

Executive Summary, Fresno Economic Opportunities Commission;

During the week of 5/25/2022 - 5/26/2022, the Family and Youth Services Bureau (FYSB), Runaway and Homeless Youth (RHY) Program, conducted a comprehensive site visit of Fresno County Economic Opportunities Commission. The purpose of the visit was to monitor and review the programmatic performance and business management aspects of the Basic Center Program in accordance with the federal regulations, policies, and guidance that govern these federally funded RHY programs.

The Review Team consisted of the Federal Project Officer Deborah Oppenheim, FYSB Admin, and Peer Monitor Charles Shelan. The review involved extensive interviews with Homeless Services Manager Chrystal J. Streets and examinations of BCP policies, procedures, employee records, agency forms, and participant files.

The following report provides Fresno County Economic Opportunities Commission with a comprehensive report of the results from our visit.

## **MONITORING & REVIEW REPORT:**

### **FRESNO EOC:**

Although the street outreach program is no longer funded by FYSB, the agency receives funding for this purpose from HUD. Street outreach services are provided to homeless persons of all ages. Services include street outreach, coordinated entry access, navigation, and Drop-In Center services for youth under 24 years old. Street Outreach is conducted daily. Fresno EOC also administers locally the National Safe Place program which has over 100 Safe Place sites and nearly 200 mobile Safe Place sites giving youth direct access to the Youth Shelter should they enter one of those locations and/or the local transit system.

Outreach is conducted, but it does not specifically target runaway and homeless youth and their families or at-risk youth who may be eligible to participate in grant services.

The Fresno County Economic Opportunities Commission has a long history of providing community education to the six counties in the area. It is well-known and well-respected, and they provide information of the runaway and homeless youth issue at all events.

The agency is an active member of the Fresno-Madera Continuum of Care (FMCoC) which gives Youth Shelter staff access to these additional providers and their services. Fresno EOC also administers locally the National Safe Place program which has over 100 Safe Place sites and nearly 200 mobile Safe Place sites giving youth direct access to the Youth Shelter should they enter one of those locations and/or the local transit system.

The shelter is open to receive runaway and homeless youth 24 hours per day, 7 days a week, even though none have been sheltered recently.

Intake forms and screening forms were not sufficient to adequately assess that the grantee's intake process adequately addresses the immediate needs of the youth and assesses the youth's appropriateness for program participation.

As with other areas, forms and information provided did not allow the assessment of the development or individualized services plans. There is a structure that outlines this, and it is conceptualized in the program model, but no youth sheltered makes it impossible to verify.

The goals of increased general, mental, and dental health scores are not shown because of the lack of sheltered youth.

Written policies and written staff training plans indicate that security and confidentiality of youth files are maintained.

Policies do not indicate that the grantee guarantees each youth shall have access to their own records for review and correction.

Although the application erroneously listed the age of eligibility to include 18-year-olds still in high school, Sanctuary staff stated that the error had already been discovered and changed.

The agency is aware that FYSB funding for basic center shelter is only allowed for 21 days, not for longer periods of time.

Signatures from parents or guardians were in files from 2019 and 2020, but nothing more currently because no youth have been sheltered since then.

The application and program progress reports states that Sanctuary uses trauma-informed individual, family and group counseling and support services. This was not verifiable because the youth files do not reflect that counseling occurred,

The agency states that various tools are used, such as Casey Life Skills, VI-SPAT (vulnerability index-service prioritization decision assistance tool) or the CSE-IT (commercial sexual exploitation identification tool), but they are not in the few youth files that were provided.

The Youth Shelter has staff available 24 hours a day/7 day a week in the event a youth needs to access the shelter. Community Care Licensing requires the Youth Shelter to be staffed at a ratio of 1 staff to 8 youth and they keep minimal staff onsite at this time and have on-call staff in the event additional staff are needed.

Sanctuary Shelter falls within the required number of beds.

Community Care Licensing has approved Sanctuary Shelter as compliant with state standards.

There is a memorandum of understanding with Huckleberry Youth Programs for emergency services.

While the applicant provides a plan for using PYD and trauma informed care, the plan does not include how the listed techniques would be implemented in the course of the 21 day stay in the center. Dropbox materials do not address this.

The screening form in Dropbox does not provide enough information as needed per Youth File Review Checklist. The Assessment and Case Planning are not noted. Specifics of skill-building are not provided and are not in case files. The required follow-up notes are not in case files.

The agency noted that the Admission and Intake procedure included in Dropbox needs re-vamping. The follow-up notes are maintained on the follow-up log but will be moved to individual client files. Assessments were conducted and maintained in a separate location but will be moved to the files with the assistance of their IT department.

The applicant does not provide specific details as to how the applicant organization will provide counseling services, such as frequency of counseling, types of counseling available to the target population or how the need for counseling will be determined. The applicant provides a MOU or letter of support for the Marriage and Family Therapist Trainee internships from Fresno State University. Dropbox on Counseling is insufficient to provide information on this. Individual service plans are not provided in sufficient detail to assess counseling.

Individual service plans are not provided in sufficient detail to assess counseling.

Dropbox on Counseling is insufficient to provide information on this. Individual service plans are not provided in sufficient detail to assess counseling.

Staff advised that youth are not subject to medical, psychiatric, or psychological treatment without their own consent (and that of their parents for those under 18) unless they are a harm to themselves or others.

Per the application, Sanctuary utilizes the Casey Life Skills (CLS) assessment. This youth driven assessment is used to determine what skills the clients have, including permanent connections, life skills planning, and healthy relationships. However, documentation of skills is not provided. CLSs (Casey Life Skills) are not in files.

The agency notes that It was an error that the assessments were not in the client files. Due to the change in case management staff during 2021 and then 2022 they are working with IT to access the files and upload into dropbox.

No recreation information is in Youth Files, except slight mention of computer games or television/videos.

Although a sample recreational calendar was included in the dropbox and is posted in the facility each month, there can be no verification. No youth were sheltered and therefore there is no way to document that a client participated in a daily activity.

Goals:

- 108 youth (60%) will identify an external adult used for support upon exit;
- 108 youth (60%) will attend school or have graduated upon exit;
- 36 youth (20%), ages 16 years and older will look for employment or be employed upon exit;
- 162 youth (90%) will exit into safe and stable housing with the destination identified in HMIS (Homeless Management Information System).

Since no youth were sheltered, exit plan is not met. It is not known how/if youth would be contacted.

Noted, though, that Follow-up was conducted for youth served during the 2018-2021 grant cycle and documented in the Follow-Up Log. Aftercare is described in the Shelters Operational Manual provided, but what was provided was too brief to assess.

No youth were sheltered during the span of this grant.

The full version of the shelter's operational manual was provided to the review team during the virtual site review, and it notes that at least 3 months of aftercare will be provided.

No youth were sheltered during the grant period.

Current Memoranda of Understanding may be provided if requested.

Per the application and interviews, the grantee makes referrals to providers of trauma-informed direct service providers, or direct services are provided at the grantee's location. The applicant states that it is a part of an interagency, multi-disciplinary service network, but does not detail how these agencies refer youth to one another. No information was provided on other recruitment efforts such as the use of social media, flyers, or community awareness sessions.

If youth are sheltered, a referral form is provided at exit to each youth which details the local organization, the services they provide and contact information. They are customized based on the needs identified by the youth. These are maintained in the client files.

Fresno and Clovis School District are the largest in the service area and help with direct transportation when a youth enters the shelter, therefore, MOUs are obtained. All other school districts communicate with and refer to the shelter through their homeless liaisons.

Sanctuary is aware of and adheres to requirements to coordinate with foster care and juvenile justice.

The toll-free number and information are included in the Shelters Operational Manual. Additionally, the phone number is listed on our public website and advertised through the National Safe Place program. California Coalition for Youth (CCY) also operates the 24-hour crisis line and will connect youth in the area.

Fresno EOC has recently created a new focus on People and Culture and that team (comprised of staff from the Human Resource Department and the Equity and Impact Department) will be developing a more robust plan to respond to staff development and retention.

Training topics are specific to the client population being served.

Job descriptions were provided.

The agency staffing reflects the community.

All staff evaluations were not seen but the files are difficult to follow and read. Digitalization is recommended.

Confidentiality is addressed in job descriptions for each position, as well as in the New Hire paperwork signed by employees. It also described in the Shelter Operational Manual in Dropbox. As a licensed facility, all Shelter staff are required to obtain Community Care Licensing (CCL) clearance prior to working in the facility. Eligibility documentation was included in each staff file.

Information regarding what is included in the clearance can be found at <https://www.cdss.ca.gov/inforesources/community-care/caregiver-background-check>. It is briefly described here:

The CPMB manages the background check process on all licensed community care facilities, their employees, volunteers, and non-client adults residing in a facility. The CPMB also manages background checks on home care aides, unlicensed childcare providers registered through TrustLine, and out-of-state child abuse checks for foster care. These individuals must submit fingerprints to the California Department of Justice via LiveScan, then a criminal history check and Federal Bureau of Investigation check are performed. If an individual is associated to a facility serving children, a Child Abuse Central Index check also is performed.

What about foster grandparents?

Answer – Due to COVID and health concerns, the Grandma assigned to the Shelter has not been on-site but is cleared through CCL.

Staff information is sparse and difficult to read.

However, confidentiality is addressed in job descriptions for each position, as well as in the New Hire paperwork signed by employees. It is also described in the Shelter Operational Manual in Dropbox. As a licensed facility, all Shelter staff are required to obtain Community Care Licensing (CCL) clearance prior to working in the facility. Eligibility documentation was included in each staff file.

Grantee staff do not use their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain (no conflict of interest is found).

The financial infrastructure of the Fresno County Economic Opportunities Commission is strong, and funds are maintained in separate accounts.

Budget and budget justifications along with semi-annual financial reports show that the grantee draws down funds only for covered services.

The vast majority of the approved budget covers salary and benefits for staff, and is approved.

The budget clearly shows that travel funds were set aside for key staff to attend ACF-sponsored workshops and trainings.

The agency provided the Strategic Plan during the course of the virtual site review.

Goals:

- 135 youth (70%) will have an increased general, mental and dental health score;
- 108 youth (60%) will identify an external adult used for support upon exit;
- 108 youth (60%) will attend school or have graduated upon exit;
- 36 youth (20%), ages 16 years and older, will look for employment or be employed upon exit;
- 162 youth (90%) will exit into safe and stable housing with the destination identified in HMIS (Homeless Management Information System).
- 72 youth (42%) will participate in trauma-informed counseling including individual, family and/or group.

Achieving these goals will help provide a temporary alternative to street life while working to reunify youth with family and empowering youth to build a sense of self-worth and self-sufficiency.

Information obtained is documented in HMIS and in their Stat Log and described in the monthly and semi-annual reports submitted.

Based on the annual Point-In-Time Count and reduced usage of the Youth Shelter annually, the program did decrease the goals from the 2018-2021 grant to the 2021-2024 grant.

Data collection is done through HMIS and then uploaded into RHY-HMIS as required. Below is information provided in the Shelter Operating Manual.

Homeless management information system (HMIS):

Each youth that access the Sanctuary Youth Shelter has demographic and housing information entered in the Homeless Management Information System (HMIS). HMIS is used to track homeless persons. All information remains confidential until parents sign a release of information form. HMIS is managed by the Program and Case Managers.

Fresno EOC is a member of the Fresno-Madera Continuum of Care (FMCoC). Additionally, the Sanctuary Director serves as the Treasurer and the Homeless Services Manager serves on the Coordinated Entry and HMIS Committee's.

Data is entered into RHY/HMIS. Because no youth were sheltered, the agency had to obtain a verification to make sure the entry data was uploaded.

Confidentiality of data and youth records is maintained.

Number of youth served was not successful.

This has been discussed extensively with the agency, and they agree with the assessment.

Accordingly, Fresno Economic Opportunities Commission agrees to voluntarily relinquish the basic center funding provided by the Family Youth Services Bureau effective September 29, 2022.

It should be noted that the agency is, however, successful at helping families stay together.

The demand for basic center shelter seen in previous years is not an important aspect of the community's need; prevention is the key now.

The youth shelter should be re-purposed.

One of the possibilities for this is using the Sanctuary site for Project Hope, which finds shelter for Fresno City College students.

The program has evolved to meet current needs and that shift should be acknowledged by finding a new use for the shelter.

There is a current disconnect in terms of need and operations. The agency plans to re-calibrate now that the needs of the younger youth have diminished.

This is a natural pivot in the history of sanctuary, and should not be read as a failure.

The EOC's community needs assessment and community action plan, on their website, address poverty in the area, including homelessness.

Please contact your Federal Project Officer, FYSB Admin with any questions regarding this report at: [Deborah.Oppenheim@acf.hhs.gov](mailto:Deborah.Oppenheim@acf.hhs.gov).

As always, technical assistance is available through the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) via phone (412) 399-5747 or their website: <http://www.rhyttac.net/>.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Equity & Impact
<b>Agenda Item #:</b> 14D8	<b>Director:</b> Kevin Williams
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Emilia Reyes

**Background**

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

**Fresno Economic Opportunities Commission  
Grant Tracker  
Friday, July 1, 2022**

<b>FUNDED</b>							
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>	<b>Amount Awarded</b>
3/2/2022	<b>Food Services</b>	<b>Food For Life</b>	<b>Kaiser</b>	\$25,000	4/1/2022	6/10/2022	\$25,000
	Partner with schools and community centers in rural communities across Fresno County for food distributions.						
3/8/2022	<b>Health Services</b>	<b>Comprehensive Sexual Health Education Services</b>	<b>Fresno Unified School District</b>	\$2,067,000	4/1/2022	6/1/2022	\$2,067,000
	Provide Positive Prevention PLUS curriculum to 19 middle schools, 7 high schools and 5 alternative education sites over a 3-year contract period.						
12/30/2021	<b>Sanctuary and Support Services</b>	<b>Human Trafficking Victim Assistance Grant</b>	<b>Cal OES</b>	\$666,666	1/26/2022	4/1/2022	\$666,666
	Identify human trafficking victims, connect them to service delivery system, provide training and technical leadership and provide leadership of the regional Central Valley Freedom Coalition.						
3/30/2022	<b>Sanctuary and Support Services</b>	<b>Homeless Youth Emergency Services Pilot Program</b>	<b>Cal OES</b>	\$2,375,000	3/23/2022	Not specified	\$2,375,000
	Continue providing comprehensive services to youth experiencing homelessness. Funds will support personnel, operational and supportive services costs.						
1/5/2022	<b>Training &amp; Employment</b>	<b>YouthBuild AmeriCorps</b>	<b>Corporation for National and Community Service</b>	\$175,000	3/23/2022	Not specified	\$175,000
	Operational funding will assist with salaries for several LCC staff and facilities operations.						
3/9/2022	<b>Training &amp; Employment</b>	<b>American Rescue Plan Act Statement of Interest</b>	<b>County of Fresno</b>	\$48,548	3/23/2022	6/27/2022	\$48,548
	Update computers in LCC's lobby and computer lab, including software, licensing and associated equipment.						
3/9/2022	<b>Advance Peace</b>	<b>CalVIP Grant Program</b>	<b>CalVIP</b>	\$1.1 Million	12/1/2021	6/9/2022	\$1.1 Million
	Improve public health and safety through effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults.						
<b>NOT FUNDED</b>							
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>	
3/15/2022	<b>Food Services</b>	<b>General Proposal</b>	<b>Sisters of St. Joseph</b>	\$50,000	4/1/2022	5/31/2022	
	Funds to support rural food distributions in Fresno County.						
4/25/2022	<b>Training &amp; Employment</b>	<b>Apprenticeship Building America</b>	<b>US Department of Labor</b>	\$3,000,000	4/11/2022	7/7/2022	
	The project would allow rural Fresno County residents to participate in one of six Valley Apprenticeship Connections (VAC) cohorts in various rural communities.						

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
3/15/2021	<b>Energy Services</b>	<b>Energy Efficiency Grant Program</b>	<b>Energy Upgrade California</b>	\$20,000	3/24/2021	Not specified
	Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.					
3/9/2022	<b>Energy Services</b>	<b>American Rescue Plan</b>	<b>County of Fresno</b>	\$1,200,000	3/23/2022	Not specified
	Install PV solar systems on approximately 70 low-income family homes.					
6/15/2022	<b>Health Services, African American Coalition</b>	<b>COVID-19 Community Health Project 3.0</b>	<b>Sierra Health Foundation</b>	\$500,000	7/11/2022	Not specified
	Conduct outreach to those who experience the greatest social and health inequities on the importance of getting vaccinated and practicing harm reduction to mitigate the spread of the virus.					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
6/30/2022	<b>Health Services</b>	<b>The Gus Schumacher Nutrition Incentive Program Produce Prescription Program</b>	<b>USDA</b>	\$146,000	7/11/2022	Not specified
	Bring stakeholders together from distinct parts of the food and healthcare systems and to foster understanding of how they might improve the nutrition and health status of participating households prescribed fresh fruits and vegetables					
6/28/2022	<b>Sanctuary and Support Services</b>	<b>Services for Victims of Human Trafficking</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$885,913	7/11/2022	Not specified
	Provide comprehensive services to victims of human trafficking. Funds will support personnel, operational and supportive services costs.					
7/5/2022	<b>Sanctuary and Support Services</b>	<b>Preventing Trafficking of Girls</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$500,000	7/11/2022	Not specified
	To develop or enhance prevention and early intervention services to focus on the needs of girls who are at risk or are victims of sex trafficking.					
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Not specified
	Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period.					
2/10/2022	<b>Training &amp; Employment</b>	<b>Good Jobs Challenge</b>	<b>Economic Development Administration</b>	\$2,625,000	3/23/2022	No later than April 2022
	Scale the Valley Apprenticeship Connections (VAC) Program to include six rural cohorts serving rural Fresno County.					

**FINANCE COMMITTEE MEETING  
Wednesday, June 8, 2022  
12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

James Martinez, called the meeting to order at 12:11 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>STAFF</b>
Charles Garabedian (Committee Chair)		Jim Rodriguez
Alysia Bonner	✓	Steve Warnes
James Martinez	✓	Emilia Reyes
Linda Hayes		Karina Perez
Zina Brown- Jenkins	✓	Michelle Tutunjian
Itzi Robles	✓	Jack Lazzarini

**3. APPROVAL OF MINUTES**

A. April 13, 2022, Finance Committee Minutes

Public comment: None heard.

**Motion by:** Bonner **Second by:** Robles

**Ayes:** Bonner, Robles, Brown-Jenkins, Martinez

**Nayes:** None heard

**4. FINANCIAL REPORTS: MARCH/APRIL 2022**

A. Agency Financial Statements

B. Head Start Financial status report:

Jim Rodriguez, Chief Financial Officer, provided recommends approval for full board consideration of the interim consolidated financial statements as of Year-to-Date for March and April 2022 as well as approval on the financial status report for the Head Start 0-5 program as of Year-to-Date for March and April 2022.

Public comment: None heard.

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

**Ayes:** Bonner, Robles, Brown-Jenkins, Martinez

**Nayes:** None heard

**5. INSURANCE POLICY RENEWALS**

Steve Warnes, Assistant Finance Director, provided information on the renewal insurance policies. Staff recommends Committee approval for full Board consideration. Steve presented for the period of July 1, 2022 to July 1, 2023 for a quoted premium of \$843,356

Public comment: None heard.

**Motion by:** Brow-Jenkins **Second by:** Bonner  
**Ayes:** Bonner, Robles, Brown-Jenkins, Martinez  
**Nays:** None heard

**6. Non-Competitive Procurement**

Rodriguez provided a detail report of the two vendors for Non-Competitive Procurement purchases and justifications.

Public comment: None heard

No action required.

**7. HEALTH INSURANCE REPORT**

Steve Warner, Assistant Finance Director, presented the health insurance information as of April 30<sup>th</sup>, 2022 the health insurance reserve is at \$5.0 million, which covers approximately 5.6 months of average expenditures. Contributions from programs and employees for 2022 total \$3,735,391 while the Fund paid out \$2,625,493 in expenses.

Public comment: None heard

No action required.

**8. INVESTMENT REPORT**

Steve Warner, Assistant Finance Director, presented the investment report for Finance. This information that he gave is to keep the Committee apprised on the status of the Agency's investment accounts.

Public comment: None heard

No action required.

**9. VARIANCE REPORT:**

- A. Women, Infant and Children (WIC)
- B. SOUL Charter School

Rodriguez provided a brief summary report on the Agency that are routinely shared with the Program Directors and Executive staff. Which are Women, Infants, and Children (WIC) and SOUL School of Unlimited Learning (SOUL).



Public comment: None heard

No action required.

**10. OTHER BUSINESS**

Public comment: None heard

No action required.

**11. PUBLIC COMMENTS**

No public comments at this time.

**12. ADJOURNMENT**

Martinez adjourned meeting at 12:49 p.m.

Respectfully submitted,

James Martinez



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14E2	<b>Director:</b> N/A
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

**Recommended Action**

The Finance Committee recommends approval for full Board consideration of the financial status report for the Head Start 0-5 program as of Year-to-Date May 2022.

**Background**

In accordance with the Agency’s bylaws, the Finance Committee shall advise in the preparation and administration of the operating budget and oversee the administration, collection, and disbursement of the financial resources of the organization. Additionally, the Treasurer is to ensure the commissioners understand the financial situation of the organization, which includes ensuring that financial statements for each month are available for each meeting of the Board of Commissioners. Monthly Head Start 0 – 5 financials for Fresno EOC (consolidated) are provided for review and approval.

**Fiscal Impact**

(A) Head Start 0-5 Financial Status Report as of Year-to-Date May 31, 2022. This also represented in the following percentages.

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Head Start – Basic	39%	Personnel is underspent due to unfilled positions
Head Start – Training & Technical Assistance (T&TA)	14%	Training planned for later this year

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Duration	0%	\$4,669 spent year-to-date activity recorded.

Early Head Start – Basic	20%	Personnel is underspent due to unfilled positions.
Early Head Start – T&TA	5%	Training planned for later this year

### **Conclusion**

The Finance Committee has made the recommendation for full Board consideration and approval at the August 24, 2022. Board Meeting approval of the Head Start 0 – 5 financials documents the Board’s fiduciary oversight over the financial operations.

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 May 31, 2022

Description	Annual Budget	Head Start - Basic			Annual Budget	Head Start - T & TA		
		Current Expenses	YTD Expenses	Balance Remaining		Current Expenses	Expenses	Balance Remaining
<b>Personnel</b>	\$17,319,131	\$1,686,972	\$6,995,176	\$10,323,955				
<b>Fringe Benefits</b>	7,609,718	547,858	2,849,510	4,760,208				
<b>Total Personnel</b>	<b>24,928,849</b>	<b>\$2,234,830</b>	<b>9,844,686</b>	<b>15,084,163</b>				
<b>Travel</b>	-	-	-	-	12,928	-	-	12,928
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	493,392	171,614	299,263	194,129	25,000	-	-	25,000
<b>Contractual</b>	2,572,586	131,057	510,996	2,061,590	15,948	-	-	15,948
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	776,852	\$58,696	\$305,820	471,032				
<b>Transportation</b>	514,239	12,271	234,245	279,994				
<b>Staff Mileage</b>	100,000	12,191	39,512	60,488				
<b>Field Trips, including Transportation</b>	3,201	-	-	3,201				
<b>Space</b>	690,855	44,818	228,653	462,202				
<b>Utilities / Telephone / Internet</b>	519,515	96,096	229,252	290,263				
<b>Publication / Advertising / Printing</b>	54,991	-	1,556	53,435				
<b>Repair/Maintenance Building</b>	89,246	20,181	119,229	(29,983)				
<b>Repair/Maintenance Equipment</b>	9,600	90	4,252	5,348				
<b>Property &amp; Liability Insurance</b>	108,016	13,764	67,471	40,545				
<b>Parent Involvement / CWPC</b>	48,195	1,894	4,444	43,751				
<b>Other Costs*</b>	573,667	(3,379)	184,190	389,477				
<b>Staff &amp; Parent Training</b>	3,091	-	615	2,476	243,213	14,667	42,804	200,409
<b>Total Direct Charges</b>	<b>31,486,295</b>	<b>\$2,794,122</b>	<b>12,074,182</b>	<b>19,412,113</b>	<b>\$297,089</b>	<b>14,667</b>	<b>42,804</b>	<b>\$254,285</b>
<b>Total Indirect Charges</b>	<b>\$2,683,810</b>	<b>\$251,471</b>	<b>\$1,086,676</b>	<b>\$1,597,134</b>	<b>\$26,738</b>	<b>\$1,320</b>	<b>\$3,852</b>	<b>\$22,886</b>
<b>Total Federal Expenditures</b>	<b>34,170,105</b>	<b>\$3,045,593</b>	<b>13,160,858</b>	<b>\$21,009,247</b>	<b>\$323,827</b>	<b>15,987</b>	<b>46,656</b>	<b>\$277,171</b>
% of Annual Budget Expended to Date			39%				14%	
<b>Non-Federal Share</b>	<b>\$6,834,021</b>	<b>\$2,133</b>	<b>\$923,390</b>	<b>\$5,910,631</b>	<b>\$64,765</b>	<b>\$3,997</b>	<b>\$11,664</b>	<b>\$53,101</b>

**Credit Card Expenses: Credit card statement dated 5/1/2022 - 5/31/2022**  
**May 2022 expenses**

Staff Training (including meeting c	\$ 8,039	\$2,382.96 - Renaissance Baltimore Hotel - NHSA Conference
		\$2,881.47 - Hayatt Hotel - Managers & Directors Institute
		\$2,775 - University of Connecticut - training
Utilities Gas/Electric	\$ 4,926	SoCal Gas Co. - gas charges for La Colonia
Equipment Under \$5000	\$ 4,103	CDW - Barcode scanner
Parent Engagement Supplies	\$ 815	Walmart, Dollar Tree - Classroom supplies
Employee Event	\$ 1,803	Costco, Party City, Smart & Final - supplies employee event
Recreation Expense	\$ 690	Knox Company - knox box
Contract Services - Facility Repair	\$ 230	Azunga Fleet - vehicle tracking for Support Services vehicles
Program Supplies - Nutrition	\$ 22	Walmart - baby formula
	\$ 20,628	

Fresno Economic Opportunities Commis:  
Head Start/Early Head Start Financial S:  
Monthly Report  
May 31, 2022

Description	Head Start - Duration Start-Up/Operations			Balance Remaining
	Annual Budget	Current Expenses	YTD Expenses	
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment*	280,467	-	-	280,467
Supplies	447,000	4,669	4,669	442,331
Contractual	-	-	-	-
Facilities /Construction	-	-	-	-
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	419,300	-	-	419,300
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>\$1,146,767</b>	<b>\$4,669</b>	<b>\$4,669</b>	<b>\$1,142,098</b>
<b>Total Indirect Charges</b>	<b>\$86,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,008</b>
<b>Total Federal Expenditures</b>	<b>\$1,232,775</b>	<b>\$4,669</b>	<b>\$4,669</b>	<b>\$1,228,106</b>
% of Annual Budget Expended to Date			0%	
<b>Non-Federal Share</b>	-	-	-	-

Fresno Economic Opportunities Commis  
Head Start/Early Head Start Financial S  
Monthly Report  
May 31, 2022

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
<b>Personnel</b>	\$3,674,250	\$212,538	\$866,712	\$2,807,538	\$0	\$0	\$0	\$0
<b>Fringe Benefits</b>	1,134,842	56,526	306,763	828,079	-	-	-	-
<b>Total Personnel</b>	<b>4,809,092</b>	<b>269,063</b>	<b>1,173,475</b>	<b>3,635,617</b>	-	-	-	-
<b>Travel</b>	-	-	-	-	16,898	-	-	16,898
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	285,800	1,883	16,038	269,762	19,173	-	-	19,173
<b>Contractual</b>	1,016,132	12,660	51,305	964,827	26,526	-	-	26,526
<b>Facilities / Construction</b>	-	-	-	-	-	-	-	-
<b>Other:</b>								
<b>Food Cost</b>	70,350	1,650	9,844	60,506				
<b>Transportation</b>	9,536	1,148	3,945	5,591				
<b>Staff Mileage</b>	70,000	2,239	8,647	61,353				
<b>Field Trips, including Transportation</b>	1,730	-	-	1,730				
<b>Space</b>	194,615	4,374	21,870	172,745				
<b>Utilities / Telephone / Internet</b>	130,004	7,221	31,264	98,740				
<b>Publication / Advertising / Printing</b>	27,500	-	1,316	26,184				
<b>Repair / Maintenance Building</b>	42,919	729	10,401	32,518				
<b>Repair / Maintenance Equipment</b>	48,845	-	-	48,845				
<b>Property &amp; Liability Insurance</b>	38,202	2,290	11,124	27,079				
<b>Parent Involvement / CWPC</b>	7,747	15	191	7,556				
<b>Other Costs*</b>	158,887	3,334	9,617	149,270				
<b>Staff &amp; Parent Training</b>	2,277	-	2,400	(123)	96,459	930	7,465	88,994
<b>Total Direct Charges</b>	<b>\$6,913,636</b>	<b>306,605</b>	<b>1,351,437</b>	<b>\$5,562,199</b>	<b>159,056</b>	930	<b>7,465</b>	<b>\$151,591</b>
<b>Total Indirect Charges</b>	<b>\$621,944</b>	<b>\$27,746</b>	<b>\$121,629</b>	<b>\$500,315</b>	<b>\$14,315</b>	\$84	<b>\$672</b>	<b>\$13,643</b>
<b>Total Federal Expenditures</b>	<b>\$7,535,580</b>	<b>334,351</b>	<b>\$1,473,066</b>	<b>\$6,062,514</b>	<b>\$173,371</b>	1,014	<b>\$8,137</b>	<b>\$165,234</b>
% of Annual Budget Expended to Date			20%				5%	
<b>Non-Federal Share</b>	<b>\$1,507,116</b>	<b>\$0</b>	<b>\$304,058</b>	<b>\$1,203,058</b>	<b>\$34,674</b>	\$254	<b>\$2,034</b>	<b>\$41,308</b>

**Credit Card Expenses: Credit card statement dated 5/1/2022 - 5/31/2022**  
**May 2022 expenses**

Staff Training (including meetin	\$ 2,413	\$930.03 - Hyatt Hotel - Managers & Directors Institute
		\$1,483.24 - Walmart - supplies for year end training event
Repairs & Maintenance - Buildin	\$ 50	Bulldog Towing - HS vehicle towing service
Program Supplies - Classroom	\$ 217	Costco - baby wipes
Program Supplies - Disposables	\$ 1,014	Costco - diapers, baby wipes
Employee Event	\$ 396	Costco, Sam's Club, Smart & Final - supplies for employee event
Contract Services-Facility Repai	\$ 23	Azuga Fleet - Vehicle Tracking for Support Services Vehicles
Parent Engagement Supplies	\$ 43	Dollar Tree, Walmart - supplies for water safety workshop
	\$ 4,156	

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14E3	<b>Director:</b> N/A
<b>Subject:</b> Non-Competitive Procurements	<b>Officer:</b> Jim Rodriguez

### Background

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

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

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

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

The agency also follows the following guidelines:

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

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Justification</b>
Focus Packaging and Supply	HS Nutrition – Annual contract for the delivery of disposable utensil and paper goods. Deliveries to be made to each HS center monthly. Centers do not have the space to store more than one month’s supply.	Not to exceed \$150,000/yr	FOCUS Packaging and Supply Company was the only vendor to respond to the request for bids for disposable utensil and paper goods. The site delivery mandate, volatility of the market, fuel cost and supply chain issues appear to have discouraged vendors from consideration of a yearlong contract..



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14E4	<b>Director:</b> N/A
<b>Subject:</b> Health Insurance Report	<b>Officer:</b> Jim Rodriguez

**Background**

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

As of May 31, 2022, the health insurance reserve is at \$4.8 million, which covers approximately 5.4 months of average expenditures. Contributions from programs and employees for 2022 total \$4,631,664 while the Fund paid out \$3,721,650 in expenses.

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

- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Effective January 2022: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.

This table presents a sample of the monthly health insurance premium rates for 2022. Rates vary depending on the type of coverage tier selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 600	\$ 108	\$ 708
EE +Child(ren)	\$ 1,086	\$ 195	\$ 1,281
EE + Family	\$ 1,442	\$ 258	\$ 1,700
EE + Spouse	\$ 1,206	\$ 216	\$ 1,422

**FRESNO EOC**  
**HEALTH INSURANCE FUND REPORT**  
 THROUGH MAY 31, 2022

	2022							2021		
	January	February	March	April	May	YTD totals Jan-May	Mo. Avg. Prev 12 mos	YTD totals Jan-May	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
<b>Beginning Fund Balance</b>	<b>3,924,890</b>	<b>4,629,377</b>	<b>4,923,474</b>	<b>5,028,223</b>	<b>5,044,060</b>					
<b>Income</b>										
Agency Contributions	749,413	758,654	755,467	750,894	751,039	3,765,467	746,585	4,268,975	9,462,526	788,544
Additional Agency Contr.	-	-	-	-	-	0	2,100	116,291	139,391	11,616
Employee Contributions	271,626	183,405	183,987	91,326	135,853	866,197	151,701	923,894	1,878,108	156,509
<b>Total Income</b>	<b>1,021,039</b>	<b>942,059</b>	<b>939,454</b>	<b>842,220</b>	<b>886,892</b>	<b>4,631,664</b>	<b>900,386</b>	<b>5,309,160</b>	<b>11,480,024</b>	<b>956,669</b>
<b>Expenses</b>										
Health Claims Paid	45,828	261,032	452,022	424,469	755,401	1,938,752	675,632	2,467,550	8,636,378	719,698
Dental Claims Paid	48,572	48,419	46,036	52,864	42,132	238,023	48,451	307,744	651,135	54,261
Prescriptions Paid	63,172	164,239	159,985	183,076	135,025	705,497	145,241	851,851	1,889,246	157,437
Vision Claims Paid	2,294	7,225	5,496	7,785	6,957	29,757	7,912	54,790	119,983	9,999
Stop Loss Premiums	99,403	110,026	113,810	100,722	102,002	525,963	101,206	503,318	1,191,823	99,319
Stop Loss Claims	-	-	-	-	-	0	(144,863)	0	(1,593,495)	(132,791)
Life Insurance Premiums	12,739	12,709	12,687	12,731	12,648	63,514	12,447	68,677	154,529	12,877
Pinnacle	12,904	13,111	13,267	13,319	13,215	65,816	13,243	72,103	165,198	13,767
Blue Cross	13,637	13,790	13,906	13,944	13,829	69,106	13,725	74,312	169,907	14,159
Benefits Consultant	12,083	12,083	12,084	12,083	9,502	57,835	8,854	34,584	83,000	6,917
Employee Assist. Program	1,877	1,877	1,876	1,877	1,876	9,383	1,877	9,383	22,518	1,877
Preferred Chiropractors	889	899	906	909	901	4,504	910	4,989	11,406	951
TeleDoc	2,524	2,552	2,574	2,581	2,560	12,791	1,066	0	0	-
Other Expenses	630	-	56	23	-	709	1,950	17,056	39,742	3,312
ACA Fees	-	-	-	-	-	0	435	0	5,219	435
<b>Total Expenses</b>	<b>316,552</b>	<b>647,962</b>	<b>834,705</b>	<b>826,383</b>	<b>1,096,048</b>	<b>3,721,650</b>	<b>888,085</b>	<b>4,466,357</b>	<b>11,546,589</b>	<b>962,216</b>
<b>Current Fund Activity (net)</b>	<b>704,487</b>	<b>294,097</b>	<b>104,749</b>	<b>15,837</b>	<b>(209,156)</b>	<b>910,014</b>	<b>12,301</b>	<b>842,803</b>	<b>(66,564)</b>	<b>(5,547)</b>
<b>Ending Fund Balance</b>	<b>4,629,377</b>	<b>4,923,474</b>	<b>5,028,223</b>	<b>5,044,060</b>	<b>4,834,904</b>	<b>4,834,904</b>				
<b>Enrollment</b>										
Employee only-Traditional	248	250	252	254	254		266		279	
High-Deduct	84	78	80	81	78		61		53	
Family coverage-Traditional	344	353	353	353	350		373		395	
High-Deduct	34	37	40	39	39		33		32	
Dental coverage only	34	38	41	42	42		36		34	
Temp/On Call Plan	1	1	-	-	-		1		1	
<b>Total employees enrolled</b>	<b>745</b>	<b>757</b>	<b>766</b>	<b>769</b>	<b>763</b>		<b>770</b>		<b>795</b>	
Average contributions per employee	1,371	1,244	1,226	1,095	1,162		1,169		1,204	
Average expenses per employee	425	856	1,090	1,075	1,436		1,153		1,211	

Estimated # months funded: 5.4

**PROGRAM PLANNING AND EVALUATION COMMITTEE**

Fresno EOC Board Room  
1920 Mariposa Street, Suite 310  
Fresno, CA 93721  
Monday, July 11, 2022  
12:00 p.m.

**MINUTES**

1. **CALL TO ORDER**

Amy Arambula, called the meeting to order at 1:07 p.m.

2. **ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

Amy Arambula  
Sherry Neil  
Alysia Bonner  
Charles Garabedian  
Linda R. Hayes

**Staff:**

Emilia Reyes  
Michelle Tutunjian  
Jim Rodriguez  
Karina Perez  
Misty Gattie-Blanco  
Joseph Amader  
Jane Thomas  
Thomas Dulin  
Rosa M. Pineda

Nidia Davis  
Jeff Davis  
Shawn Riggins  
Cesar Lucio  
Kevin Williams  
Annalise Herms  
Tinicia McPeters  
Elionora Vivanco

**Zoom:**

Steven Taylor

3. **APPROVAL OF MINUTES**

June 13, 2022 Program Planning and Evaluation Committee Meeting Minutes

Public Comments: None heard.

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

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

**Nays:** None

4. **AFRICAN AMERICAN COALITION**

A. Health Ambassadors for People Experiencing Homelessness

Tinicia McPeters, African American Coalition, Coalition Data Coordinator presented the Health Ambassadors for People Experiencing Homelessness grant. Bonner and Hayes inquired about the selection criteria to provide services. McPeters described the criteria.

Public Comments: None heard.

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

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

**Nays:** None

## 5. HEAD START 0-5

### A. 2022 Monthly Program Update Report (PUR)

Rosa M. Pineda, Head Start 0 to 5 Director, provided an overview of the Head Start 0 to 5 April 2022 Monthly Program Update Report. Arambula inquired about the Head Start eligibility process regarding families receiving Supplemental Nutrition Assistance Program benefits. Pineda explained the eligibility guidelines.

Public Comments: None heard.

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

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

**Nays:** None

## 6. HEALTH SERVICES - AFRICAN AMERICAN COALITION

### A. COVID-19 Community Health Project 3.0

Jane Thomas, Health Services Director, provided an overview of the COVID-19 Community Health Project 3.0 grant. The grant proposal for \$500,000 was submitted to Sierra Health Foundation on June 15, 2022. Arambula and Hayes inquired about the process to select clients. Thomas explained the process.

Public Comments: None heard.

**Motion by:** Neil **Second by:** Hayes

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

**Nays:** None

## 7. ENERGY SERVICES

### A. 2022 Weatherization Assistance Program

Joseph Amader, Energy Services Director, provided an overview of the 2022 Department of Energy Weatherization Assistance Program 12-month contract for Federal Fiscal Year 2022 in the amount of \$311,247, beginning July 1, 2022. Garabedian inquired about the clients' benefits and strategy to secure additional funding. Amader explained the benefits to clients and the strategy to secure additional funding. Arambula inquired about process to secure new subcontractors. Amader explained the process. Bonner inquired about the process to select clients. Amader explained the process.

Public Comments: None heard.

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

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

**Nays:** None

## 8. TRANSIT SYSTEMS

### A. 2022-23 Fresno Rural & Urban CTSA Amendment to Agreements

Thomas Dulin, Transit Systems Director, provided an overview of the Amendments to the Agreements to provide social service transportation services as detailed in the Fresno Rural &

Urban Consolidated Transportation Services Agency Operations Program & Budget (OPB) FY 2022-2023. The Amendments will extend the Agreements with Fresno County Rural Transit Agency (FCRTA) and Fresno Area Express (FAX) for one additional 12-month period, beginning July 1, 2022. Arambula inquired about the total amount recommended for acceptance. Michelle Tutunjian, Chief Operating Officer, responded the combined amount for the FY 2022-2023 Amendments to the Agreements is \$2,024,969.

Public Comments: None heard.

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

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

**Nays:** None

**9. SANCTUARY AND SUPPORT SERVICES**

A. Basic Center Program Monitoring and Review

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the U.S. Department of Health & Human Services, Family & Youth Service Bureau (FYSB) monitoring of the Basic Center Program, Grant Number 90CY7380. Arambula and Hayes inquired about the review process. Gattie-Blanco explained the process. Arambula commended Sanctuary and Support Services for having a review with no findings.

**EQUITY AND IMPACT**

**10. A. Grant Tracker**

Annaliese Herms, Grant Writer, presented the Grant Tracker. Garabedian inquired about the Apprenticeship Building America application. Herms provided an update.

**11. OTHER BUSINESS**

The next meeting is scheduled on August 8, 2022.

Commissioners recommended to allow staff to have the flexibility to present virtually.

**12. PUBLIC COMMENTS**

None heard

**13. ADJOURNMENT**

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Amy Arambula  
Committee Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14F2	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Program Update Report (PUR) for April, May & June 2022	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Head Start 0 to 5 April, May, and June 2022 Monthly Program Update Reports.

### Background

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

Below is a reference to the requirement.

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

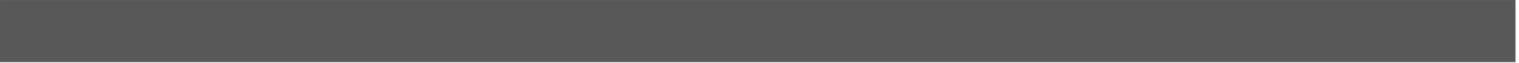
The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary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

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

The April, May, and June 2022 Program Update Reports are attached for review.

### Fiscal Impact

Not Applicable.



## **Conclusion**

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT  
REPORT MONTH: April 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. Recruitment of pregnant women, children and families continues for the current school year and for the 2022-2023 school year.
2. Diaper Distribution and Personal Protective Equipment (PPE) were distributed to children and families in need.
3. April 5, 2022, two Home Base staff attended the Home Visitation Proclamation at Fresno City Hall to recognize Home Visiting Programs in Fresno County.
4. April 8, 2022, Directors and Managers attended Administration Planning to prepare for the 2022-2023 school year.
5. April 8, 2022, Mandatory HS 0 to 5 ERSEA make-up training was completed and facilitated by the ERSEA Team.
6. April 11 – 18, 2022, Classes were closed for Spring Break. Classes resumed April 19, 2022.
7. April 23, 2022, Head Start 0 to 5 hosted their Annual Father Conference at Franklin Head Start. We had 23 father's in attendance and they had a great time. Topics discussed at the Father Conference consisted of: Dealing with Emotions as a Father, Father Mental Health Wellness, and Accessing Medical Services for Fathers.

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

On April 21, 2022, we were notified that the Office of Head Start (OHS) is including receipt of Supplemental Nutrition Assistance Program (SNAP) benefits in the interpretation of "public assistance" when determining Head Start eligibility. This policy change, effective immediately, allows Head Start programs to reach families better, minimize the burden on families seeking public assistance, and coordinate benefit programs so that families eligible for one program can more easily participate in other services for which they qualify.

**III. Early Head Start**

Program Information Summary:

1. Continue to recruit staff for Family Development Specialist, Teacher Caregiver, and Teacher Caregiver Assistant vacancies. Early Head Start (EHS) personnel were able to participate in two job fairs that took place in the West and South County of Fresno.
2. EHS Home Base continues to do the Home Visiting Learning and Collaboration sessions.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 221; Monthly ADA: Center Base: 81.31%, Home Base: 95.85%  
Wait List Total: 91

Total enrollment for Early Head Start for the month of April 2022 is 221. EHS received a total of 78 online referrals from our Fresno EOC website. ERSEA staff and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We also participated in two Virtual Community Outreach Events with Women, Infants, & Children (WIC) and attended two Community Events. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 385 Lunches: 462 Snacks: 374

**IV. Head Start**

Program Information Summary:

1. Continue to recruit for vacant positions specific to Education Services, Family/Community Services, Health Services, and Nutrition Services.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

2. April 1, 2022, Spring Desired Results Developmental Profile (DRDP) Assessments ended.
3. April 6, 2022, Fresno Unified School District's (FUSD) Board approved the contract between Head Start 0 to 5 and FUSD to jointly serve a total of 134 children at the following locations: Calwa, Olmos, Kirk, Lane, and Lincoln Elementary Schools.
4. April 27, 2022, Service Area Managers visited FUSD sites to assess and identify needs they may have to ensure compliance with Head Start Program Performance Standards (HSPPS).

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1558; Monthly ADA: Center Base 78.14%; Home Base: 85.78%

Wait List Total: 531

Total Head Start enrollment for April is 1558. This month we conducted our Annual Mandatory ERSEA Make-up Training to support staff in recruiting children and families most in need. In order to support our ongoing recruitment and enrollment efforts, we received 33 online referrals from our Fresno EOC website and attended three Community Events. In addition, we are actively working with our Contractor, Fresno Unified School District to enroll children for Head Start Center Base that have been already been enrolled with State Preschool since the beginning of the school year. Furthermore, we continue to recruit children and families by distributing flyers, collaborate with community partners, and complete presentations about the Head Start Program within our recruitment areas. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 11,680 Lunches: 14,862 Snacks: 11,582

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director

(APRIL 2022 BOARD PUR) CQ 05/17/22 ~ CWPC (2021-2022 (PUR (BOARD))) ~



## BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

REPORT MONTH: MAY 2022

### I. Head Start 0 to 5

#### Program Information Summary:

1. Recruitment of pregnant women, children and families continues for the 2022-2023 school year.
2. May 2 - May 5, 2022 - Head Start Director, Program Support Director, and Quality Assurance Manager attended the 2022 National Head Start Conference, in Baltimore, Maryland.
3. May 2 - May 5, 2022 - Family Engagement/Volunteer Services Coordinator, ERSEA Coordinator, and a Family/Community Services Coordinator attended the Family Development Credential Instructor Institute, in Baltimore, Maryland.
4. May 9 - May 12, 2022 - Five managers attended the Managers & Directors Institute, in Sacramento, CA.
5. May 10 - May 12, 2022 - Triannual Self-Assessment took place.
6. May 19, 2022 - Rosa M. Pineda, Head Start Director attended the One-Fresno Foundation press conference at the Fresno Chaffee Zoo where Head Start 0 to 5 received 600 Zoo tickets for underserved families in the City of Fresno to have an opportunity to visit the Zoo this summer.
7. May 30, 2022 - All offices and centers were closed in observance of Memorial Day Holiday.
8. May 31, 2022 - All staff participated in an all day In-Service held at Woodward Park in Fresno, CA.

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

On May 31, 2022, we received a letter from the Director of Office of Head Start, Dr. Bernadine Futrell regarding the Office of Head Start Leadership Transitions. She shared that she would be leaving the Office of Head Start in June to serve in an expanded role in the Biden-Harris Administration. As a result, Katie Hamm, the Deputy Assistant Secretary for Early Childhood Education and Development at the Administration for Children and Families, will act as the director for the Office of Head Start until a new person is appointed.

### III. Early Head Start

#### Program Information Summary:

1. Continue to recruit staff for Family Development Specialist, Teacher Caregiver, and Teacher Caregiver Assistant vacancies.
2. Diaper Distribution continues for families enrolled in Early Head Start.
3. Early Stars completed their CLASS Assessments and we are waiting for feedback.
4. Nutrition Services staff reached out to local large chain stores (Target, Walmart, Vallarta and Save Mart) and specialty pharmacies to cultivate relationships with managers to obtain pre-notice of shipments of specialty formulas to ensure that our Early Head Start infants requiring medical nutrition therapy have access as there has been a short supply nationwide.
5. May 23, 2022 - Early Head Start Home Base completed Home Visiting Learning and Collaborating Sessions.

#### Early Head Start Enrollment/ADA Reports/Home Visits/Wait List:

Monthly Enrollment: 213; Monthly ADA: Center Base: 76.45%; Total Home Visits completed: 463.

Wait List Total: 128

Total enrollment for Early Head Start for the month of May 2022 is 213. EHS received a total of 76 online referrals from our Fresno EOC website. ERSEA staff and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We participated in two Virtual Community Outreach Events with Women, Infants, & Children (WIC) and attended one Community Event. Analysis of all areas below the recommended 85% ADA, if any, has been done.

#### Early Head Start Meals/Snacks:

Total Children: Breakfasts: 477 Lunches: 590 Snacks: 513

### IV. Head Start

#### Program Information Summary:

1. Continue to recruit for vacant positions specific to Education, Family/Community, Health, and Nutrition Services.
2. Diaper Distribution continues for families enrolled in Head Start.



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

3. ERSEA Team and Managers continue to meet with Fresno Unified School District (FUSD) personnel to enroll children at schools where Head Start has contracted with FUSD to serve eligible children and families.
4. May 27, 2022 - Last day of school for 3.5 and 7.5-hour day classes.

Head Start Enrollment/ADA Reports/Home Visits/Wait List:

Monthly Enrollment: 1,622; Monthly ADA: Center Base 76.92%; CB option operating as Home Visitation: 88.35%, total Home Visits completed is 179, and Wait List Total: 561.

Total Head Start enrollment for May is 1622. In order to support our ongoing recruitment and enrollment efforts, we received 11 online referrals from our Fresno EOC website and attended two Community Events. In addition, we are actively working with Contractors and Fresno Unified School District to enroll children for Head Start Center Base. We continue to recruit children and families by distributing flyers, collaborate with community partners, and facilitate presentations about

the Head Start Program within our recruitment areas. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,659 Lunches: 19,671 Snacks: 15,191

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director

(MAY 2022 BOARD PUR) bw 07/28/22 ~ CWPC (2020-2021 (PUR (BOARD))) ~



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

**REPORT MONTH: JUNE 2022**

**I. Head Start 0 to 5**

Program Information Summary:

1. Recruitment of pregnant women, children and families continues for the 2022/2023 school year.
2. June 7-9, 2022, Directors and Managers attended Administration Planning to prepare for the 2022-2023 school year.
3. June 12-15, 2022, Directors, Health Services and Family/Community Services Managers attended the Region IX Office of Head Start Leadership Cohort in Millbrae, CA.
4. June 20, 2022, Juneteenth Holiday was observed.
5. June 22-23, 2022, Directors and Fiscal personnel participated in Region IX Fiscal Institute via ZOOM.
6. June 23, 2022, Managers attended the June Quarterly Leadership Retreat.

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

On June 21, 2022 Office of Head Start released ACF-IM-HS-22-04OHS. This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support their workforce in the near term and cautions grantees to please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

**III. Early Head Start**

Program Information Summary:

1. Continue to recruit staff for Family Development Specialist, Teacher Caregiver, and Teacher Caregiver Assistant vacancies.
2. 2021-2022 school year ended on June 30, 2022.
3. June 4, 2022 Home Base staff participated in Cops for Calwa Summer Kick-off at Calwa Park for recruitment of children.
4. June 13, 2022, Home Base participated in CPR recertification.
5. June 18, 2022 Home Base participated in the Juneteenth Festival for recruitment of children.

Early Head Start Enrollment/ADA Reports/Home Visits/ Wait List:

Monthly Enrollment: 222; Monthly ADA: Center Base: 75.46%. Total number of Home Visits completed 523.  
Wait List Total: 129

Total enrollment for Early Head Start for the month of June 2022 is 222. EHS received a total of 93 online referrals from our Fresno EOC website. ERSEA and EHS personnel continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. We participated in two Virtual Community Outreach Events with Women, Infants, & Children (WIC) and attended one Community Event along with Head Start. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 472 Lunches: 568 Snacks: 513



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

**IV. Head Start**

Program Information Summary:

1. Continue to recruit for vacant positions specific to Education, Family/Community, Health, and Nutrition Services.
2. June 10, 2022, last day of school for 6-hour classes.
3. June 21, 2022, a four-week summer program was started at Franklin, Kings Canyon, Roosevelt and Jefferson Head Start sites to afford children and families additional classroom experience and services that may have been interrupted during the regular program year due to COVID-19. Total children served in June, 173.
4. June 22, 2022 La Colonia Head Start received the center license to serve children from Community Care Licensing.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,171; Monthly ADA: Center Base 73.82%; Total number of Home Visits completed 178, Wait List Total: 555

Total Head Start enrollment for June is 1,171. The last day for Center Base classes (3.5hrs./day) and California State Preschool Program (CSPP 7.5 hrs./day) was on May 27, 2022. Center Base Duration classes (6.0 hrs./day) ended on June 10, 2022. CSPP Full Day/Full Year classes operated through June 30, 2022. In order to support our ongoing recruitment and enrollment efforts, we received 77 online referrals from our Fresno EOC website and attended three Community

Events. We continue to recruit children and families by distributing flyers, collaborating with community partners, and completing presentations to inform the community about the Head Start Program. On June 21, 2022, we started a four-week summer programs at the following sites: Roosevelt, Franklin, Jefferson, and Kings Canyon Head Start. The decision to have a four-week summer program was made in order to afford our children and families additional classroom experience and services that may have been interrupted during the regular program year due to COVID-19. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 5,827 Lunches: 6,389 Snacks: 5,796

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director

(JUNE 2022 BOARD PUR) bw 07/28/22 ~ CWPC (2021-2022 (PUR (BOARD))) ~

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> African American Coalition
<b>Agenda Item #:</b> 14F3	<b>Director:</b> Marcie Santana, Program Coordinator
<b>Subject:</b> COVID-19 Related Health Disparities Interventions	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the COVID-19 Related Health Disparities Interventions grant. The grant proposal for \$1,000,000 will be submitted to the County of Fresno by Aug. 17, 2022

### Background

The County of Fresno, on behalf of the Department of Public Health is requesting proposals from qualified vendors to provide health intervention activities for implementation of Fresno County's Initiative to Address COVID-19 Related Health Disparities program.

This program includes recruiting, training, and deploying community health workers (CHWs) to improve and address COVID-19 related health disparities and advance equity in underserved and disproportionately affected populations within Fresno County. Fresno Community Health Improvement Partnership (FCHIP) is developing the FCHIP HOPE HUB, which will serve as a CHW network.

The target population for this project includes community members geographically located within the Healthy Places Index (HPI) (2.0) quartile 1 in the County of Fresno. This accounts for about 70% of Fresno County's population.

### Fiscal Impact

If funded, Fresno EOC will receive up to \$1,000,000 to begin the project, which is set to begin in August 2022, and end on May 31, 2024, with the potential for a 12-month extension to be determined before the initial term end date and contingent upon funding.

### Conclusion

The funds will allow Fresno EOC to continue connecting Fresno's most vulnerable populations to trusted, accurate, relevant, and timely information and resources to help mitigate the spread of COVID-19.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 14F4	<b>Director:</b> Shawn Riggins
<b>Subject:</b> 2022 Title II Grant Program	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Title II Grant Program application to the Board of State and Community Corrections (BSCC) in the amount of \$1,050,000 for a 27-month period expected to begin January 1, 2023. The deadline to submit the grant application is August 12, 2022.

### Background

Despite existing training opportunities and resources, corpsmembers enrolled in the Local Conservation Corps (LCC) continue to face daily challenges due to the conditions of poverty. Title II funding will provide additional supportive services for approximately 150 corpsmembers enrolled in job training at the LCC site. Providing critical supportive services in the form of substance abuse education and counseling, legal services, mental health counseling, and LGBTQ+ resources will assist in LCC's approach of "whole person" development. These services will complement and enhance the efficacy of vocational skills training and educational services corpsmembers receive at the site.

### Fiscal Impact

This funding will support existing staff salaries and enhance the sustainability of LCC's program retention by addressing corpsmembers' barriers. It will also allow for an increase in referrals to other Fresno EOC programs.

### Conclusion

These funds will allow LCC to better support its corpsmembers by responding to a wider range of possible needs, and better prepare them for future careers.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Foster Grandparents Program
<b>Agenda Item #:</b> 14F5	<b>Director:</b> Jeff Davis
<b>Subject:</b> Medicare Savings Program	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Medicare Savings Program (MSP) grant application to the American Association of Retired Persons Foundation in the amount of \$150,000 submitted on August 3, 2022, for a 12-month period expected to begin October 1, 2022.

**Background**

Approximately 18 million Medicare recipients live on annual incomes under 150% of the Federal Poverty Level, and Medicare expenses related to premiums, copays, coinsurance, and prescription drugs represent a high share of monthly expenditures. More than a million people are eligible for assistance through MSPs and are not yet enrolled. MSPs offer an opportunity to reduce Medicare expenses for these older adults, allowing their limited funds to be used for other essentials such as food, housing, or transportation. Enrollment in an MSP also automatically qualifies an individual for the Extra Help subsidy, which helps pay for prescription drug costs. Enrollment in both can save an older adult an estimated \$7,040 per year, increasing their financial stability substantially.

Under this grant, the Foster Grandparents Program (FGP) will be conducting outreach activities to identify seniors, ages 50 and up, eligible for MSP assistance. Once identified, FGP will assist 120 individuals with completing the on-line application.

**Fiscal Impact**

If funded, the \$150,000 will provide funding for two full time staff along with a marketing budget to conduct outreach activities.

**Conclusion**

This funding offers an opportunity to reduce Medicare expenses for older adults eligible for assistance through MSP, allowing their limited funds to be used for other essentials such as food, housing, or transportation.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Advance Peace Fresno
<b>Agenda Item #:</b> 14F6	<b>Director:</b> N/A
<b>Subject:</b> City of Fresno Violence Intervention and Prevention	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of Advance Peace (AP) Fresno's application to the City of Fresno's Violence Intervention and Prevention initiative for \$750,000, submitted on July 19, 2022.

### Background

AP Fresno is currently conducting its first Peacemaker Fellowship for adults, which began in July 2021. The program plans to expand and create a Junior Fellowship for youth as young as age nine, because staff have recognized that youth can be caught in cycles of violence well before they reach adulthood. The Junior Fellowship would serve 20-25 youth and would follow the model of the adult fellowship, but without monthly stipends.

### Fiscal Impact

AP Fresno currently has two contracts with the Board of State and Community Corrections (BSCC) as part of its California Violence Intervention and Prevention (CalVIP) program. These contracts require 100% matching funds, so funds from the City will be used to meet this requirement.

### Conclusion

These funds will allow AP Fresno to fulfill its contract requirements with BSCC, and implement a necessary gun violence prevention and intervention strategy for youth.

# COMMUNITY PEACE INITIATIVE

## WHAT IS THE IMPACT WE WANT TO SEE:

Improved social, financial, emotional, psychological, and physical wellbeing .



**REDUCED GUN VIOLENCE**



Increased safety in community that breaks cycle of intergenerational poverty

## WHAT ARE THE OUTCOMES OF OUR WORK:

### Neighborhoods of Opportunity

Residents of communities most impacted by structural oppression united toward changing systems to create and sustain healthy communities

### Identify Development:

- **Self-Efficacy** measures whether people believe they will be able to accomplish difficult tasks, overcome challenges, and achieve their goals (e.g., “Even when things are tough, I can perform quite well.”)
- **Sense of Control** measures a person’s sense of mastery over their outcomes (e.g., “Whether or not I am able to get what I want is in my own hands”) and perceptions of constraints on their behavior (e.g., “Other people determine most of what I can and cannot do”).
- **Revised Life Orientation** reflects people’s beliefs about the future, whether optimistic (e.g., “In uncertain times, I usually expect the best”) or pessimistic (e.g., “If something can go wrong for me, it will”).

### Economic Mobility:

- Educational Success
- Stable Employment
- Trauma-Informed Support

## WHAT CPI OFFERS:

### INSTITUTIONAL CHANGE

#### FOR PRACTITIONERS:

**Capacity building for service providers and local government**, including trauma treatment, cognitive behavioral therapy, and other practices to address underlying problems of individuals with histories of involvement in violence; these can include substance abuse, depression, or posttraumatic stress disorder.

**Network and Collaborative Leadership**, providing direction, guidance, and expertise to community safety initiatives and partners in the community safety space.

### CHANGING BEHAVIORS & NORMS

#### FOR PROGRAM PARTICIPANTS:

**Education** including traditional and nontraditional services for individuals that include high school matriculation or GED attainment, vocational training, or certification programs.

**Workforce Development** that provides soft and hard skills training, including on-the-job training, to develop professional work skills necessary to be successful in the workplace.

**Healthy modeling and exposure** that addresses the six life domains (work, education, relationships, community, health, and creativity). The two key assets needed by all individuals are (1) learning/doing and (2) attaching/belonging.

### SYSTEMIC CHANGE

#### FOR RESIDENTS & THE COMMUNITY:

**Community Power building** that addresses intergenerational exposure to violence to build resident power for neighborhood advocacy.

## HOW CPI WORKS:

**Identification** through local data of:

1. High-impact males, aged 14–25 who have committed or been the victim of a gun-related offense.
2. Disconnected youth, teenagers and young adults between the ages of 16 and 24 who are neither working nor in school
3. Students in schools where there is high concentrated poverty

**Outreach** workers engage and serve as critical *agents* and informal mentors to build trusting relationships with the young men, engage them in programming, and continuously encourage and advise them.

**Assessment** of education history, work history, family situation (including whether they are parenting), and mental health needs to create individual service plans

**Case Management** services in close implement the individualized support plans. Case managers also provide progressive case monitoring to reinforce the success of clients reaching incremental outcomes, such as credit recovery in school as a milestone toward achieving a high school diploma.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Food Services
<b>Agenda Item #:</b> 14F7	<b>Director:</b> Jon Escobar
<b>Subject:</b> FY 2022-23 Food Service Agreements	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to approve multiple Fiscal Year (FY) 2022-23 Food Service agreements.

### Background

Fresno EOC's Food Services program has executed Food Service agreements with 17 external partners for FY 2022-23 (Refer to Attachment 1). Food Services program provides a wide range of services including hot and cold meals, frozen meals, home meal delivery, brown bag meals and once again pizza for school-age youth.

Food Services continues to provide meals for internal partners also including: Head Start 0-5 (breakfast and lunch), Sanctuary Youth Shelters (breakfast, lunch, dinner, and brown bag), and School of Unlimited Learning (breakfast and lunch).

### Fiscal Impact

An estimated \$5,412,793 in revenue is projected for FY 2022-23.

### Conclusion

Food Services continues to provide meals during the pandemic to meet the community needs, while remaining flexible to the changing needs of our partners for service delivery.

## ATTACHMENT 1

### FOOD SERVICE RENEWAL AGREEMENT FY 2022-23

#	Name of Organization	Meal Types	Estimated Revenue
1	California Indian Manpower Consortium	Home Delivery Lunch	\$8,204.00
2	Chapter One Preschool	Lunch	\$54,613.00
3	City of Selma	Congregate Meals	\$21,913.00
4	Valley Care Givers Resource Center. Oasis Adult Daycare	Congregate Meal	\$15,456.00
5	City of Fowler	Congregate Meals	\$21,913.00
6	Kepler Neighborhood School	Breakfast, Lunch and Snack	\$431,460.00
7	Learn Academy	Lunch	\$62,370.00
8	Community Action Partnership Madera Senior	Frozen Meals	\$26,075.00
9	Community Action Partnership Madera Head Start	Lunch	\$82,082.00
10	Reading & Beyond Preschool	Breakfast and Lunch	\$112,215.50
11	Target Eight Advisory Council DBA Julia A. Lopez Child Development Center	Lunch	\$105,907.00
12	Tule River Indian Health Center, Inc.	Home Delivery Lunch	\$106,775.00
13	University High School	Lunch	\$10,860.00
14	Community Service & Employment Training, Inc.	Congregate Meal Service	\$175,050.00
15	Community Service & Employment Training, Inc.	Home Bound Frozen Meals	\$206,722.00
16	Fresno/Madera Area Agency on Aging (FMAAA) (1)	Waiting to receive Agreement	Pending
17	FMAAA (2)	Title III Home Delivered Meals	\$2,217,902.00
18	Kings County Commission on Aging	Frozen Meals	\$249,000.00
19	Inyo County Superintendent of Schools (Youthbuild Charter School of California)	Breakfast and Lunch	\$10,860.00
20	Buster Enterprises	After School Pizza	\$244,200.00
21	Fresno EOC Sanctuary and Youth Services/School Food Service Authority	Breakfast, Lunch, Dinner, Brown Bag	\$25,030.00
22	Fresno EOC School of Unlimited Learning	Breakfast and Lunch	\$24,186.00
23	Fresno EOC Head Start	Breakfast and Lunch	\$1,200,000.00
			<b>\$5,412,793.00</b>



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Energy Services
<b>Agenda Item #:</b> 14F8	<b>Director:</b> Joseph Amador
<b>Subject:</b> 2022 Supplemental Low-Income Energy Assistance Program	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Agreement Number 22Q-4557 with the State of California, Department of Community Services and Development (CSD) in the amount of \$228,282 for a 10-month period beginning September 1, 2022.

**Background**

On January 24, 2022, CSD received the 2022 SLIHEAP grant award from the United States Department of Health and Human Services under the Infrastructure Investment and Jobs Act (IIJA), in the amount of \$4,177,848. CSD will continue to receive IIJA funds over a period of five years through the program year 2026 and will release each grant award through a separate contract. With the issuance of the 2022 SLIHEAP contract, CSD is releasing the full grant amount to LIHEAP Service Providers (LSPs).

The (SLIHEAP) funding will provide an estimated 437 Fresno County households with utility assistance to restore and/or prevent energy services disconnection through PG&E, Southern Edison, The Gas Company, and propane vendors with a one-time payment.

**Fiscal Impact**

The 2022 IIJA Allocation Spreadsheet outlines the funding to each California County. (Refer to Allocation Spreadsheet).

**Conclusion**

The 2022 SLIHEAP will allow Fresno EOC to assist Fresno County low-income households in meeting their home energy cost.

# INFRASTRUCTURE INVESTMENT & JOBS ACT ALLOCATION SPREADSHEET

**State of California**  
**Department of Community Services and Development**  
**Total 2022 IIJA LIHEAP Allocation**  
**Facesheet**

County/Service Territory	Direct Services						Total Contract Allocation	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
	Contract Number	Administration/Assurance 16/ECIP/HEAP				Utility Assistance				
		Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal	ECIP FT/HEAP G&E Program Subtotal				
1 Alameda County - Spectrum Community Services, Inc.	22Q-4550	5,777	5,777	15,597	27,151	88,382	115,533	8,318	5,199	2,080
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
Amador County		674	674	1,821	3,169	10,321	13,490	971	607	243
Calaveras County		998	998	2,694	4,690	15,266	19,956	1,437	898	359
Tuolumne County		1,886	1,886	5,092	8,864	28,857	37,721	2,716	1,697	679
Service Territory Total	22Q-4551	3,558	3,558	9,607	16,723	54,444	71,167	5,124	3,202	1,281
3 Butte County - CAA of Butte County, Inc.	22Q-4552	3,741	3,741	10,101	17,583	57,237	74,820	5,387	3,367	1,347
4 Colusa Service Territory - Glenn County Community Action Department										
Colusa County		305	305	825	1,435	4,672	6,107	440	275	110
Glenn County		434	434	1,172	2,040	6,638	8,678	625	391	156
Trinity County		322	322	870	1,514	4,934	6,448	464	290	116
Service Territory Total	22Q-4553	1,061	1,061	2,867	4,989	16,244	21,233	1,529	956	382
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	22Q-4554	4,947	4,947	13,357	23,251	75,691	98,942	7,124	4,452	1,781
6 Del Norte County - Del Norte Senior Center, Inc.	22Q-4555	2,758	2,758	7,447	12,963	42,201	55,164	3,972	2,482	993
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
Alpine County		89	89	240	418	1,357	1,775	128	80	32
El Dorado County		6,295	6,295	16,997	29,587	96,316	125,903	9,065	5,666	2,266
Service Territory Total	22Q-4556	6,384	6,384	17,237	30,005	97,673	127,678	9,193	5,746	2,298
8 Fresno County - Fresno County Economic Opportunities Commission	22Q-4557	11,414	11,414	30,818	53,646	174,636	228,282	16,436	10,273	4,109
9 Humboldt Service Territory - Redwood CAA										
Humboldt County		2,405	2,405	6,495	11,305	36,799	48,104	3,464	2,165	866
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		0	0	0	0	0	0	0	0	0
Service Territory Total	22Q-4558	2,405	2,405	6,495	11,305	36,799	48,104	3,464	2,165	866
10 Imperial Service Territory - Campesinos Unidos, Inc.										
Imperial County		1,135	1,135	3,065	5,335	17,365	22,700	1,634	1,022	409
San Diego County - Area A		6,218	6,218	16,789	29,225	95,139	124,364	8,954	5,596	2,239
Service Territory Total	22Q-4559	7,353	7,353	19,854	34,560	112,504	147,064	10,588	6,618	2,648
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
Inyo County		258	258	696	1,212	3,947	5,159	371	232	93
Mono County		324	324	876	1,524	4,960	6,484	467	292	117
Service Territory Total	22Q-4560	582	582	1,572	2,736	8,907	11,643	838	524	210
12 Kern County - Community Action Partnership of Kern	22Q-4561	10,407	10,407	28,098	48,912	159,221	208,133	14,986	9,366	3,746
13 Kings County - Kings Community Action Organization, Inc.	22Q-4562	2,302	2,302	6,216	10,820	35,224	46,044	3,315	2,072	829
14 Lake Service Territory - North Coast Energy Services, Inc.										
Lake County		1,386	1,386	3,741	6,513	21,201	27,714	1,995	1,247	499
Mendocino County		1,673	1,673	4,517	7,863	25,601	33,464	2,409	1,506	602
Napa County		695	695	1,875	3,265	10,627	13,892	1,000	625	250
Solano County		1,825	1,825	4,928	8,578	29,923	36,501	2,628	1,643	657
Sonoma County		2,920	2,920	7,883	13,723	44,670	58,393	4,204	2,628	1,051
Yolo County		1,458	1,458	3,936	6,852	22,301	29,153	2,099	1,312	525
Service Territory Total	22Q-4563	9,957	9,957	26,880	46,794	152,323	199,117	14,335	8,961	3,584
15 Lassen County - Lassen Economic Development Corporation	22Q-4564	0	0	0	0	0	0	0	0	0
Los Angeles County										
16 Area A - Maravilla Foundation	22Q-4565	18,567	18,567	50,128	87,262	284,055	371,317	26,735	16,709	6,684
17 Area B - Pacific Asian Consortium in Employment	22Q-4566	0	0	0	0	0	0	0	0	0
18 Area C - Long Beach Community Action Partnership	22Q-4567	11,450	11,450	30,915	53,815	175,180	228,995	16,488	10,305	4,122
19 Madera County - Community Action Partnership of Madera County, Inc.	22Q-4568	1,527	1,527	4,123	7,177	23,364	30,541	2,199	1,374	550

# INFRASTRUCTURE INVESTMENT & JOBS ACT ALLOCATION SPREADSHEET

**State of California**  
**Department of Community Services and Development**  
**Total 2022 IIJA LIHEAP Allocation**  
**Facesheet**

County/Service Territory	Direct Services						Total Contract Allocation	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
	Contract Number	Administration/Assurance 16/ECIP/HEAP				Utility Assistance				
		Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal	ECIP FT/HEAP G&E Program Subtotal				
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	22Q-4569	1,007	1,007	2,719	4,733	15,408	20,141	1,450	906	363
21 Mariposa County - Mariposa County Human Services Department	22Q-4570	589	589	1,592	2,770	9,018	11,788	849	531	212
22 Merced County - Merced County CAA	22Q-4571	9,995	9,995	26,986	46,976	152,922	199,898	14,393	8,995	3,598
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	22Q-4572	256	256	691	1,203	3,918	5,121	369	230	92
24 Orange County - Community Action Partnership of Orange County	22Q-4573	12,882	12,882	34,783	60,547	197,102	257,649	18,551	11,594	4,638
25 Placer Service Territory - Project GO, Inc.										
Nevada County		1,841	1,841	4,970	8,652	28,161	36,813	2,650	1,657	663
Placer County		2,169	2,169	5,856	10,194	33,177	43,371	3,123	1,952	781
Service Territory Total	22Q-4574	4,010	4,010	10,826	18,846	61,338	80,184	5,773	3,609	1,444
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		549	549	1,483	2,581	8,406	10,987	791	494	198
Sierra County		99	99	268	466	1,521	1,987	143	89	36
Service Territory Total	22Q-4575	648	648	1,751	3,047	9,927	12,974	934	583	234
27 Riverside County - Community Action Partnership of Riverside County	22Q-4576	11,942	11,942	32,243	56,127	182,709	238,836	17,196	10,748	4,299
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		9,047	9,047	24,426	42,520	138,413	180,933	13,027	8,142	3,257
Sutter County		800	800	2,161	3,761	12,246	16,007	1,153	720	288
Yuba County		884	884	2,386	4,154	13,522	17,676	1,273	795	318
Service Territory Total	22Q-4577	10,731	10,731	28,973	50,435	164,181	214,616	15,453	9,657	3,863
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	22Q-4578	0	0	0	0	0	0	0	0	0
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	22Q-4579	0	0	0	0	0	0	0	0	0
31 San Diego County - Area B - Metropolitan Area Advisory Committee	22Q-4580	2,928	2,928	7,905	13,761	44,795	58,556	4,216	2,635	1,054
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	22Q-4581	5,460	5,460	14,743	25,663	83,540	109,203	7,863	4,914	1,966
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	22Q-4582	1,486	1,486	4,011	6,983	22,728	29,711	2,139	1,337	535
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	22Q-4583	2,417	2,417	6,527	11,361	36,987	48,348	3,481	2,176	870
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	22Q-4584	8,317	8,317	22,455	39,089	127,248	166,337	11,976	7,485	2,994
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		3,624	3,624	9,784	17,032	55,442	72,474	5,218	3,261	1,305
San Francisco County		3,256	3,256	8,792	15,304	49,822	65,126	4,689	2,931	1,172
San Mateo County		2,805	2,805	7,575	13,185	42,924	56,109	4,040	2,525	1,010
Santa Cruz County		2,167	2,167	5,852	10,186	33,164	43,350	3,121	1,951	780
Marin County (WEATHERIZATION/ASSURANCE 16)		0	0	0	0	0	0	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)		0	0	0	0	0	0	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		0	0	0	0	0	0	0	0	0
Service Territory Total	22Q-4585	11,852	11,852	32,003	55,707	181,352	237,059	17,068	10,668	4,267
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		2,471	2,471	6,672	11,614	37,804	49,418	3,558	2,224	890
Tehama County		1,050	1,050	2,836	4,936	16,071	21,007	1,513	945	378
Service Territory Total	22Q-4586	3,521	3,521	9,508	16,550	53,875	70,425	5,071	3,169	1,268
38 Siskiyou County - Great Northern Services	22Q-4587	1,773	1,773	4,787	8,333	27,130	35,463	2,553	1,596	638
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	22Q-4588	8,314	8,314	22,448	39,076	127,204	166,280	11,972	7,483	2,993
40 Tulare County - Community Services & Employment Training, Inc.	22Q-4589	6,574	6,574	17,751	30,899	100,583	131,482	9,467	5,917	2,367
41 Ventura County - Community Action of Ventura County, Inc.	22Q-4590	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>		<b>208,892</b>	<b>208,892</b>	<b>564,014</b>	<b>981,798</b>	<b>3,196,050</b>	<b>4,177,848</b>	<b>300,805</b>	<b>188,004</b>	<b>75,205</b>

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 14F9	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Repurpose Shelter Facility	<b>Officer:</b> Michelle L. Tutunjian

### Background

The information presented is intended to keep the Board apprised of the activity to repurpose the Sanctuary Youth Shelter facility. On May 25, 2022, the Board approved to voluntarily relinquish grant funding for the Basic Center Program (Meeting Minutes, Item 5 Additions to the Agenda, Termination of Grant Funding), which expires September 29, 2022. After formal notification of the Board decision to the BCP Project Officer, Community Care Licensing was notified of the intent to forfeit the facility license effective September 30, 2022. In addition, the National Safe Place Network was notified and is working with the staff to identify alternative Safe Place models to meet the community needs.

The 2022 Point-in-Time Count data collected by the Fresno Madera Continuum of Care (FMCoC), indicated 2,338 individuals unsheltered the night of February 23, 2022. This includes 89% of adults (ages 18 and over) and 11% of children (up to age 17). With this information, Sanctuary aims to address unsheltered adults and repurpose the existing Sanctuary Youth Shelter facility located at 1545 N Street, Fresno, CA 93721.

To meet this need, Sanctuary staff has been meeting with targeted interested agencies to pursue funding to support shelter services including State Center Community College - Fresno City College and City of Fresno. A proposed concept includes assisting 10 households (individuals and/or families) at a time with emergency shelter who are enrolled in Project Housing Opportunities Promote Education (HOPE) with a goal to assist clients find stable housing through Project HOPE's targeted housing units within 30 days of arrival to the shelter facility. The estimated annual operating costs for the project concept are approximately \$265,000. These funds will allow Fresno EOC to expand shelter services to individuals and families enrolled in Project HOPE with emergency housing.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Equity & Impact
<b>Agenda Item #:</b> 14F10	<b>Director:</b> Kevin Williams
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Emilia Reyes

**Background**

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

**Fresno Economic Opportunities Commission  
Grant Tracker  
Friday, July 1, 2022**

<b>FUNDED</b>							
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>	<b>Amount Awarded</b>
7/18/2022	<b>Local Conservation Corps</b>	<b>CCC Non-Residential Grant</b>	<b>California Conservation Corps</b>	\$24,000	8/8/2022	7/28/2022	\$24,000
	Funds will be used to pay for courses, classes, workshops, field trips, or other organized activity that assists corpsmembers in preparing for, searching for, and/or securing employment following their participation in the corps.						
4/13/2022	<b>Training &amp; Employment</b>	<b>Youth Internship Program</b>	<b>Wells Fargo</b>	\$50,000	8/8/2022	7/14/2022	\$20,000
	Provide career services to low-income youth, ages 17-24, and assist them in achieving greater self-sufficiency through career focused pathways.						

<b>NOT FUNDED</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>
6/30/2022	<b>Health Services</b>	<b>The Gus Schumacher Nutrition Incentive Program Produce Prescription Program</b>	<b>USDA</b>	\$146,000	7/11/2022	7/14/2022
	Bring stakeholders together from distinct parts of the food and healthcare systems and to foster understanding of how they might improve the nutrition and health status of participating households prescribed fresh fruits and vegetables					

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
7/19/2022	<b>Advance Peace Fresno</b>	<b>City of Fresno Violence Intervention and Prevention Initiative</b>	<b>City of Fresno</b>	\$750,000	8/8/2022	8/12/2022
	Provide programming, training and grant funding to support evidence-based violence intervention and prevention strategies to reduce violence.					
7/19/2022	<b>African American Coalition</b>	<b>Health Ambassadors for People Experiencing Homelessness</b>	<b>Sierra Health Foundation</b>	\$250,000	7/11/2022	9/1/2022
	To provide ongoing outreach to help people experiencing homelessness feel more confident about COVID-19 vaccines and link them to testing and vaccine resources					

3/15/2021	<b>Energy Services</b>	<b>Energy Efficiency Grant Program</b>	<b>Energy Upgrade California</b>	\$20,000	3/24/2021	Not specified
Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.						
3/9/2022	<b>Energy Services</b>	<b>American Rescue Plan</b>	<b>County of Fresno</b>	\$1,200,000	3/23/2022	Not specified
Install PV solar systems on approximately 70 low-income family homes.						
6/15/2022	<b>Health Services, African American Coalition</b>	<b>COVID-19 Community Health Project 3.0</b>	<b>Sierra Health Foundation</b>	\$500,000	7/11/2022	Not specified
Conduct outreach to those who experience the greatest social and health inequities on the importance of getting vaccinated and practicing harm reduction to mitigate the spread of the virus.						
6/28/2022	<b>Sanctuary and Support Services</b>	<b>Services for Victims of Human Trafficking</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$885,913	7/11/2022	Not specified
Provide comprehensive services to victims of human trafficking. Funds will support personnel, operational and supportive services costs.						
7/5/2022	<b>Sanctuary and Support Services</b>	<b>Preventing Trafficking of Girls</b>	<b>USDOJ Office for Victims of Crime (OVC)</b>	\$500,000	7/11/2022	Not specified
To develop or enhance prevention and early intervention services to focus on the needs of girls who are at risk or are victims of sex trafficking.						
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Not specified
Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period.						
2/10/2022	<b>Training &amp; Employment</b>	<b>Good Jobs Challenge</b>	<b>Economic Development Administration</b>	\$2,625,000	3/23/2022	No later than April 2022
Scale the Valley Apprenticeship Connections (VAC) Program to include six rural cohorts serving rural Fresno County.						



**HUMAN RESOURCES COMMITTEE**

**Zoom  
Monday, May 16, 2022  
5:00 PM**

**MINUTE**

**1. CALL TO ORDER**

Linda Hayes, Chair, called the meeting to order at 5:02 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Commissioners Present:**

Jimi Rodgers, Jewel Hurtado, Ruben Zarate, Robert Pimentel, and Linda Hayes

**Commissioners Absent:**

Barigye McCoy

**Trustees:**

Jim Rodriguez

**Trustee Absent:**

Emilia Reyes

**Employee Representative:**

Baldev Birk, and Guadalupe Zuniga

**Guest Presenter(s):**

Lloyd Engleman, and Fred Hamsayeh

**Staff Present:**

Melissa Soto, Steve Warnes, Karina Perez Elionora Vivanco, Sylvia Martinez, Jennifer Tierce, and Erica Reyes.

**3. APPROVAL OF MARCH 1, 2022 MINUTES**

A. March 1, 2022 Human Resources Meeting Minutes

Public Comment: None heard

**Motion by:** Rodgers **Second by:** Hurtado

**Ayes:** Jewel Hurtado, Jimi Rodgers, Ruben Zarate, Jim Rodriguez, Baldev Birk, Guadalupe Zuniga, and Linda Hayes

**Nays:** None

**4. HR STAFF INTRODUCTIONS**

Melissa Soto – Human Resources Director, introduce Priscilla Stuebner, Employee Relations Manager leading Head Start and Erica Reyes, HR Manager focusing on employee benefits.

**5. HR METRICS**

A. HR Scorecard – 1<sup>st</sup> Quarter 2022

Soto, reviewed the scorecard metrics. There have been 50 (fifty) new hires and 6 (six) internal promotions, including a 3 (three) directors positions filled. There were 52 (fifty-two) separations with the most common reason being the employee accepted another job. The average employee has 9 (nine) years of service with the agency and approximately

18.7% of employees have 20 or more years of service. Ninety-two percent of positions within Fresno EOC are benefit eligible. There were 16 (sixteen) injuries during the quarter. Lastly, 92% of agency is fully vaccinated.

Hayes asked if the new hire survey is mandatory and how is orientation being conducted? Soto responded that there is an incentive provided those that complete the survey within 30 days, and orientation is still conducted via zoom. Rodgers asked what is the process for SOUL wages for the teachers? Soto advised that because SOUL is a charter and not part of a school district that the agency did not have to follow the year-round paycheck practice as done by the school districts. Although the Agency often defers to FUSD guidelines, legal guidance is being sought.

## 6. **LEGAL SUMMARY**

### A. Legal Recap – 1<sup>st</sup> Quarter 2022

Soto reviewed the legal summary. There are 4 (four) new workers compensation claims and two re-opened items litigated and seven have closed. In terms of labor law/employment claims, there are 3 (three) new cases totaling 5 (five) from former employees. One case from the Labor Commission was dismissed but is now being investigated by EEOC. Our legal counsel are responding as needed.

## 7. **PLAN FINANCIALS AND INVESTMENT REPORTS**

### A. Plan Financials and Investment Report

Jim Rodriguez, Chief Financial Officer, presented to the committee for approval ending March 31, 2022. Each is categorized by quarterly, annual, and fund diversification lineup. First-quarter, the activity of each fund: 401A, 403B, and 457 started off with a 50.3 million and ended with 45.8 million. Contributions in each plan; there were two and a half million withdrawals and changes in values increases. Target-date funds are mostly utilized by employees with basic retirement investing. Some percentages of participants are using their savings in the target date funds as they start to withdraw.

Birk asked if there is an overall of return on the target date funds? Hamsayeh commented target date funds have their own various when they are being monitored and more benchmarks in stocks.

Public Comment: None heard

**Motion by:** Rodgers **Second by:** Zuniga

**Ayes:** Jewel Hurtado, Jimi Rodgers, Ruben Zarate, Robert Pimentel, Jim Rodriguez, Baldev Birk, Guadalupe Zuniga, and Linda Hayes

**Nays:** None

## 8. **INVESTMENT FUND CHANGE**

### A. Investment Fund Change

Rodriguez advised Transamerica investment funds are changed based on performance and this happens automatically. Engelman advised that decisions are made based on the numbers. Hamsayeh indicated that the fees are much lower and scores higher. The other one is cheaper and kept within the index portion.

Public Comment: None heard

**Motion by:** Birk **Second by:** Hurtado

**Ayes:** Jewel Hurtado, Jimi Rodgers, Ruben Zarate, Robert Pimentel, Jim Rodriguez, Baldev Birk, Guadalupe Zuniga, and Linda Hayes

**Nays:** None

**9. RETIREMENT PLAN DEMOGRAPHICS**

A. Retirement Plan Demographics

Steve Warnes, Assistant Finance Director, page 18; presented four different reports in participant counts. Five staff out of 375 (three hundred seventy-five) have an active loan, the other two plans has no loan. Employees can put their funds into the plans and hopefully to see an increase. Page 20, participates are group by ages. 401A and 403B plans are within the age group 41-55 as other age group are 56-65. These numbers will change determine by the employee balances. Largest tier is 49% within the 401A plan that has a balances less than \$20,000. 403B, information are view by the activities in the past six years including other plan not within the agency. If they would like to roll over elsewhere, it will not be identify in the report. 403B saving rates, shows employees are contributing and activity in the past six quarters. It has grown from year 2020 and employees are contributing more from \$142 to \$172.

**10. INVESTMENT PERFORMANCE SUMMARY**

A. Investment Performance Summary

Warnes presented the scorecard of each investment offered comes from the performances available to the employees. Broken down by the components, risk base, target-date series, and assets are mostly invested. The vanguard scorecard show what is being replaced by I-shield.

**11. OTHER BUSINESS**

Public Comment: None heard

No action required.

**12. PUBLIC COMMENTS**

Public Comments: None heard.

No action required.

**13. ADJOURNMENT**

Meeting adjourned at 6:08 p.m.

Respectfully submitted,

Linda Hayes, Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Human Resources
<b>Agenda Item #:</b> 14G2	<b>Manager:</b> Jennifer Tierce
<b>Subject:</b> HR Scorecard – Q2 2022	<b>Officer:</b> Jim Rodriguez

### Background

The following information is intended to provide the Committee a high-level snapshot of Human Resources 2022 2<sup>nd</sup> quarter activity. The information is broken down into the six strategic goal areas that the program has identified:

- Talent Acquisition
- New Hire Survey Highlights
- Separations & Turnover
- Employee Overview
- Benefits
- Safety & Worker's Compensation

This scorecard is meant to be a versatile tool that can adapt to present pertinent information to the HR Committee each month.

# Fresno EOC Human Resources Scorecard—2022 Q2

Key

Exceeded Goal

Met Goal

Below Goal

## Talent Acquisition



41 Recruitment Hires  
14 Agency Promotions

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



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



### Director-Level Positions Filled:

Transit Systems Director  
- Internal Promotion 4/4/2022

Job Fairs Attended: 3

## New Hire Survey Highlights



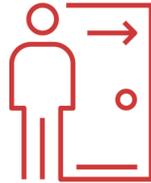
14 Responses

Did New Hire Orientation (NHO) meet your expectations? **Yes—86%**

Did you have to contact HR after NHO for clarification? **No—50%**

## Separations and Turnover

22 staff separated within first year of employment



Net Loss: 28 staff

### 69 Separations

- 27 Accept Another Job
- 4 At Will
- 1 Attend School
- 1 Death
- 1 Dissatisfied with Job
- 2 End Temp. Assignment
- 2 Health Reasons
- 2 Moved out of Town
- 1 No Notice or Reason
- 11 Personal Reasons
- 12 Reduction in Force
- 5 Retirement

### Turnover Tracker

Year	Fresno EOC	National Average <sup>3</sup>
Q2—2021	12.12%	4.33%
Q2—2022	6.69%	4.33%

## Employee Overview

As of June 30, 2022:

- Fresno EOC has 1019 employees
- Employees have an average of **10** years of service (vs. 2.9 years national average) <sup>3</sup>
- 19.7% of employees have 20 or more years of service with Fresno EOC.

### Staff Recognized for Years of Service Milestones

Years Achieved	5	10	20	30
# of Staff	12	1	3	2

## Benefits

### Benefit Eligible Enrollment Statistics

	Fresno EOC	National Average <sup>3</sup>
Medical	75.5%	67%
Dental	79.1%	78%



92.4% of Fresno EOC jobs are benefit eligible.

## Safety & Worker's Compensation



### 15 Injuries

- 4 required medical treatment of which were preventable
- 11 required first aid only

### Causes for Injuries requiring Medical Treatment:

1	Lack of Situational Awareness
1	Slip/Trip/Fall
1	Unruly Child
1	Motor Vehicle Accident/Incident



91% of Fresno EOC employees are fully vaccinated against COVID-19.

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

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

<sup>3</sup> Bureau of Labor Statistics data for Private Industry employers



### BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Retirement Benefits
<b>Agenda Item #:</b> 14G3	<b>Trustee/ Officer:</b> Jim Rodriguez
<b>Subject:</b> Plan Financials and Investment Report	<b>Trustee/ Officer:</b> Emilia Reyes

#### Recommended Action

The Human Resources Committee recommend acceptance for full Board consideration of the retirement plan financial and investment reports for the period ending June 30, 2022.

#### Background

In accordance with the Agency’s bylaws, the Committee will review and approve quarterly financial reports and investment performance reports of the retirement plans. Additionally, the Committee is to provide employees with a diversified slate of investment options and make changes to the funds offered as needed. As such, the below financial reports pertaining to the retirement plans are presented for acceptance.

#### Fiscal Impact

The following reports are compiled from information made available by Transamerica and RBG:

- A. Quarterly Activity Reconciliation
- B. Annual Activity Reconciliation
- C. Plan Diversification Report

**Note:** The interest rate for deposits received between 4/01/2022 and 6/30/2022 is 2.20% on an annualized basis for Standard Stable Asset Fund II, which is unchanged from the prior quarter.

#### Conclusion

The Committee’s review of the financial reports and Investment summary is part of the Committee duties and with acceptance by the Committee, this item will move forward for full Board consideration at the August 24<sup>th</sup> Commission Meeting.

**Fresno EOC**  
**Retirement Plan Employer Report -- Quarterly Activity Reconciliation**  
**as of June 30, 2022**

Category	401(a)	403(b)	457(b)	All Plans
<b>BEGINNING BALANCE April 1, 2022</b>	\$38,216,400	\$6,837,663	\$833,014	\$45,887,077
CONTRIBUTION	345,520	268,638	5,250	\$619,408
CONVERSION ASSETS	57,236	8,465		\$65,701
WITHDRAWAL	(756,155)	(175,057)	(89,416)	( <b>\$1,020,627</b> )
CHANGE IN VALUE	(4,704,680)	(827,341)	(79,973)	( <b>\$5,611,994</b> )
ADMINISTRATIVE FEES	(37,890)	(7,290)	(261)	( <b>\$45,442</b> )
LOAN ISSUED		-		\$0
LOAN PAYMENTS		801		\$801
<b>ENDING BALANCE June 30, 2022</b>	<b>\$33,120,432</b>	<b>\$6,105,879</b>	<b>\$668,614</b>	<b>\$39,894,925</b>
<b># Distributions within Quarter</b>	<b>57</b>	<b>13</b>	<b>11</b>	<b>81</b>
<b>Plan Balance by Source:</b>				
Employee After-Tax/Roth Contribution	\$1,617,385	\$825,045	\$0	\$2,442,430
Employee Pre-Tax Contribution / Deferred	-	4,815,799	518,010	5,333,809
Employer Contributions	31,503,046	-	150,604	31,653,650
Rollover	-	465,036	-	465,036
<b>Total</b>	<b>\$33,120,432</b>	<b>\$6,105,879</b>	<b>\$668,614</b>	<b>\$39,894,924</b>

**Fresno EOC**  
**Retirement Plan Employer Report – Annual Activity Reconciliation**  
**as of June 30, 2022**

<b>Category</b>	<b>401(a)</b>	<b>403(b)</b>	<b>457(b)</b>	<b>All Plans</b>
<b>BEGINNING BALANCE July 1, 2021</b>	\$42,733,799	\$7,384,260	\$889,413	\$51,007,472
CONTRIBUTION	1,600,849	1,115,004	19,256	2,735,109
CONVERSION ASSETS	57,236	8,465		65,701
WITHDRAWAL	(5,896,525)	(1,475,306)	(130,864)	(7,502,695)
CHANGE IN VALUE	(5,227,520)	(877,012)	(102,794)	(6,207,326)
ADMINISTRATIVE FEES	(147,407)	(40,796)	(6,397)	(194,600)
LOAN ISSUED		(17,688)		(17,688)
LOAN PAYMENTS		8,952		8,952
<b>ENDING BALANCE June 30, 2022</b>	<b>\$33,120,432</b>	<b>\$6,105,879</b>	<b>\$668,614</b>	<b>\$39,894,925</b>

**Fresno EOC**  
**Retirement Plan Summary Report**  
as of June 30, 2022

Fund Name	Ticker Symbol	401(a) Pension			403(b)			457(b)			Ranking (10 point maximum)
		Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	
State Street Instl US Govt Money Market Premier	GVMXX	\$45.41	0.00%	0	\$595.28	0.00%	0	\$0.00	0.00%	0	
Standard Stable Asset Fund II		\$576,835.74	1.74%	75	\$601,008.18	9.84%	41	\$66,844.69	9.99%	1	
Fidelity Total Bond	FTBFX	\$330,850.74	0.99%	63	\$113,329.28	1.85%	62	\$0.00	0.00%	0	10
PIMCO Income Instl	PIMIX	\$65,510.46	0.19%	43	\$28,818.08	0.47%	38	\$72,577.55	10.85%	2	9
Eaton Vance High Income Opportunities I	EIHIX	\$12,312.06	0.03%	19	\$2,847.74	0.04%	12	\$0.00	0.00%	0	10
PIMCO International Bond (USD Hedged) Instl	PFORX	\$15,799.77	0.04%	38	\$6,606.97	0.10%	29	\$0.00	0.00%	0	9
American Funds American Balanced R6	RLBGX	\$345,893.81	1.04%	54	\$108,519.54	1.77%	53	\$0.00	0.00%	0	9
Vanguard Equity-Income Adm	VEIRX	\$412,609.29	1.24%	57	\$152,713.19	2.50%	60	\$0.00	0.00%	0	8
Calvert US Large Cap Core Rspnb Idx I	CISIX	\$17,447.68	0.05%	3	\$27,687.14	0.45%	11	\$0.00	0.00%	0	9
Vanguard 500 Index Admiral	VFIAX	\$241,000.53	0.72%	65	\$213,429.61	3.49%	68	\$0.00	0.00%	0	10
Vanguard Growth Index Adm	VIGAX	\$55,775.03	0.16%	7	\$92,980.27	1.52%	16	\$0.00	0.00%	0	10
Vanguard Mid-Cap Value Index Admiral	VMVAX	\$39,032.21	0.11%	60	\$15,864.79	0.25%	58	\$0.00	0.00%	0	9
Vanguard Strategic Equity Inv	VSEQX	\$213,843.86	0.64%	56	\$70,885.10	1.16%	58	\$0.00	0.00%	0	6
JPMorgan Mid Cap Growth R6	JMGMX	\$133,391.04	0.40%	60	\$81,966.62	1.34%	63	\$71,998.73	10.76%	1	10
Vanguard Small Cap Value Index Admiral	VSIAX	\$63,303.85	0.19%	59	\$34,771.30	0.56%	61	\$0.00	0.00%	0	10
Calvert Small Cap I	CSVIX	\$277.64	0.00%	1	\$4,209.56	0.06%	8	\$0.00	0.00%	0	8
PIMCO StocksPLUS Small Institutional	PSCSX	\$6,615.74	0.01%	21	\$3,335.82	0.05%	14	\$0.00	0.00%	0	7
T. Rowe Price QM U.S. Smll-Cap Grth Eqty	PRDSX	\$17,332.16	0.05%	19	\$19,792.02	0.32%	14	\$0.00	0.00%	0	7
American Beacon Intl Equity R5	AAIEX	\$50,155.44	0.15%	58	\$38,809.68	0.63%	60	\$0.00	0.00%	0	8
American Funds New Perspective R6	RNPGX	\$301,158.69	0.90%	60	\$139,417.31	2.28%	62	\$0.00	0.00%	0	10
Pax World Global Envrnmntl Markets Instl	PGINX	\$11,271.60	0.03%	29	\$14,702.00	0.24%	24	\$0.00	0.00%	0	7
Vanguard Total Intl Stock Index Admiral	VTIAX	\$420,971.21	1.27%	59	\$154,957.87	2.53%	61	\$0.00	0.00%	0	9
Goldman Sachs Intl Sm Cap Insights Instl	GICIX	\$650.51	0.00%	2	\$5,679.88	0.09%	7	\$0.00	0.00%	0	8
American Funds New World R6	RNWXG	\$9,972.19	0.03%	23	\$9,149.92	0.14%	20	\$0.00	0.00%	0	9

Fund Name	Ticker Symbol	401(a) Pension			403(b)			457(b)			Ranking (10 point maximum)
		Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	
PIMCO RealPath Blend 2025 Institutional	PPZRX	\$4,329,074.26	13.07%	98	\$525,992.14	8.61%	32	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2030 Institutional	PBPNX	\$4,926,710.69	14.87%	119	\$670,964.40	10.98%	46	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2035 Institutional	PDGZX	\$4,609,181.98	13.91%	134	\$755,432.37	12.37%	54	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2040 Institutional	PVPNX	\$3,828,088.97	11.55%	129	\$715,204.01	11.71%	43	\$43,503.11	6.50%	1	9
PIMCO RealPath Blend 2045 Institutional	PVQNX	\$2,338,952.78	7.06%	123	\$381,056.26	6.24%	46	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2050 Institutional	PPQZX	\$1,016,701.58	3.06%	99	\$275,037.93	4.50%	38	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2055 Institutional	PRQZX	\$436,240.71	1.31%	80	\$137,282.19	2.24%	28	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2060 Institutional	PRBMX	\$95,235.61	0.28%	39	\$0.00	0.00%	0	\$0.00	0.00%	0	9
PIMCO RealPath Blend Income Institutional	PBRNX	\$8,091,512.38	24.43%	111	\$674,237.89	11.04%	34	\$406,132.26	60.74%	3	9
T. Rowe Price Spectrum Moderate Gr Allocation	TRSGX	\$556.72	0.00%	2	\$141.44	0.00%	2	\$0.00	0.00%	0	7
Vanguard LifeStrategy Cnsv Gr Inv	VSCGX	\$106,164.62	0.32%	3	\$29,050.07	0.47%	3	\$7,557.55	1.13%	1	7
<b>Total</b>		<b>\$ 33,120,476.96</b>	<b>100%</b>		<b>\$ 6,106,475.85</b>	<b>100%</b>		<b>\$ 668,613.89</b>	<b>100%</b>		

% of Participants at least partially invested in Target Date Funds

94%

86%

67%

If an investment fails to meet the criteria standards, as determined by its score, it may be placed on a "watch list". If the investment maintains a watch list score for four consecutive quarters, or five out of eight quarters, the investment may be considered for further action. In the event an investment receives a score which is below that of "watch list" status, or experiences extraordinary circumstances which may render it imprudent to maintain, it may be considered for action at the earliest administratively practicable date.

An investment may be removed when the Committee has lost confidence in the investment manager's ability to: 1) Achieve performance, style, allocation and/or risk objectives; 2) Maintain acceptable qualitative standards (e.g., stable organization, compliance guidelines). If the investment manager has failed to adhere to and/or remedy one or both above conditions, the investment may be considered for removal from the Plan. The Committee may also remove an investment option for any reason it deems necessary and prudent.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Retirement Benefits
<b>Agenda Item #:</b> 14G4	<b>Trustee/ Officer:</b> Jim Rodriguez
<b>Subject:</b> Investment Fund Change	<b>Trustee/ Officer:</b> Emilia Reyes

**Background**

Our investment advisors routinely monitor and evaluate the various investment options contained within the retirement plan fund lineup. This review is shared with the Agency on a quarterly basis. This review uses a scoring matrix to compare each fund’s management and performance against industry benchmarks.

At this time, there are no recommended changes to the fund lineup.



### BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Retirement Benefits
<b>Agenda Item #:</b> 14G5	<b>Trustee/ Officer:</b> Jim Rodriguez
<b>Subject:</b> Retirement Plan Demographics	<b>Trustee/ Officer:</b> Emilia Reyes

#### Background

The information presented below is intended to keep the Board apprised on the demographics of the participants within the various retirement plans as of the quarter ending June 30, 2022.

The following reports are compiled and generated from information made available by Transamerica and by RBG:

- A. Participant Information Report – Quarterly Comparison
- B. Graph of Participants by Age
- C. Graph of Participants by Account Balance

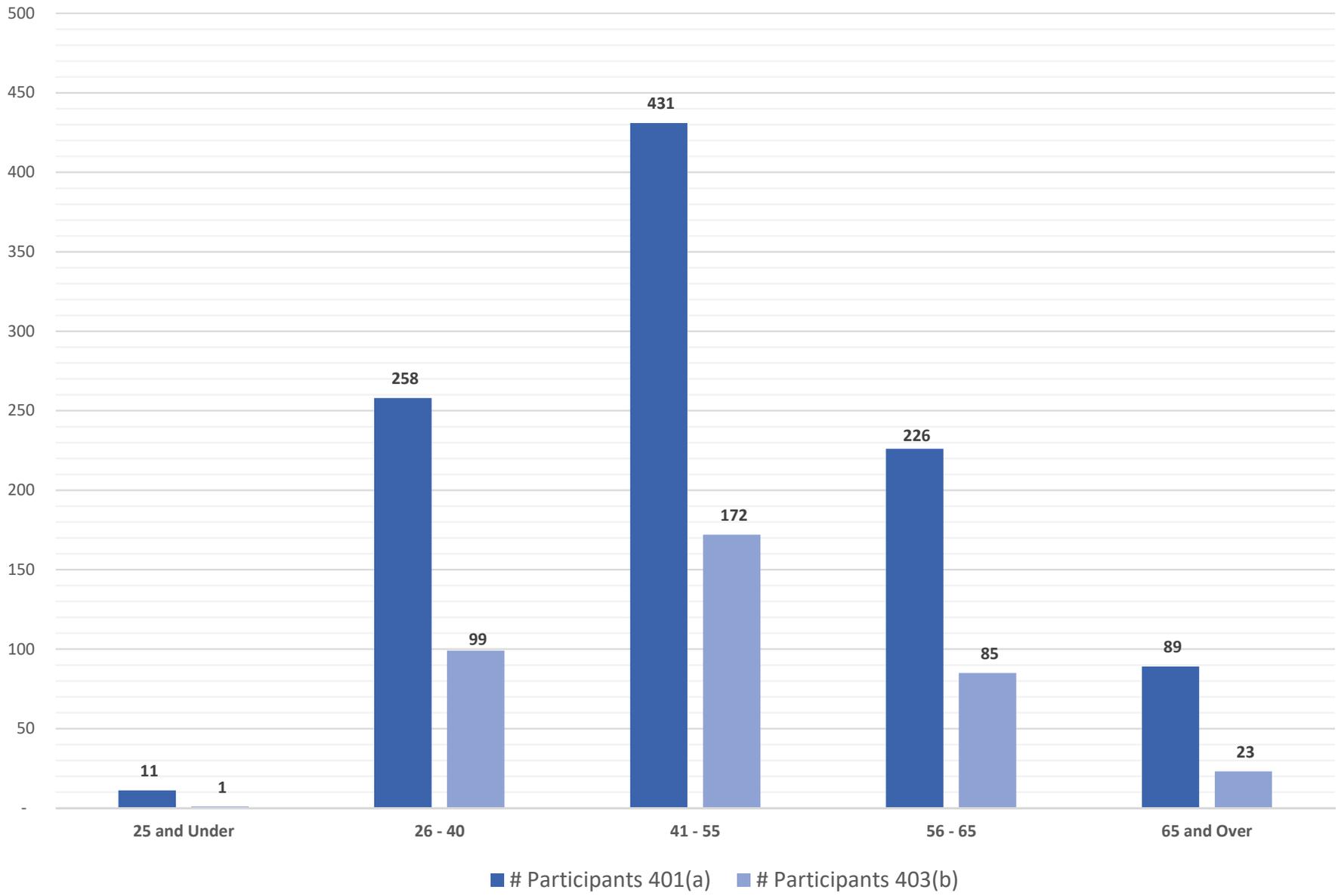
**Fresno EOC**  
**Retirement Plan Employer Report – Participant Information**  
**as of June 30, 2022**

Participant Count Report @ 6/30/2022	401(a) Pension	403(b)	457(b)
Participants With Balance	1,015	380	6
Non-Terminated Participants With Balance	736	308	1
Terminated Participants With Balance	279	72	5
Terminated Participants With Balance < \$5000	68	23	-
Auto Increase	n/a	41	-
# Employees with Active Loans	n/a	5	n/a
Managed Advice	53	50	-

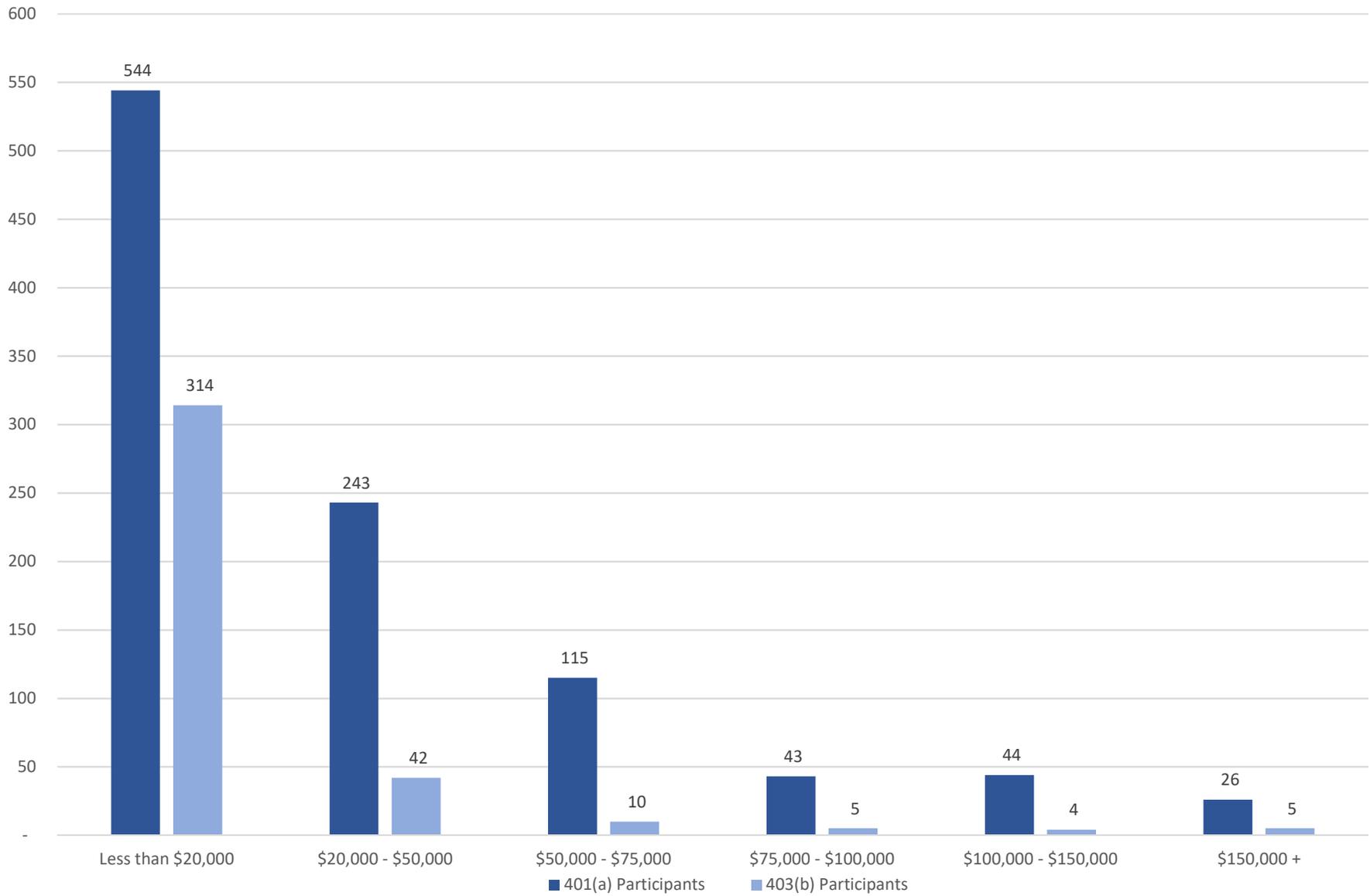
Participant Count Report @ 3/31/2022	401(a) Pension	403(b)	457(b)
Participants With Balance	996	375	6
Non-Terminated Participants With Balance	748	324	1
Terminated Participants With Balance	248	51	5
Terminated Participants With Balance < \$5000	36	3	-
Auto Increase	n/a	44	-
# Employees with Active Loans	n/a	5	n/a
Managed Advice	52	51	-

Change in Participant Count from Prior Quarter	401(a) Pension	403(b)	457(b)
Participants With Balance	19	5	-
Non-Terminated Participants With Balance	(12)	(16)	-
Terminated Participants With Balance	31	21	-
Terminated Participants With Balance < \$5000	32	20	-

### Fresno EOC Plan Participants by Age as of 6/30/22



Fresno EOC Plan Participants by Account Balance  
as of 6/30/22





**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Retirement Benefits
<b>Agenda Item #:</b> 14G6	<b>Trustee/ Officer:</b> Jim Rodriguez
<b>Subject:</b> Investment Performance Summary	<b>Trustee/ Officer:</b> Emilia Reyes

**Background**

The information presented below is intended to keep the Board apprised on the investment performance summary for the investment funds within the retirement plans and to receive an update of the current investment market, in accordance with the Committee’s responsibilities as outlined in the Agency’s bylaws.

The Performance Summary report is provided by our investment advisors as an excerpt from their full quarterly review report on the plans, investments, regulations, and economic environment. This detailed report provides information on the ranking of each fund against its peer group, on historic performance, on expense ratios, on rankings, and on the amount of funds being held.

Representatives from Accelerate Retirement and PensionMark will be available to response to any questions, to highlight any significant items, and to provide an update of the current investment market.

# Scorecard™

Total Plan Assets: \$33,120,476.96 as of 6/30/2022

## Risk-based Series

Asset Allocation	Assets	Asset Class	Risk Index	Allocation Score (Series Funds)		Selection Score (Underlying Funds)		Blended Score			
				# of Funds	Avg Score	# of Funds	Avg Score	Q2 2022	Q1 2022	Q4 2021	Q3 2021
Vanguard LifeStrategy Risk-Based Series Inv	\$106,164.62	N/A	N/A	4	5.0	4	9.0	7	7	8	8

## Risk-based Series

Asset Allocation	Assets	Asset Class	Risk Index	Allocation Score (Series Funds)		Selection Score (Underlying Funds)		Blended Score			
				# of Funds	Avg Score	# of Funds	Avg Score	Q2 2022	Q1 2022	Q4 2021	Q3 2021
T. Rowe Price Personal Risk-Based Series	\$556.72	N/A	N/A	3	8.3	7	6.4	7	9	9	9

## Target Date Series

Asset Allocation	Assets	Asset Class	Risk Index	Allocation Score (Series Funds)		Selection Score (Underlying Funds)		Blended Score			
				# of Funds	Avg Score	# of Funds	Avg Score	Q2 2022	Q1 2022	Q4 2021	Q3 2021
PIMCO RealPath Blend Target Date Series Instl	\$29,671,698.96	AGG	72	9	9.8	12	8.1	9	9	9	9

## Core Lineup

Asset Allocation	Assets	Asset Class	Ticker/ID	Style			Risk/Return			Peer Group		Qual	Score			
				Risk Level	Style Diversity	R <sup>2</sup>	Risk/Return	Up/Down	Info Ratio	Return Rank	SR Rank	2pt Max	Q2 2022	Q1 2022	Q4 2021	Q3 2021
American Funds American Balanced R6	\$345,893.81	MOD	RLBGX	1	0	1	1	1	1	1	1	2	9	9	9	9
				10.2	59.3/ 40.7	96.8	10.2/ 7.2	105.6/ 98.1	0.63	8.0	7.0		MOD	MOD	MOD	MOD

# Scorecard™

continued

Asset Allocation	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual 2pt Max	Score			
				Risk Level	Style Diversity	R <sup>2</sup>	Risk/ Return	Up/ Down	Info Ratio	Return Rank	SR Rank		Q2 2022	Q1 2022	Q4 2021	Q3 2021
PIMCO Income Instl	\$65,510.46	MSB	PIMIX	1	0	1	1	1	1	1	1	2	9	9	9	9
				5.2	45.0/ 55.0	90.9	5.2/ 2.0	102.5/ 77.9	0.81	27.0	15.0	MSB	MSB	MSB	MSB	
Active	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual 2pt Max	Score			
				Style	Style Drift	R <sup>2</sup>	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		Q2 2022	Q1 2022	Q4 2021	Q3 2021
Vanguard Equity-Income Adm	\$412,609.29	LCV	VEIRX	1	1	1	1	1	1	1	1	0	8	10	10	10
				-86.8/ 87.3	1.8	97.6	15.4/ 9.6	96.3/ 85.4	0.74	26.0	26.0	T	LCV	LCV	LCV	LCV
JPMorgan Mid Cap Growth R6	\$133,391.04	MCG	JMGMX	1	1	1	1	1	1	1	1	2	10	10	10	10
				97.0/ -13.2	5.9	97.7	20.2/ 11.5	104.8/ 95.5	0.85	10.0	4.0	MCG	MCG	MCG	MCG	
Calvert Small-Cap I	\$277.64	SCB	CSVIX	0	0	1	1	1	1	1	1	2	8	8	8	9
				-13.1/ -31.4	32.6	90.7	17.9/ 7.5	83.6/ 76.4	0.32	29.0	27.0	SCB	SCB	SCB	SCB	
PIMCO StocksPLUS Small Institutional	\$6,615.74	SCB	PSCSX	1	1	1	0	0	0	1	1	2	7	7	10	10
				-3.8/ -100.0	2.5	99.5	23.9/ 4.3	104.5/ 106.9	-0.35	30.0	33.0	SCB	SCB	SCB	SCB	
T. Rowe Price QM US Small-Cap Gr Eq	\$17,332.16	SCG	PRDSX	0	1	1	1	1	1	0	0	2	7	7	6	7
				47.1/ -21.9	17.5	93.4	19.7/ 6.7	88.1/ 83.1	0.3	71.0	70.0	SCG	SCG	SCG	SCG	
Vanguard Strategic Equity Inv	\$213,843.86	SMCB	VSEQX	0	1	1	1	1	1	1	0	0	6	3	2	4
				-37.5/ -28.2	19.3	96.9	21.0/ 7.3	99.9/ 99.0	0.07	49.0	69.0	T	SMCB	SMCB	SMCB	SMCB

MA \$557 0.00% 7 T. Rowe Price Spectrum Mod Gr Allc 0.77% \$4 0.15% \$1 Net .62% Most Efficient Share Class

# Scorecard™

continued

Active	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
				Style	Style Drift	R <sup>2</sup>	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max	Q2 2022	Q1 2022	Q4 2021
American Beacon International Eq R5	\$50,155.44	ILCV	AAIEX	1	1	1	0	1	0	1	1	2	8	7	9	9
				-95.9/ 54.2	15.5	95.7	19.1/ 0.6	103.1/ 102.7	-0.01	50.0	34.0		ILCV	ILCV	ILCV	ILCV
Goldman Sachs Intl Sm Cp Insights Instl	\$650.51	ISMB	GICIX	1	1	1	1	1	1	0	0	2	8	5	7	7
				6.6/ -98.1	14.0	95.6	17.9/ 1.4	102.6/ 102.0	0.01	58.0	58.0		ISMB	ISMB	ISMB	ISMB
American Funds New World R6	\$9,972.19	EME	RNWGX	0	1	1	1	1	1	1	1	2	9	9	9	9
				47.8/ 12.3	11.7	85.5	16.5/ 5.2	100.0/ 88.1	0.45	8.0	11.0		EME	EME	EME	EME
American Funds New Perspective R6	\$301,158.69	GE	RNP GX	1	1	1	1	1	1	1	1	2	10	10	10	10
				58.3/ 50.6	15.6	95.2	17.9/ 9.4	112.7/ 102.7	0.59	7.0	0.0		GE	GE	GE	GE
Pax Global Environmental Markets Instl	\$11,271.60	GE	PGINX	1	1	1	0	0	0	1	1	2	7	6	9	9
				34.6/ 35.7	24.8	88.9	18.3/ 5.8	105.0/ 111.1	-0.2	27.0	31.0		GE	GE	GE	GE
Fidelity Total Bond Fund	\$330,850.74	CFI	FTBFX	1	1	1	1	1	1	1	1	2	10	9	9	9
				-5.2/ 34.0	7.1	81.5	4.4/ 1.4	108.4/ 98.3	0.29	17.0	15.0		CFI	CFI	CFI	CFI
Eaton Vance High Income Opportunities I	\$12,312.06	HY	EIHIX	1	1	1	1	1	1	1	1	2	10	10	7	6
				98.6/ -98.6	3.1	97.3	8.5/ 2.5	98.9/ 92.4	0.38	25.0	30.0		HY	HY	HY	HY
PIMCO International Bond (USD-Hdg) Instl	\$15,799.77	GFI	PFORX	1	1	0	1	1	1	1	1	2	9	9	8	8
				-52.5/ 21.2	8.9	58.2	3.5/ 1.5	54.7/ 30.0	0.67	11.0	10.0		GFI	GFI	GFI	GFI
The Standard Stable Asset Fund II	\$576,835.74	SV	SSAFII.Stan										-	-	-	-
																-

ISMB \$651 0.00% 8 Goldman Sachs Intl Sm Cp Insights Instl 0.87% \$6 0.27% \$2

# Scorecard™

continued

Active	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
				Style	Style Drift	R <sup>2</sup>	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max	Q2 2022	Q1 2022	Q4 2021
State Street Instl US Govt MMkt Premier	\$45.41	MM	GVMXX										-	-	-	-
														-	-	-

Passive	Assets	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score				
				Style	Style Drift	R <sup>2</sup>	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max	Q2 2022	Q1 2022	Q4 2021	Q3 2021
Vanguard 500 Index Admiral	\$241,000.53	LCB-P	VFIAX	1	1	1	1	1	1	1	1	1	2	10	10	10	10
				2.9/ 98.0	2.3	99.7	1.2	30.0	12.0	14.0	13.0		LCB-P	LCB-P	LCB-P	LCB-P	
Calvert US Large Cap Core Rspnb Idx I	\$17,447.68	LCB-P	CISIX	1	1	1	1	0	1	1	1	1	2	9	9	9	9
				22.6/ 91.2	2.7	99.2	1.7	80.0	33.0	9.0	22.0		LCB-P	LCB-P	LCB-P	LCB-P	
Vanguard Growth Index Admiral	\$55,775.03	LCG-P	VIGAX	1	1	1	1	1	1	1	1	1	2	10	10	10	10
				97.6/ 97.3	1.8	99.7	1.4	53.0	10.0	50.0	56.0		LCG-P	LCG-P	LCG-P	LCG-P	
Vanguard Mid-Cap Value Index Admiral	\$39,032.21	MCV-P	VMVAX	1	0	1	1	1	1	1	1	1	2	9	9	10	10
				-96.6/ 14.4	9.5	99.2	2.2	9.0	1.0	20.0	11.0		MCV-P	MCV-P	MCV-P	MCV-P	
Vanguard Small Cap Value Index Admiral	\$63,303.85	SCV-P	VSIAX	1	1	1	1	1	1	1	1	1	2	10	10	10	9
				-98.3/ -55.0	4.1	97.7	3.9	66.0	8.0	19.0	18.0		SCV-P	SCV-P	SCV-P	SCV-P	
iShares Russell Small/Mid-Cap Idx K		SMCB-P	BSMKX	1	1	1	1	1	1	1	1	1	2	10	10	10	9
				-18.4/ -56.9	12.2	100.0	0.2	21.0	51.0	6.0	5.0		SMCB-P	SMCB-P	SMCB-P	SMCB-P	

# Scorecard™

continued

Passive	Assets	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score			
				Style	Style Drift	R <sup>2</sup>	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank	2pt Max	Q2 2022	Q1 2022	Q4 2021	Q3 2021
Vanguard Total Intl Stock Index Admiral	\$420,971.21	IE-P	VTIAX	1	1	1	1	0	1	1	1	2	9	9	9	9
				-1.0/ 40.7	10.6	98.7	2.1	91.0	33.0	9.0	8.0		IE-P	IE-P	IE-P	IE-P

**FINANCE COMMITTEE MEETING  
Wednesday, July 13<sup>th</sup>, 2022  
12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charles Garabedian, called the meeting to order at 12:06 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>STAFF</b>
Charles Garabedian (Committee Chair)	✓	Jim Rodriguez
Alysia Bonner	✓	Steve Warnes
James Martinez		Emilia Reyes
Linda Hayes	✓	Karina Perez
Zina Brown- Jenkins	✓	
Itzi Robles		

**3. APPROVAL OF MINUTES**

A. April 13, 2022, Finance Committee Minutes

Public comment: None heard.

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

**Ayes:** Bonner, Brown-Jenkins, Garabedian, Hayes,

**Nayes:** None heard

**4. FINANCIAL REPORTS: MARCH/APRIL 2022**

A. Agency Financial Statements

B. Head Start Financial status report:

Jim Rodriguez, Chief Financial Officer, Went over Head Start T & TA and basic YTD Expenses. Also Jim Chief Financial Officer went over the labor shortage. We are under staff 5% T & TA. Also 150 new jobs with this staff shortage. Jim also went over that we are in need of a job recruiter for new job positions, bring in new jobs and new employees.

Public comment: None heard.

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

**Ayes:** Bonner, Hayes, Garabedian, Brown-Jenkins

**Nayes:** None heard

**5. INSURANCE POLICY RENEWALS**

Steve Warnes, Assistant Finance Director, provided information on the renewal insurance policies. Staff recommends Committee approval for full Board consideration. Steve presented for the period of July 1, 2022 to July 1, 2023 for a quoted premium of \$843,356

Public comment: None heard.

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

**Ayes:** Bonner, Robles, Brown-Jenkins, Martinez

**Nays:** None heard

**6. Non-Competitive Procurement**

Steve Warner, Assistant Finance Director provided a detail report Head Start. HS is under \$150,000.00 with no action. Lack of Vendor Commitment to supplies. Program said vendors don't want to be driving out to every center to deliver paper supplies. They have no Capacity to store over a Year Supply.

Public comment: None heard

No action required.

**7. HEALTH INSURANCE REPORT**

Steve Warner, Assistant Finance Director, presented Staffing shortage, Agency Contributions for Jan-May 2022. Last year we had 4.2 million in the Agency Contributions. Employee Contributions in 2021 \$923,000.00 and for the year 2022 \$866,000.00 standard. Increase in the rates decrease in the dollar. \$795,000.00 last year in 2021 enrollment, and for 2022 its \$763,000.00 = 30 employees less with out insurance.

Public comment: None heard

No action required.

**8. INVESTMENT REPORT**

Steve Warner, Assistant Finance Director, presented the investment report for Finance. This information that he gave is to keep the Committee apprised on the status of the Agency's investment accounts.

Public comment: None heard

No action required.

**9. VARIANCE REPORT:**

A. Women, Infant and Children (WIC)

B. SOUL Charter School



Public comment: None heard

No action required.

**10. OTHER BUSINESS**

Public comment: None heard

No action required.

**11. PUBLIC COMMENTS**

No public comments at this time.

**12. ADJOURNMENT**

Bonner adjourned meeting at 12:59 PM

Respectfully submitted,

Charles Garabedian

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14H2	<b>Director:</b> N/A
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

### Recommended Action

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date June 2022 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date June 2022.

### Background

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

### Fiscal Impact

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

As of June 30, 2022, the Agency had preliminary revenue of \$51,121,676 million, including \$15.6 million of in-kind contributions, and net operating loss of \$495,475. This deficit includes a minor recovery of \$20,000 from the prior month. In comparison, the Agency had revenue of \$52,265,080 million including in-kind of \$16.1 million as of the corresponding period of the preceding year.

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

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Head Start – Basic	46%	Personnel is underspent due to unfilled positions
Head Start – Training & Technical Assistance (T&TA)	17%	Training planned for later this year

<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Duration	0%	\$4,669 spent year-to-date activity recorded.
Early Head Start – Basic	24%	Personnel is underspent due to unfilled positions.
Early Head Start – T&TA	6%	Training planned for later this year

### **Conclusion**

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

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
For The Sixth Month Period Ended June 30, 2022 and 2021

	A	B	A - B	C	D	B - D	
	BUDGET JAN - DEC 2022	ACTUAL JUNE 2022	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2021	ACTUAL JUNE 2021	ACTUAL 2022 vs 2021 Differences	
<b>REVENUES AND SUPPORT</b>							
GRANT REVENUE	\$ 89,274,925	\$ 37,660,347	42%	\$ 51,614,578	75,775,853	\$ 38,792,201	(1,131,854)
GRANT REVENUE - LENDING CAPITAL	-	-		-	0	-	-
CHARGES FOR SERVICES	19,602,250	11,118,715	57%	8,483,535	19,289,932	10,818,009	300,706
OTHER PROGRAM REVENUE	2,854,250	1,424,728	50%	1,429,522	2,646,283	1,643,278	(218,549)
CONTRIBUTIONS	371,450	86,583	23%	284,867	473,779	196,630	(110,046)
MISCELLANEOUS INCOME	414,350	113,391	27%	300,959	467,114	117,418	(4,027)
INTEREST & INVESTMENT INCOME	82,650	26,051	32%	56,599	91,840	54,646	(28,594)
AFFILIATE INTEREST INCOME	1,400,100	456,166	33%	943,934	1,114,397	525,968	(69,802)
RENTAL INCOME	330,650	235,694	71%	94,956	392,181	116,931	118,763
<b>TOTAL CASH REVENUE</b>	<b>\$ 114,330,625</b>	<b>\$ 51,121,676</b>	<b>45%</b>	<b>\$ 63,208,949</b>	<b>\$ 100,251,379</b>	<b>\$ 52,265,080</b>	<b>(1,143,405)</b>
IN KIND REVENUE	\$ 39,041,040	\$ 15,591,184	40%	\$ 23,449,856	30,398,113	\$ 16,140,887	(549,703)
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>153,371,665</b>	<b>66,712,860</b>	<b>43%</b>	<b>86,658,805</b>	<b>130,649,492</b>	<b>68,405,967</b>	<b>(1,693,108)</b>
<b>EXPENDITURES</b>							
PERSONNEL COSTS	\$ 69,972,550	\$ 31,942,430	46%	\$38,030,120	61,148,294	\$ 31,793,349	149,081
ADMIN SERVICES	7,040,225	3,236,615	46%	3,803,610	5,456,405	2,954,861	281,754
PROFESSIONAL SERVICES - AUDIT	0	0	0%	0	45,995	13,800	(13,800)
CONTRACT SERVICES	11,240,600	4,915,022	44%	6,325,578	7,769,507	4,734,414	180,608
FACILITY COSTS	6,093,175	2,816,394	46%	3,276,781	5,214,789	2,645,946	170,448
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	1,433,208	81%	339,137	2,037,010	902,610	530,598
EQUIPMENT COSTS	946,775	925,359	98%	21,416	3,296,566	503,351	422,008
DEPRECIATION - AGENCY FUNDED	250,000	111,907	45%	138,093	249,442	152,939	(41,032)
OFFICE EXPENSE	3,129,400	1,343,455	43%	1,785,945	2,777,036	1,341,204	2,251
INSURANCE	755,250	394,481	52%	360,769	766,989	374,498	19,983
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	4,137,415	38%	6,768,335	8,566,603	4,679,460	(542,045)
INTEREST EXPENSE	267,900	177,841	66%	90,059	309,116	126,963	50,878
OTHER COSTS	994,600	183,022	18%	811,578	349,447	74,378	108,644
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 113,368,570</b>	<b>\$ 51,617,151</b>	<b>46%</b>	<b>\$ 61,751,419</b>	<b>97,987,199</b>	<b>\$ 50,297,775</b>	<b>1,319,376</b>
IN KIND EXPENSES	\$ 39,041,040	\$ 15,591,184	40%	\$ 23,449,856	\$ 30,398,113	\$ 16,140,887	(549,703)
<b>TOTAL EXPENDITURES</b>	<b>152,409,610</b>	<b>67,208,335</b>	<b>44%</b>	<b>85,201,275</b>	<b>128,385,312</b>	<b>66,438,661</b>	<b>769,673</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>\$ (495,475)</b>		<b>\$ 1,457,530</b>	<b>\$ 2,264,180</b>	<b>\$ 1,967,306</b>	<b>(2,462,781)</b>
<b>OTHER INCOME / EXPENSE</b>							
TRANSIT GRANT ASSET DEPRECIATION		105,991		(105,991)	251,972	144,416	(38,424)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 962,055</b>	<b>(\$601,466)</b>		<b>1,563,521</b>	<b>\$ 2,012,208</b>	<b>\$ 1,822,890</b>	<b>(2,424,357)</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of June 30, 2022**

	<b>2022</b>	<b>2021</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 19,966,571	\$ 16,823,073	\$ 3,143,498
ACCOUNTS RECEIVABLE	13,510,134	15,114,497	(1,604,363)
PREPAIDS/DEPOSITS	186,734	124,897	61,837
INVENTORIES	192,604	146,517	46,087
PROPERTY, PLANT & EQUIPMENT	12,954,486	13,431,712	(477,226)
NOTES RECEIVABLE (net)	17,205,632	15,653,492	1,552,140
<b>TOTAL ASSETS</b>	<b>\$ 64,016,160</b>	<b>\$ 61,294,188</b>	<b>\$ 2,721,973</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 3,806,210	\$ 2,136,544	\$ 1,669,666
ACCRUED PAYROLL LIABILITIES	3,985,227	2,452,788	1,532,439
DEFERRED REVENUE	2,008,281	4,047,949	(2,039,668)
NOTES PAYABLE	15,682,217	15,710,195	(27,978)
HEALTH INSURANCE RESERVE	4,843,671	4,765,376	78,295
OTHER LIABILITIES	3,735,805	1,791,806	1,943,999
<b>TOTAL LIABILITIES</b>	<b>\$ 34,061,411</b>	<b>\$ 30,904,657</b>	<b>\$ 3,156,753</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ (495,475)	\$ 1,967,306	\$ (2,462,781)
UNRESTRICTED NET ASSETS	20,780,562	18,052,000	2,728,562
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	9,113,395	9,813,956	(700,562)
<b>TOTAL FUND BALANCE</b>	<b>\$ 29,954,750</b>	<b>\$ 30,389,531</b>	<b>\$ (434,780)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 64,016,160</b>	<b>\$ 61,294,188</b>	<b>\$ 2,721,973</b>

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

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
<b>Personnel</b>	\$17,319,131	\$1,192,059	\$8,187,235	\$9,131,896				
<b>Fringe Benefits</b>	7,609,718	513,656	3,363,166	4,246,552				
<b>Total Personnel</b>	<b>24,928,849</b>	<b>\$1,705,715</b>	<b>11,550,401</b>	<b>13,378,448</b>				
<b>Travel</b>	-	-	-	-	12,928	-	-	12,928
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	493,392	172,976	472,239	21,153	25,000	-	-	25,000
<b>Contractual</b>	2,572,586	107,321	618,317	1,954,269	15,948	-	-	15,948
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	776,852	(\$73,543)	\$232,277	544,575				
<b>Transportation</b>	514,239	137,056	371,301	142,938				
<b>Staff Mileage</b>	100,000	10,529	50,041	49,959				
<b>Field Trips, including Transportation</b>	3,201	-	-	3,201				
<b>Space</b>	690,855	43,418	272,071	418,784				
<b>Utilities / Telephone / Internet</b>	519,515	121,683	350,935	168,580				
<b>Publication/Advertising/Printing</b>	54,991	175	1,731	53,260				
<b>Repair/Maintenance Building</b>	89,246	23,713	142,942	(53,696)				
<b>Repair/Maintenance Equipment</b>	9,600	1,034	5,285	4,315				
<b>Property &amp; Liability Insurance</b>	108,016	15,112	82,583	25,433				
<b>Parent Involvement / CWPC</b>	48,195	879	5,323	42,872				
<b>Other Costs*</b>	573,667	196,817	381,006	192,661				
<b>Staff &amp; Parent Training</b>	3,091	-	615	2,476	243,213	8,310	51,113	192,100
<b>Total Direct Charges</b>	<b>31,486,295</b>	<b>\$2,462,884</b>	<b>14,537,067</b>	<b>16,949,228</b>	<b>\$297,089</b>	<b>8,310</b>	<b>51,113</b>	<b>\$245,976</b>
<b>Total Indirect Charges</b>	<b>\$2,683,810</b>	<b>\$221,660</b>	<b>\$1,308,336</b>	<b>\$1,375,474</b>	<b>\$26,738</b>	<b>\$748</b>	<b>\$4,600</b>	<b>\$22,138</b>
<b>Total Federal Expenditures</b>	<b>34,170,105</b>	<b>\$2,684,544</b>	<b>15,845,403</b>	<b>\$18,324,702</b>	<b>\$323,827</b>	<b>9,058</b>	<b>55,713</b>	<b>\$268,114</b>
% of Annual Budget Expended to Date			46%				17%	
<b>Non-Federal Share</b>	<b>\$6,834,021</b>	<b>\$1,069,730</b>	<b>\$1,993,120</b>	<b>\$4,840,901</b>	<b>\$64,765</b>	<b>\$2,264</b>	<b>\$13,928</b>	<b>\$50,837</b>

Credit Card Expenses: Credit card statement dated 6/1/2022 - 6/30/2022			
June 2022 expenses			
Staff Training (including meeting costs)	\$	1,465	Westin Hotels - Region IX Leadership conference
Office Supplies	\$	177	My Projector lamps- projector for in-service
Parent Engagement Supplies	\$	201	Dollar Tree- classroom supplies
Software Licenses	\$	90	Zoom Subscription
Contract Services - Facility Repair	\$	230	Azunga Fleet - vehicle tracking for Support Services vehicles
	\$	-	
	\$	2,164	

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

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment*	280,467	-	-	280,467
Supplies	447,000	-	4,669	442,331
Contractual	-	-	-	-
Facilities / Construction	-	-	-	-
<b>Other:</b>				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
<b>Other Costs*</b>	<b>419,300</b>	<b>-</b>	<b>-</b>	<b>419,300</b>
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>\$1,146,767</b>	<b>\$0</b>	<b>\$4,669</b>	<b>\$1,142,098</b>
<b>Total Indirect Charges</b>	<b>\$86,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,008</b>
<b>Total Federal Expenditures</b>	<b>\$1,232,775</b>	<b>\$0</b>	<b>\$4,669</b>	<b>\$1,228,106</b>
% of Annual Budget Expended to Date			0%	
<b>Non-Federal Share</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$3,674,250	\$183,553	\$1,050,265	\$2,623,985	\$0	\$0	\$0	\$0
Fringe Benefits	1,134,842	53,715	360,478	774,364	-	-	-	-
<b>Total Personnel</b>	<b>4,809,092</b>	<b>237,269</b>	<b>1,410,743</b>	<b>3,398,349</b>	-	-	-	-
Travel	-	-	-	-	16,898	-	-	16,898
Equipment*	-	-	-	-	-	-	-	-
Supplies	285,800	1,883	24,526	261,274	19,173	-	-	19,173
Contractual	1,016,132	14,728	66,033	950,099	26,526	-	-	26,526
Facilities / Construction	-	-	-	-	-	-	-	-
<b>Other:</b>								
Food Cost	70,350	(2,077)	7,767	62,583				
Transportation	9,536	1,064	5,009	4,527				
Staff Mileage	70,000	2,799	11,446	58,554				
Field Trips, including Transportation	1,730	-	-	1,730				
Space	194,615	4,379	26,249	168,366				
Utilities / Telephone / Internet	130,004	11,270	42,534	87,470				
Publication/Advertising/Printing	27,500	-	1,316	26,184				
Repair/Maintenance Building	42,919	524	10,925	31,994				
Repair/Maintenance Equipment	48,845	1	1	48,844				
Property & Liability Insurance	38,202	2,615	13,738	24,464				
Parent Involvement / CWPC	7,747	-	191	7,556				
Other Costs*	158,887	1,216	10,833	148,054				
Staff & Parent Training	2,277	-	2,400	(123)	96,459	2,119	9,584	86,875
<b>Total Direct Charges</b>	<b>\$6,913,636</b>	<b>275,671</b>	<b>1,633,713</b>	<b>\$5,279,923</b>	<b>159,056</b>	<b>2,119</b>	<b>9,584</b>	<b>\$149,472</b>
<b>Total Indirect Charges</b>	<b>\$621,944</b>	<b>\$25,405</b>	<b>\$147,034</b>	<b>\$474,910</b>	<b>\$14,315</b>	<b>\$191</b>	<b>\$863</b>	<b>\$13,452</b>
<b>Total Federal Expenditures</b>	<b>\$7,535,580</b>	<b>301,076</b>	<b>\$1,780,747</b>	<b>\$5,754,833</b>	<b>\$173,371</b>	<b>2,310</b>	<b>\$10,447</b>	<b>\$162,924</b>
% of Annual Budget Expended to Date			24%				6%	
<b>Non-Federal Share</b>	<b>\$1,507,116</b>	<b>\$488,736</b>	<b>\$792,794</b>	<b>\$714,322</b>	<b>\$34,674</b>	<b>\$577</b>	<b>\$2,612</b>	<b>\$40,731</b>

Credit Card Expenses: Credit card statement dated 6/1/2022 - 6/30/2022	
June 2022 expenses	
Program Supplies - Household	\$ 79 Target - program supplies
Program Supplies - Classroom	\$ 726 Target, Costco, Young Specialties - classroom supplies, picnic table
Program Supplies - Kitchen	\$ 83 Walmart- microwave
Program Supplies - Disposables	\$ 1,913 Target, Costco, Bettymills- diapers, exam papers, program supplies
Contract Services-Facility Repair	\$ 23 Azuga Fleet - Vehicle Tracking for Support Services Vehicles
	\$ -
	\$ 2,824

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14H3	<b>Director:</b> N/A
<b>Subject:</b> Non-Competitive Procurement	<b>Officer:</b> Jim Rodriguez

### Background

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

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

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

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

The agency also follows the following guidelines:

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

Vendor	Purpose	Amount	Justification
	No Non-Competitive Purchases to report in this period		



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14H4	<b>Director:</b> N/A
<b>Subject:</b> Health Insurance Report	<b>Officer:</b> Jim Rodriguez

**Background**

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

As of June 30, 2022, the health insurance reserve is at \$4.8 million, which covers approximately 5.5 months of average expenditures. Contributions from programs and employees for 2022 total \$5,485,250 while the Fund paid out \$4,566,469 in expenses.

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

- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Effective January 2022: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.

This table presents a sample of the monthly health insurance premium rates for 2022. Rates vary depending on the type of coverage tier selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 600	\$ 108	\$ 708
EE +Child(ren)	\$ 1,086	\$ 195	\$ 1,281
EE + Family	\$ 1,442	\$ 258	\$ 1,700
EE + Spouse	\$ 1,206	\$ 216	\$ 1,422

**FRESNO EOC**  
**HEALTH INSURANCE FUND REPORT**  
 THROUGH JUNE 30, 2022

	2022						2021				
	January	February	March	April	May	June	YTD totals Jan-June	Mo. Avg. Prev 12 mos	YTD totals Jan-June	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
<b>Beginning Fund Balance</b>	<b>3,924,890</b>	<b>4,630,015</b>	<b>4,924,112</b>	<b>5,029,013</b>	<b>5,045,154</b>	<b>4,831,231</b>					
<b>Income</b>											
Agency Contributions	749,413	758,654	755,467	750,894	751,039	745,686	4,511,153	736,183	5,139,484	9,462,526	788,544
Additional Agency Contr.	-	-	-	-	-	-	-	1,925	116,291	139,391	11,616
Employee Contributions	272,264	183,405	184,139	91,630	136,132	106,527	974,097	152,508	1,022,106	1,878,108	156,509
<b>Total Income</b>	<b>1,021,677</b>	<b>942,059</b>	<b>939,606</b>	<b>842,524</b>	<b>887,171</b>	<b>852,213</b>	<b>5,485,250</b>	<b>890,616</b>	<b>6,277,881</b>	<b>11,480,024</b>	<b>956,669</b>
<b>Expenses</b>											
Health Claims Paid	45,828	261,032	452,022	424,469	754,547	404,660	2,342,558	632,557	3,388,257	8,636,378	719,698
Dental Claims Paid	48,572	48,419	46,036	52,864	42,132	39,150	277,173	47,318	360,490	651,135	54,261
Prescriptions Paid	63,172	164,239	159,985	183,076	135,025	218,405	923,902	153,862	966,805	1,889,246	157,437
Vision Claims Paid	2,294	7,225	5,496	7,785	6,957	6,833	36,590	7,676	64,455	119,983	9,999
Stop Loss Premiums	99,403	110,026	113,810	100,722	102,002	98,344	624,307	100,798	606,558	1,191,823	99,319
Stop Loss Claims	-	-	-	-	-	14,586	14,586	(118,893)	(271,090)	(1,593,495)	(132,791)
Life Insurance Premiums	12,739	12,709	12,687	12,731	12,648	12,639	76,153	12,412	81,733	154,529	12,877
Pinnacle	12,904	13,111	13,267	13,319	13,215	13,232	79,048	13,153	86,409	165,198	13,767
Blue Cross	13,637	13,790	13,906	13,944	13,829	13,848	82,954	13,652	89,040	169,907	14,159
Benefits Consultant	12,083	12,083	12,083	12,083	9,502	12,083	69,917	9,285	41,500	83,000	6,917
Employee Assist. Program	1,877	1,877	1,877	1,877	1,876	1,877	11,261	1,877	11,259	22,518	1,877
Preferred Chiropractors	889	899	906	909	901	903	5,407	903	5,978	11,406	951
TeleDoc	2,524	2,552	2,574	2,581	2,560	2,563	15,354	1,280	0	0	-
Other Expenses	630	-	56	23	5,900	650	7,259	2,380	18,438	39,742	3,312
ACA Fees	-	-	-	-	-	-	-	435	0	5,219	435
<b>Total Expenses</b>	<b>316,552</b>	<b>647,962</b>	<b>834,705</b>	<b>826,383</b>	<b>1,101,094</b>	<b>839,773</b>	<b>4,566,469</b>	<b>878,694</b>	<b>5,449,832</b>	<b>11,546,589</b>	<b>962,216</b>
<b>Current Fund Activity (net)</b>	<b>705,125</b>	<b>294,097</b>	<b>104,901</b>	<b>16,141</b>	<b>(213,923)</b>	<b>12,440</b>	<b>918,781</b>	<b>11,922</b>	<b>828,049</b>	<b>(66,564)</b>	<b>(5,547)</b>
<b>Ending Fund Balance</b>	<b>4,630,015</b>	<b>4,924,112</b>	<b>5,029,013</b>	<b>5,045,154</b>	<b>4,831,231</b>	<b>4,843,671</b>	<b>4,843,671</b>				
<b>Enrollment</b>											
Employee only-Traditional	248	250	252	254	254	254		260		279	
High-Deduct	84	78	80	81	78	83		66		53	
Family coverage-Traditional	344	353	353	353	350	348		363		395	
High-Deduct	34	37	40	39	39	37		34		32	
Dental coverage only	34	38	41	42	42	42		37		34	
Temp/On Call Plan	1	1	-	-	-	-		1		1	
<b>Total employees enrolled</b>	<b>745</b>	<b>757</b>	<b>766</b>	<b>769</b>	<b>763</b>	<b>764</b>		<b>759</b>		<b>795</b>	
Average contributions per employee	1,371	1,244	1,227	1,096	1,163	1,115		1,173		1,204	
Average expenses per employee	425	856	1,090	1,075	1,443	1,099		1,157		1,211	

Estimated # months funded: 5.5

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14H5	<b>Officer:</b> N/A
<b>Subject:</b> Investment Report	<b>Officer:</b> Jim Rodriguez

**Background**

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

As of June 30, 2022, the Agency holds these investments to 1> maintain cash funding items such as the health insurance reserve and accrued vacation liability and 2> provide pledged collateral from Fresno EOC for Access Plus Capital’s \$700,000 loan from Citibank.

	<b>Wells Fargo</b>	<b>Citibank (pledged)</b>	<b>Total</b>
Cash & Cash Equivalents	\$ 1,101,827	\$ 779,696	\$ 1,881,523
Corporate Bonds	158,902	-	158,902
Government Bonds	-	-	-
Certificates of Deposit (CD)	1,567,964	-	1,567,964
Stocks	17,751	-	17,751
<b>Total</b>	<b>\$ 2,846,444</b>	<b>\$ 779,696</b>	<b>\$ 3,626,140</b>
Minus unrealized gains on CDs	(21,464)	-	(21,464)
<b>General Ledger balance</b>	<b>\$ 2,867,908</b>	<b>\$ 779,696</b>	<b>\$ 3,647,604</b>

Total annual interest earned on these fixed income investments is \$68,517 providing an average rate of 3.06%. Interest rates received on the Corporate Fixed Income investment is 4.45%; this holding will mature in 2026. The Certificates of Deposit have interest rates between 2.00% and 3.50%; and a tiered maturity date structure to provide for both shorter-term maturities and longer investments past 2023. Investments with very low interest rates generally have very short investment periods.

The funds at Self-Help Federal Credit Union are returning 0.40% interest.



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> August 24, 2022	<b>Program(s):</b> COVID 19 Equity Projects
<b>Agenda Item #:</b> 14H6	<b>Director(s):</b> N/A
<b>Subject:</b> Variance Reports	<b>Officer:</b> Jack Lazzarini

**Background**

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

The following prepared financial analysis reports will be presented on behalf the Agency’s COVID 19 Equity projects:

- Harvest Project
  - Project testing and case management performed by Health Services and Sanctuary Services.
  - The sole contract concluded in June 2022 and utilized 51% of the \$1.7 million budget.
  
- African American Coalition
  - Reporting of three contracts through June 2022 resulted in utilization of 85% of the total program budget of \$3.3 million.
  - One contract has already concluded in March 2022. The other two projects will be completed in September 2022 and July 2023

**Variance Report Summary**  
**COVID 19 - Equity Projects**

<b>Program</b>	<b>Project/Contract No.</b>	<b>Contract Period</b>	<b>Reporting Period</b>	<b>Program Costs</b>	<b>Budget</b>	<b>Remaining Budget</b>	<b>Remaining Budget %</b>
COVID Harvest Project - Project Testing & Case Management (Health Services & Sanctuary)	A-21-540 a	4/17/2021 - 6/30/2022	June 2022	\$844,835	\$1,711,507	\$866,672	51%
COVID EQUITY - African American Coalition (GAP Emergency Funding)	A-21-540 b	1/1/2022 - 3/31/2022	June 2022	\$192,459	\$1,832,408	\$1,639,949	89%
COVID EQUITY - African American Coalition	A-22-102	4/1/2022 - 9/30/2022	June 2022	\$275,366	\$777,924	\$502,558	65%
COVID EQUITY - African American Coalition (FCHIP)	A-21-539	2/1/2022 - 7/31/2023	June2022	\$34,098	\$741,358	\$707,260	95%
				\$501,923	\$3,351,690	\$2,849,767	85%
			Totals	\$1,346,758	\$5,063,197	\$3,716,439	73%

**Fresno EOC Local Conservation Corps Advisory Board  
Via Zoom  
February 24, 2022**

**Minutes**

Ed Avila	A	Bruce McAlister	P
LeRoy Candler	A	Lisa Mitchell	A
David Clark	A	Carmen Romero	P
Francisco Del Rincon	A	Sharon Weaver	P
Brian King	P	LCC/YouthBuild Senate Council President or Representative	

**Staff:**

Shawn Riggins, LCC Director  
Michelle L. Tutunjian, Chief Operating Officer  
Jeff Davis, Training & Employment Division Director  
Elisa Sgambellone, Senior Services Manager  
Caroline Garcia, YouthBuild Program Manager  
Julio Lopez, Recycling Program Manager  
Alicia Garcia, Administrative & Operations Manager

**I. WELCOME AND CALL TO ORDER**

Shawn Riggins, LCC Director, called the meeting to order at 12:06 p.m.

**II. ROLL CALL**

Roll call was called.

**III. INTRODUCTION OF FRESNO EOC COMMISSIONERS ADVISORY BOARD MEMBERS**

Fresno EOC Commissioners Advisory Board Members, Ed Avila, LeRoy Candler, Brian King, Bruce McAllister and Lisa Mitchell were introduced along with areas they represent.

**IV. APPROVAL OF MINUTES**

No quorum. Approval of minutes tabled to next Advisory Board meeting on June 15, 2022.

**V. CHAIRPERSON SELECTION**

No quorum. Selection of Chairperson tabled to next Advisory Board meeting on June 15, 2022.

**VI. FRESNO COUTY FATHERHOOD INITIATIVE (POPS 2.0)**

Riggins provided background information on LCC's previous Proving Our Parenting Skills (POPS) program. Fresno County released grant application in early 2021, and LCC was awarded the contract in December 2022. POPS 2.0's Coordinator, Rita Stevenson, was hired in December and is currently interviewing for the Program Assistant and Transitional Support Advisor positions. The program is funded in partnership with the County of Fresno's Perinatal Equity Initiative and Babies First programs. The goals include promoting fatherhood involvement through classes on reproductive life planning, parenting skills and child development. LCC will provide services to at least 100 father/partners of African American mothers annually, using the 24/7 Dad curriculum. Program partners include LCC, Fresno EOC Adolescent Life Program, West Fresno Family Resource Center, Fresno County Department of Child Support Services, First Five of Fresno County and other EOC programs, including Employment & Training, WIC, and Head Start 0 - 5. Program funding is for three years with an option for a fourth year.

Riggins introduced Gifty Kwofie, Health Educator Perinatal Equity Initiative Coordinator with the Fresno County Department of Public Health Public Health Nursing Division. Gifty stated due to the need in the African American community to close the infant mortality gap in Fresno County, funding was set aside to implement programs such as the fatherhood program to provide partners of African American women with resources needed to support mothers. Gifty shared data, from 2013 to 2017, that compared the infant mortality rates by race/ethnicity between Fresno County and California. Data showed the mortality rate in Fresno County at 8.7% and California at 4.2%.

Riggins introduced Rita Stevenson, POPS Coordinator. Stevenson stated is excited about the program and that calls have started coming in. Stevenson shared her background is mental health treatment in young adults.

## **VII. ANNUAL CERTIFICATION REVIEW**

Riggins provided a brief background on the annual certification. Riggins stated every year the fourteen corps within the state of California undergo an annual certification review regarding performance during the grant year and is certified for the following year. The certification review is conducted by the California Conservation Corps (CCC). Shawn stated since he has been the Director for the past 12 years, and even before his tenure, Fresno has always had outstanding results. This year, LCC has been certified, but has been placed on a probationary status due to low attendance and not meeting the requirement of 50 corpsmembers per month, working 30 hours. Approximately four years ago there were a lot of programs throughout the state that were trying to access funds that were available to corps and the 14 corps directors began looking into how to ensure that the corps model remained intact and implemented a minimum for enrollment and attendance. The Pandemic and the competitive job market have impacted enrollment in the program.

## **VIII. PROGRAM UPDATES**

### **a. Work Training Projects**

A detailed list of work training projects was distributed at the meeting with the Advisory Board agenda packet. Several projects were highlighted. Riggins provided a brief update on LCC's activities/events since the last Advisory Committee meeting, as follows:

- Elisa Sgambellone, LCC Assistant Director and Ken McCoy, YouthBuild Charter School (YCSC) Registrar/Counselor, provided an update on the YCSC. On January 6, 2022, when COVID-19 numbers increased, YCSC students were shifted to remote learning as modified independent study students. Staff created learning logs and issued Chromebooks to students who then utilized Schoology to retrieve assignments and Google Docs to log in and receive attendance credit. Overall, YCSC's average daily attendance has been affected due to students leaving school for various reasons, one being for work opportunities at places such as Amazon. YCSC is actively seeking support of California Senate Bill 579 in Sacramento. If passed, this bill would provide the opportunity for schools to utilize the average daily attendance from 2019-2020, before the COVID-19 pandemic, for local control funding. YCSC staff is actively contacting former students to encourage them to return to school. Since the COVID-19 pandemic, the school is able to offer some flexibility and extend an opportunity to attend school part-time if they are working on a case-by-case basis.
- Julio Lopez, Recycling Program Manager, provided an update on LCC's recycling program. Lopez stated since the State of California opened up most business is experiencing an

increase in foot traffic. Recycling program continues to service the Save Mart Center during concerts and other events, the Friant Buyback Center has also seen an increase in the amount of California Redemption Value (CRV) being sold, averaging 4 truckloads per month. The recycling program recently partnered the Mattress Council and Republic Services Rice Road Recycling & Transfer Station, a fee-for-service project. This fee for service project contracts with LCC, 1 supervisor and 2 corpsmembers, to load mattresses and box springs on to a 53-foot trailer which is then taken to the mattress recycler.

- Riggins provided an update on the YouthBuild construction program. Staff is working on re-starting the Sterile Processing Tech program and will soon start placing students at Valley Children's Hospital for their internships.
- Riggins also provided an update on the Prop 68 project, the development of the second floor of the Paul McLain Vocational Building. Phase two and three should be completed within the next two weeks and prep work will begin on the elevator shaft. Once the elevator is installed LCC will have full access to the second floor and will be planning an open house sometime in September 2022.

b. Corpsmember/Student Update  
Item was not covered.

**IX. OTHER BUSINESS**

Next meeting is scheduled on Wednesday, May 18, 2022 at 12 noon.

**X. PUBLIC COMMENTS**

None heard.

**XI. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

Respectfully Submitted,  
Shawn Riggins, LCC Director  
Fresno EOC Local Conservation Corps

**SANCTUARY AND SUPPORT SERVICES ADVISORY BOARD MEETING**

**VIA ZOOM**

**Thursday, March 10, 2022**

**Minutes**

**I. CALL TO ORDER**

The meeting was called to order by Tom Nino, Chair, at 12:00 PM

**II. ROLL CALL**

There was no quorum established at this meeting.

Tom Nino, Chair <i>Social Services Representative</i>	P	<i>Law Enforcement - Open</i>	N/A
Itzi Robles <i>Fresno EOC Commissioner</i>	P	<i>Business Representative - Open</i>	N/A
Michael Reyna <i>Community At Large</i>	P	<i>Sanctuary Representatives (Varies)</i>	X
Cynthia Cervantes <i>Health Representative</i>	A		

P = Present, A = Absent, X = Excused Absence

Staff Present:

- Michelle L. Tutunjian, Chief Operating Officer
- Misty Gattie-Blanco, Sanctuary Director
- Chrystal Streets, Homeless Services Manager
- Jen Cruz, LGBTQ+ Manager
- Amber Secundino, CVAHT Manager
- Anita Ponce, Program Assistant III

**III. APPROVAL OF MINUTES**

December 17, 2021 – Reyna/Robles M/S/C to approve December Meeting Minutes. All in favor.

**IV. PROGRAM UPDATES**

- Accomplishments and Challenges

- Program Activity Reports  
Activity reports were previously provided to the committee.

Secundino shared with the committee TVAP Funding is filling in the gap for the loss of OVC Comprehensive.

- Program Funding Activities  
Gattie-Blanco provided a brief overview of Program Funding Activities and shared OVC Comprehensive was not awarded.

Reyna requested to add grant amounts on funding updates.

**V. PROGRAM ANNOUNCEMENTS**

Gattie-Blanco informed the Committee of upcoming events for National Safe Place Week, Fresno Pride Parade and Festival, and 3<sup>rd</sup> Annual Illuminate Our Pride. Event information will be shared on media platforms.

VI. **OTHER BUSINESS**

Next meeting is scheduled on June 9, 2022

VII. **PUBLIC COMMENTS**

Nino shared with the Committee Uplift Families First is now Pacific Clinics.

VIII. **ADJOURNMENT**

The meeting was adjourned at 12:33 PM

Respectfully Submitted,

Misty Gattie-Blanco  
Sanctuary Director



**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**May 3, 2022**

CALL TO ORDER

The meeting was called to order at 6:07 p.m. by Ashleigh Rocker Greene, CWPC Chairperson, via ZOOM call.

ROLL CALL

Roll Call was called by Senovia Murillo, CWPC Secretary. The following Representatives were present: Brenda Velasquez, Xiomara Cuyuh, Anna Fernandez, Alma Martinez Guillen, Uvilla Ibarra, Erica Cortez, Natalie Montano, Laura Barnes, Youa Xiong, Yeng Vang, Cesia Munoz, Amber Daniels, Blanca Lopez, Senovia Linda Murillo, Lisett Rodriguez, Veronica Canchola, Jerry Vang, Susana Islas, Ashleigh Rocker Greene, Christina Marquez, Michellie Sanchez, Ana Angeliano, Naomi Jackson, Angela Diaz, Fawnda Cole, Ashley Sierra, Sade Williams, Peter Uresti, Maria Castellanos, Maja Campbell, Jen Dote, Natisha Goins, Lupe Jaime-Mileham, Jimi Rodgers and Zina Brown-Jenkins.

Ashleigh Rocker Greene, CWPC Chairperson, informed Representative that at this time a quorum was not met. Meeting will continue to “Informational Items” until a full quorum has been met.

HEAD START 0 TO 5  
COVID-19 UPDATES

Marie Sani, Health Services Manager, informed Representatives at tonight’s meeting of the Head Start 0 to 5 COVID-19 Updates.

At this time, 97% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has a 3.6% positivity rate which is down from the 20 percentile. As the positivity and exposure rate continue to decrease, it was determined that all classes and program options resume in person services effective, Tuesday, February 22, 2022.

In addition, we continue to collaborate with Fresno County Public Health Department to keep current in our isolation, quarantine, and masking procedures/practices. This included reporting any positive COVID cases in Head Start 0 to 5 to the computerized system called SPOT. Public Health Department states 60% of new cases are the Beta variant.

Children under 5 years of age are still unable to be vaccinated. Therefore, children with COVID-19 symptoms will be sent home a minimum of 5 days until symptoms resolve or the child has a negative PCR test taken on day 5. For positive COVID-19 results, children will need to be out 10 days per the Fresno County Public Health Department and Child care Licensing regulations. We continue to do masking and using precautions.

Ashleigh Rocker Greene, CWPC Chairperson, informed Representative that a full quorum has been met and meeting will continue with “Revised Agenda Approval.”

The CWPC Agenda for May 3, 2022 was revised to add under “Announcement, I. June 24, 2022 – Last day for Head Start Home Base Socialization.”

A motion to approve Revised CWPC Agenda for May 3, 2022 was made by Fawnda Cole and seconded by Maria Castellanos. Motion carried.

APPROVAL OF  
PREVIOUS CWPC  
MINUTES

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the CWPC Minutes from the April 5, 2022 meeting. This information was sent to Representatives prior to tonight’s meeting.

Motion to approve the April 5, 2022 CWPC Minutes as written and read was made by Alma Martinez Guillen and seconded by Fawnda Cole. Motion carried.

FRESNO EOC  
PROGRAM REPORT

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representative of services provided to the community. A calendar of Food Distributions were previously sent to Representative.

Ms. Jalomo-Ramirez, shared information from the Food Distributions Calendar for the month of May 2022.

Locations are in the communities of: Cantua Creek, Mendota, Fresno EOC – LCC, Parlier, Sanger Orange Cove, Firebaugh and Pinedale. Event set-up is at 8:00 AM and the distribution of food begins between 9:00 AM to 10:00 AM. Food is distributed on first come, first serve basis.

COMMUNITY  
REPRESENTATIVE  
REPORTS

Ashleigh Rocker Greene, CWPC Chairperson, welcomed the Community Representatives to tonight's meeting.

Central Valley Regional Center (CVRC):

Maja Campbell, Program Manager, informed Representatives of the following:

- CVRC continues to take referrals for Early Start and staff are providing services in the community and in homes.

Fresno EOC Women, Infants and Children (WIC):

Natasha Goins, Fresno EOC WIC Nutrition Assistant/CLC, informed Representatives of the following:

- WIC continues with the "Books for Kids" program, clients will receive a book at their appointments.
- WIC will be distributing Farmers' Market \$30 vouchers for fruits and vegetables later this month. WIC will contact clients by text or Facebook. Please visit our website for more information.

Ms. Rocker Greene, thanked the Community Representatives for their reports.

FRESNO EOC  
COMMISSIONERS'  
REPORT – JANUARY  
2022

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative of the Fresno EOC Board of Commissioners minutes from January 26, 2022. This information was sent to Representatives prior to tonight's meeting.

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. This information below was discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place January 26, 2022 via ZOOM.

Ms. Brown-Jenkins briefly shared information on the topics below:

- Approval of Resolution
- Introduction of New Commissioners
- Election of Officers
- Chief Executive Officer's Report
- Heather Brown, Human Resources Director, resigned in February 2022.

Motion to approve the January 26, 2022 Fresno EOC Board of Commissioners minutes as written and read was made by Christina Marquez and seconded by Fawnda Cole. Motion carried.

FINANCIAL STATUS  
REPORT FOR THE  
MONTH OF FEBRUARY  
2022

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of February 2022. These reports were sent to Representatives prior to tonight's meeting.

Ms. Rocker Greene reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of February 2022 and year-to-date. The report includes Basic and Training & Technical Assistance budget and credit card expenses as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head

FINANCIAL STATUS  
REPORT FOR THE  
MONTH OF FEBRUARY  
2022 – (Cont.)

Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance.

Motion to approve the Monthly Financial Status Reports for February 28, 2022 for Early Head Start and Head Start was made by Naomi Jackson and seconded by Fawnda Cole. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF  
MARCH 2022

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Report for the month of March 2022 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Head Start monthly ADA for March 2022 is 75.85% for Center Base and 65.63% for Home Base. Total Head Start enrollment for March 2022 is 1561.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

The Early Head Start monthly ADA for March 2022 is 71.87% for Center Base and 94.28% for Home Base. Total Early Head Start enrollment for March 2022 is 225.

Motion to approve the ADA Reports for Head Start Center Base and Early Head Start for March 2022 was made by Veronica Canchola and seconded by Alma Martinez Guillen. Motion carried.

PERSONNEL  
COMMITTEE REPORT

Peter Uresti, CWPC Personnel Committee Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Mr. Uresti reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/Status Change and Job Description for Positions of Early Head Start and Head Start staff, as well as Eligibility Lists created for May 3, 2022.

CWPC SUMMER  
MONTHS MEETINGS  
(JUNE, JULY &  
AUGUST)

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Summer Months Meeting (June, July & August). This information was previously sent to Representatives prior to tonight's meeting.

In accordance with CWPC Bylaws, the CWPC Executive Board shall act on behalf of the CWPC body during the summer months of June, July and August (CWPC Bylaws, Article V. Section 3). However, Head Start 0 to 5 staff encourage all Representatives to continue attending the CWPC meetings during the summer months in order to participate in the decision-making process of the program.

The meetings will continue via ZOOM due to the COVID-19 and in compliance with the Fresno Economic Opportunities Commission COVID-19 Safety Program. All Representatives will continue to receive the CWPC packet as the summer CWPC meetings are combined with the CWPC Executive Board meetings and take place once a month.

The dates for the summer CWPC meetings are as followed:

- Tuesday, June 7, 2022
- Tuesday, July 5, 2022
- Tuesday, August 2, 2022

HEAD START CENTER  
BASE AND HOME  
BASE END-OF-YEAR  
ACTIVITIES

Helen Uyeda, Education Services Manager and Guadalupe Zuniga, Head Start 0 to 5 Home Base Services Manager informed Representatives of the Head Start Center Base and Home Base End-of-Year Activities. This information was previously sent to Representatives.

For the 2021-2022 program year, the presentation of Center Base children's certificates will be given to children on the last day of attendance. No in-person ceremonies as noted on the End-of-Year activity form:

- Children's last day for Center Base 3.5 and 7.5 hour classrooms will be Friday, May 27, 2022
- Children's last day for Center Base 6 hour classrooms will be Friday, June 10, 2022
- Children's last day for Center Base 11 hour classrooms will be Friday, June 30, 2022

For Head Start Home Base we will be doing in-person ceremonies in their assigned socialization Center Base facilities as noted on the End-of-Year activity form on June 24, 2022.

Ashleigh Rocker Greene, CWPC Chairperson, recommended that the Head Start 0 to 5 program look into the 2022-2023 school year budget for contracting a photographer to take pictures of children next school year.

CSPP PROGRAM'S  
SELF-EVALUATION  
(PSE)

Helen Uyeda, Education Services Manager, informed Representative of the CSPP Program's Self-Evaluation (PSE). This information was previously sent to Representative.

The California Department of Education (CDE), Early Education and Support Division (EESD), implemented a monitoring system for evaluating child care programs funded through the state, called the Program Self Evaluation (PSE) is done annually every year.

The self-evaluation process requires various data sources be conducted throughout the program year in order to arrive at the final step of Board review and approval for the final report. The six CSPP sites are the following centers in Fresno County: Cantua Creek, Dakota Circle, Franklin, Sequoia, Wilson and two classrooms at Dakota Circle. The results of the program evaluation were based on findings of the following documents:

1. *Desired Results Developmental Profile (DRDP) Summary of Finding (EESD 3900)* - A critical step toward supporting children's learning and developmental progress is for teachers to complete a Desired Results Developmental Profile (DRDP) for each child in the classroom.
2. *Program Review Instrument Summary Findings and Corrective Action Plans (EESD 4001)* - This form summarizes all the results of Program Self Evaluation and Corrective Action Plans associated with each section.
3. *Preschool Environmental Rating Scale Summary of Findings (EESD 4002)* - An environmental rating scale is completed at each of the six CSPP classrooms. The Rating Scale consists of 49 items, and the findings identified areas of strength and need for improvement.
4. *Parent Survey Summary of Findings (EESD 4003)* - Parents' input was requested about the quality of the children's care by staff, the classroom environment, the curriculum and suggestions for improvement of services.

The CSPP Program's Self Evaluation is the presentation of the final document that requires Board approval, especially forms EESD 4000. The deadline for submitting this PSE to the California Department of Early Education and Support Division is by June 1, 2022.

CAP 60 OVERVIEW

Mai Chang, Fresno EOC Navigator Center Coordinator, informed Representatives of the CAP 60 Overview. This information was previously sent to Representative.

The CAP 60 system provides a program that if fully customized to meet the specific needs and requirements of each. Fresno EOC has selected the CAP 60 database as the main database to centralize the intake process, maximize referrals, and unify CBSG data collection for Fresno EOC programs, including Head Start 0 to 5.

CAP 60 OVERVIEW –  
(Cont.)

To support the CAP 60, a Navigation Assistance Center has also been established at Fresno EOC to allow clients to come into one location and be able to apply for all Fresno EOC services offered by individual programs.

CWPC PROGRAM  
GOVERNANCE  
QUESTIONNAIRE 2022

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Program Governance Questionnaire 2022. This information was previously sent to Representative.

The CWPC Program Governance Questionnaire 2022 is provided to all CWPC Representatives, Community Representatives and Fresno EOC Commissioners annually. Results from the questionnaire are used to train and improve staff, CWPC Representatives, Community Representatives and Fresno EOC Commissioners on Head Start's Program Governance.

All Representatives were asked to complete the CWPC Program Governance Questionnaire by May 17, 2022 by scanning the QR code and downloading to their phones or return completed questionnaire to staff. The questionnaire is in English and Spanish.

Once data is compiled it will be shared at the next CWPC Meeting on June 7, 2022.

EARLY HEAD START/  
HEAD START  
MONTHLY PROGRAM  
UPDATE REPORT  
(PUR) FOR THE  
MONTH OF  
MARCH 2022

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of March 2022. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

ANNOUNCEMENTS

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

- A. May 12, 2022 – CWPC Parent Planning & Review Committee Meeting via ZOOM
- B. May 17, 2022 – Next Executive Board Meeting via ZOOM at 6:00 p.m.
- C. May 27, 2022 – Last Day for Center Base Classes (3.5 Hour Classes)
- D. May 27, 2022 – Last Day for CSPP Classes (7.5 Hour Classes)
- E. May 30, 2022 – Memorial Day – Holiday
- F. June 1, 2022 – Head Start 0 to 5 Summer Recruitment for 2022-2023 Program Year
- G. June 7, 2022 – CWPC Meeting via ZOOM at 6:00 p.m.
- H. June 10, 2022 – Last Day for 6 Hour Classes
- I. June 24, 2022 – Last Day for Head Start Home Base Socialization
- J. June 30, 2022 – Last Day for CSPP Classes (11 Hour Classes)

Olga Jalomo-Ramirez, Family/Community Services Manager, shared that a Special Job Fair for Head Start 0 to 5 program will be held on Tuesday, May 24, 2022 from 1:30 p.m. to 4:30 pm in the Fresno EOC 1900 Building Courtyard.

Parents are encouraged to apply if you meet the required qualifications. Please share this information with family members and friends. For detailed information on positions available and required qualifications, go on to the [www.fresnoeoc.org](http://www.fresnoeoc.org) website.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Senovia Linda Murillo and seconded by Naomi Jackson. Motion carried.

The meeting adjourned at 7:46 p.m.

Submitted By:

Esther Lepe  
Recording Secretary



**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**June 7, 2022**

CALL TO ORDER The meeting was called to order at 6:00 p.m. by Ashleigh Rocker Greene, CWPC Chairperson, via ZOOM call.

ROLL CALL Roll Call was called by Ashleigh Rocker Greene, CWPC Chairperson. The following Representatives were present: Ashleigh Rocker Greene, Fawnda Cole, Senovia Linda Murillo, Angela Diaz, Veronica Canchola, Anna Fernandez, Brenda Velasquez, Xiomara Cuyuh, Alma Martinez Guillen, Uvilla Ibarra, Erica Cortez, Laura Barnes, Stephanie Salazar, Stephanie Vasquez, Cesia Munoz, Amber Daniels, Blanca Lopez, Luz Cabrera, Jerry Vang, Carlos Campos, Karla Zavala, Naomi Jackson, Ashley Sierra, Maja Campbell, Annette Thornton, Lupe Jaime-Mileham, Jimi Rodgers and Zina Brown-Jenkins. A quorum of the CWPC Executive Board was present.

**Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives at tonight’s meeting that only Executive Board members can make a motion, a second on Action Items, and vote.**

As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:

A quorum shall be constituted by 51% of the CWPC’s membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.

APPROVAL OF PREVIOUS CWPC MINUTES Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the CWPC Minutes from the May 3, 2022 meeting. This information was sent to Representatives prior to tonight’s meeting.

Motion to approve the May 3, 2022 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Angela Diaz. Motion carried.

FRESNO EOC PROGRAM REPORT Reporting from the Fresno EOC Programs is currently on Summer Recess. Reporting will resume in September 2022.

COMMUNITY REPRESENTATIVE REPORTS Ashleigh Rocker Greene, CWPC Chairperson, welcomed the Community Representatives to tonight’s meeting.

Central Valley Regional Center (CVRC):

Maja Campbell, Program Manager, informed Representatives of the following:

- CVRC continues to do in-person assessments.
- Taking referrals for developmentally delayed children.
- Conducting hiring in June and October.

Fresno EOC Women, Infants and Children (WIC):

Annette Thornton, Fresno EOC WIC Director, informed Representatives of the following:

- National Formula Shortage: WIC gives out Enfamil products. Due to the shortage there are other options available via [www.myfamily.wic.ca.gov](http://www.myfamily.wic.ca.gov). Information regarding this website was shared onto the screen for other formula options.
- WIC clients can receive a \$30 voucher for fruits and vegetables that can be used at the Farmers Market at River Park on Tuesdays and at the Kern Street location on Wednesdays from 10:00 am to 12:00 pm.

Ms. Rocker Greene, thanked the Community Representatives for their reports.

FRESNO EOC  
COMMISSIONERS'  
REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative that the Fresno EOC Board of Commissioners minutes are not available. This report was sent to Representative prior to tonight's meeting.

Ms. Brown-Jenkins shared that as of January 2022, Fresno EOC Board meetings takes place every other month. As a result, there is nothing to report for the month of February 2022.

FINANCIAL STATUS  
REPORT FOR THE  
MONTH OF MARCH  
2022

Angela Diaz, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of March 2022. These reports were sent to Representatives prior to tonight's meeting.

Ms. Diaz reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of March 2022 and year-to-date. The report includes Basic and Training & Technical Assistance budget and credit card expenses as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head

Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance.

Motion to approve the Monthly Financial Status Reports for March 31, 2022 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Angela Diaz. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF  
APRIL 2022

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Report for the month of April 2022 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Head Start monthly ADA for April 2022 is 78.14% for Center Base and 85.78% for Home Base. Total Head Start enrollment for April 2022 is 1558.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

The Early Head Start monthly ADA for April 2022 is 81.31% for Center Base and 95.85% for Home Base. Total Early Head Start enrollment for April 2022 is 221.

Motion to approve the ADA Reports for Head Start Center Base and Early Head Start for April 2022 was made by Angela Diaz and seconded by Fawnda Cole. Motion carried.

HEAD START 0 TO 5  
COVID-19 UPDATES

Marie Sani, Health Services Manager, informed Representatives at tonight's meeting of the Head Start 0 to 5 COVID-19 Updates.

At this time, 95% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has a 3.2% positivity rate which is down from the 20 percentile just 2 months ago. All classes and program options resume in person services effective, February 22, 2022.

In addition, we continue to collaborate with Fresno County Public Health Department to keep current in our isolation, quarantine, and masking procedures/practices. This included reporting any positive COVID cases in Head Start 0 to 5 to the computerized system called SPOT. Public Health Department states 60% of new cases are the Beta variant.

HEAD START 0 TO 5  
COVID-19 UPDATES –  
(Cont.)

Children under 5 years of age are still unable to be vaccinated. Therefore, children with COVID-19 symptoms will be sent home a minimum of 5 days until symptoms resolve or the child has a negative PCR test taken on day 5. For positive COVID-19 results, children will need to be out 10 days per the Fresno County Public Health Department and Child care Licensing regulations. We continue to do masking and using precautions following our Head Start Program Performance Standards.

Ms. Sani shared that as of today, the COVID-19 positivity rate is at 11%.

PERSONNEL  
COMMITTEE REPORT

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Mr. Rocker Greene reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/ Status Change and Job Description for Positions of Early Head Start and Head Start staff, as well as Eligibility Lists created for June 7, 2022.

ACTIVITIES  
INTEGRATING OF  
MATHEMATICS AND  
SCIENCE (AIMS)  
PARTNERSHIP

Ralph Carrillo, Early Childhood Education (ECE) Specialist, informed Representatives of the Activities Integrating of Mathematics and Science (AIMS) Partnerships. This information was previously sent to Representatives.

AIMS is a non-profit organization that supports playful, imaginative, creative, human-centered, and socially-informed approaches to teaching and learning mathematics and science, and policies and practices that are culturally-relevant and transformative.

AIMS has partnered with the Fresno EOC Head Start program since 2016 to support enhanced preschool STEM teaching and learning. They conduct monthly professional learning sessions that engage Head Start teachers in deepening their own understanding of mathematics, reflecting on research-based teaching practices that are appropriate for the variations of developmental levels in their classrooms, and collaboration together to analyze video-recorded lessons, activity design, and classroom interactions. Through intentional observing and listening, they focus on how children develop key mathematical understandings as they interact with materials in play. Their current work focuses on the design and development of opportunities for enhanced STEM learning through professional development, classroom activities and community engagement.

Mr. Carrillo shared that the 2<sup>nd</sup> annual Makers Faire is currently winding down at Franklin Head Start. There were 11 stations set up various activities. The participation for today's event was around 100 children and adults. Overall, the event was enjoyed by all.

CWPC PROGRAM  
GOVERNANCE  
QUESTIONNAIRE 2022  
RESULTS

Tashon Smallwood, Family Engagement/Volunteer Services Coordinator, informed Representatives of the CWPC Program Governance Questionnaire 2022 Results. This information was previously sent to Representative.

Annually, staff provides Program Governance Questionnaire to all CWPC Representatives, Community Representatives and Fresno EOC Commissioners. Results from the questionnaire are used to train and improve staff, CWPC Representatives, Community Representatives and Fresno EOC Commissioners on Head Start's Program Governance.

This year, the questionnaire was provided to all participants through a link, QR code and by mail. Overall, we received 15 responses out of 55 CWPC Representatives, Community Representatives and Fresno EOC Commissioners.

Mr. Smallwood briefly went over the responses to the questions.

Rosa M. Pineda, Head Start Director, suggested that for the next school year 2022-2023 that we send out in advance the explanation to each question so participants can fully understand the question. Perhaps there will be a higher response to the CWPC Program Governance Questionnaire next year.

EARLY HEAD START/  
HEAD START  
MONTHLY PROGRAM  
UPDATE REPORT  
(PUR) FOR THE  
MONTH OF  
APRIL 2022

Rosa M. Pineda, Head Start Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of April 2022. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

ANNOUNCEMENTS

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

- A. June 2022 – Food Distribution
- B. June 21, 2022 to July 19, 2022 – Summer Program for the following sites:
  - Roosevelt Head Start
  - Jefferson Head Start
  - Franklin Head Start
  - Kings Canyon Head Start
  - Richard Keyes Head Start (pending licensing)
  - La Colonia Head Start (pending licensing)
- C. July 4, 2022 – Independence Day Holiday
- D. July 5, 2022 – CWPC Meeting via ZOOM at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Anna Fernandez and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 7:15 p.m.

Submitted By:

Esther Lepe  
Recording Secretary

**Fresno EOC/Local Conservation Corps  
Advisory Board  
June 15, 2022**

Ed Avila	P	Lisa Mitchell	A
David Clark	A	Carmen Romero	P
Brian King	A	Sharon Weaver	P
Bruce McAlister	P	LCC/YouthBuild Senate Council President or Representative	p
Ken McCoy	A		

**Staff:**

Shawn Riggins, LCC Director  
 Jeff Davis, Training & Employment Services Division Director  
 Elisa Sgambellone, Senior Services Manager  
 Caroline Garcia, YouthBuild Program Manager  
 Julio Lopez, Recycling Program Manager  
 Jay Fitzpatrick, Solar Manager  
 Alicia Garcia, Administrative & Operations Manager

**I. WELCOME AND CALL TO ORDER**

Shawn Riggins, LCC Director, called the meeting to order at 12:046 p.m.

**II. ROLL CALL**

Roll call was called.

**III. CHAIRPERSON SELECTION**

Item tabled to next Advisory Board Meeting on August 17, 2022

**IV. APPROVAL OF MINUTES**

The February 24, 2022 minutes were approved. M/S/C McAlister/Romero.

**V. YOUTHBUILD CHARTER SCHOOL OF CALIFORNIA 2022 GRADUATION**

Elisa Sgambellone, LCC Assistant Director provided an overview of the Charter School of California (YCSC). YCSC provides high school diploma courses at 18 sites, mostly in the Los Angeles area since 2008. It is accredited by the Western Association of Schools and Colleges, and serves individuals 18-29 years of age at the Fresno site. LCC's partnership with YCSC began in 2009, and the school must have a YouthBuild program on site, and able to accommodate program scheduling needs. YCSC at the Fresno site operates on a 50/50 model which means that students are in the classroom one week and in the field the opposite week. YCSC students also receive work experience credit for the time they spend in the field. YCSC students at the LCC have the opportunity to earn up to five credits per class per trimester as they work toward a high school diploma; making attendance extremely important. They are also eligible to receive counseling and wraparound services. YCSC's student body consists of corpsmembers and full time/classroom-based students, and the academic year consists of three trimesters with three Authentic Performance Tasks (APTs) each, for a total of nine per school year. Each APT has four competencies/skills that students must meet: 1. Effort, 2. Completeness, 3. Quality of Work, and 4. Attendance and Participation. Students earn a grade on their APT; grade determines the credits awarded for the subject. If an APT is incomplete students must repeat the class.

Since returning to in person instruction, classrooms look a little different. Desks have been modified with partitions for COVID safety, and students sanitize them when they come in and when they leave. Chromebooks are checked out at the start of the school day to complete assignments using Google Classroom and Schoology. As the students are now more familiar with technology such as Zoom and email, there is flexibility in case there is a need to return to distance learning. YCSC is also currently offering a STEMfolio (Science Technology and Math) pilot class where selected students have the opportunity to participate in hands-on projects with the assistance of the school's science and construction teachers.

At YCSC, each trimester has a Community Action Project (CAP) activity. This trimester, due to continued COVID-19 concerns, YCSC students offered the CAP activity to the LCC Community. The project focused on the Cinco de Mayo celebration and the significance of Cinco de Mayo in Mexico. There was a poster making contest, music, dancing and authentic food. At the conclusion of the project students returned to the classroom to reflect on what they had learned. All YCSC students and staff, LCC corpsmembers, as well as other EOC programs participated. The Class of 2022 will be celebrated at John's Incredible Pizza, Thursday, June 14th at 11:30 a.m. The first post-COVID graduation ceremony as a group will be held at EOC's Sanctuary Theater on Friday, June 24, 2022 at 1:00 p.m. Since 2009 more than 400 students have earned their high school diploma at YCSC's Fresno site.

The YCSC enrollment application is available on the LCC's webpage and is currently being accepted for the fall semester that will begin on August 8, 2022, and recruitment is always ongoing.

## **VI. COSPRMEMBER AND STAFF WAGES**

Shawn Riggins, LCC Director, stated that the nation-wide labor shortage has had a drastic impact on businesses and non-profits, all competing for entry level positions. Many local and national chain businesses routinely advertise starting pay around \$16 per hour (or higher). In California, many local corps programs are experiencing recruitment issues. LCC has also been affected by this shortage.

Beginning June 6, 2022, LCC has adjusted the current starting pay for LCC corpsmembers (increase from \$15 to \$16 per hour) and LCC entry-level supervisors and program assistants (\$17 per hour to \$18 per hour). For other LCC staff outside of supervisors and program assistants, the EOC Human Resources Department is currently reviewing the agency's salary structure.

Due to the recruitment challenge a social media campaign has been implemented and LCC is advertising the program is hiring starting at \$16/hour. LCC staff is actively recruiting at community events, as well as by word-of-mouth. In the past few months there has been an increase of applicants compared to the first part of the year.

## **VII. LCC UPDATES**

### **a. Work Training Projects**

A detailed list of work training projects was distributed at the meeting with the Advisory Board agenda packet. Several projects were highlighted. Shawn Riggins provided a brief update on LCC's activities/events since the last Advisory Committee meeting, as follows:

- Riggins provided an update on Prop 68-Development of the second floor of the Paul McLain-Lugowski Vocational Building. The second floor is finally coming together, work has been in progress on the 5,000 square feet space, and the last piece to complete the work is the installation of the elevator. The elevator is scheduled for delivery by the end of June and will

be installed by the end of August. LCC will be planning a celebration and grand opening in September; there are three classrooms, one conference room and office space.

Riggins also provided an update on the Fatherhood program. LCC received funding from the County of Fresno; executed contract was received last December and is now fully staffed. The first Fatherhood class started in early June. This program will be ongoing for the next three to four years. The Fatherhood program is widely recognized with fathers here in the city. The Fatherhood program is funded by two funding sources. Perinatal Equity Initiative (PEI) to serves partners of African American women, and Babies First Initiative serves any father as long as the mother receiving services thru Babies First.

- Jay Fitzpatrick, Solar Manager, provided an update on the solar program. Fitzpatrick stated that he has been working in the solar industry for over fifteen years and just started at LCC and will be hiring a solar installer very soon. Just completed first solar install and passed inspection on the first time. Fitzpatrick shared that he is excited to be part of LCC's team.
- Julio Lopez, Recycling Program Manager, provided an update on LCC's recycling program. During the pandemic, Lopez stated the recycling program was considered essential, and staff and corpsmembers continued working. At the beginning of the pandemic a lot of requests for the e-waste pick up started coming in. CRV numbers as businesses have opened, have increased. Corpsmembers enrolled in the recycling program receive training in oil signage education, CRV collection, e-waste, waste tires, and mattress recycling. The recycling program recently participated in the City of Sanger Spring Clean-up event recycling mattresses; filled up three 50-foot trailers. In addition, a crew is assigned to the Rice Road Recycler site on Friant Road and loads mattresses that are on the ground, onto a trailer.
- Caroline Taito, YouthBuild Program Manager, provided an update on the YouthBuild Program. The crew is currently at the housing site in Reedley working with Self Help Enterprises building homes. Two students from the sterile processing program will be placed at Valley Children's Hospital for a 400-hour paid internship. Upon completion of their internship they will be able to take the state test and receive their certification which is globally recognized. LCC recently received another three years of funding from YouthBuild USA for YouthBuild AmeriCorps education awards. This funding is for education awards and some staff support. The educations awards help corpsmembers pay for their post-secondary education, including any pending student loans. Corpsmember have up to seven years to access/use these awards. Continues to enroll new students and is preparing for two site visits from funders.
- Riggins provided an update on the Central Valley Forestry Corps. Participants just returned from Reedley College for their 8-week work experience portion. This project consists of four weeks introduction to forestry, and certifications at LCC, eight weeks Fuels Management at Reedley College and four weeks paid work experience at LCC for a total of 20 weeks. Most of this cohort started getting hired by CalFire right out of Reedley College, with only two or three returning to LCC for the work experience portion.
- Riggins provided an update on the US Department of the Interior Bureau of Reclamation (BREC) project. A lot of trail work has been done at the San Joaquin River Gorge and Millerton Lake as well.

b. Corpsmember/Student Development

Nathius Mendoza, YCSC student and corpsmember shared his journey towards earning his high school diploma. Nathius and his family are excited that he will be graduating this month as a member of the class of 2022. He shared his journey to graduation, which was at times very difficult. Nathius related some of his experiences and struggles at the schools he attended. He explained how he did not feel supported by his teachers and was not receiving credit for work turned in. Conversely, at YCSC, it was very easy for Nathius to earn his credits, get along with teachers and all the staff at both YCSC and the LCC. He also mentioned that he was able to talk to his Transitional Support Advisor when he encountered issues, and received assistance, guidance, and support which enabled him to focus on his goal of high school graduation - a big deal in his family since he will be the first to graduate.

**VIII. PROGRAM ANNOUNCEMENTS**

Social Media Campaign and Recruitment

- Riggins distributed LCC recruitment flyers and shared LCC's social media accounts.

**IX. OTHER BUSINESS**

Next meeting is scheduled for Wednesday, November 16, 2022

**X. PUBLIC COMMENTS**

None heard

**XI. ADJOURNMENT**

Meeting was adjourned at 1:05 p.m.

Respectfully Submitted,  
Shawn Riggins, LCC Director  
Fresno EOC Local Conservation Corps



**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**July 5, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Ashleigh Rocker Greene, CWPC Chairperson, via ZOOM call.

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives that Haydee Garcia, Representative from Early Head Start Home Base Reedley/Sanger has resigned from the position of Chairperson, of the Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Committee.

Laura Barnes, Representative from College Community Center Base has accepted the position of Chairperson on the ERSEA Committee.

**ROLL CALL**

Roll Call was called by Ashleigh Rocker Greene, CWPC Chairperson. The following Representatives were present: Ashleigh Rocker Greene, Fawnda Cole, Senovia Linda Murillo, Angela Diaz, Maria Barajas, Christina Marquez, Anna Fernandez, Laura Barnes, Xiomara Cuyuh, Alma Martinez Guillen, Stephanie Salazar, Blanca Lopez, Sade Williams, Maja Campbell, Annette Thornton, Jimi Rodgers and Zina Brown-Jenkins. A quorum of the CWPC Executive Board was present.

**Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives at tonight’s meeting that only Executive Board members can make a motion, a second on Action Items, and vote.**

As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:

A quorum shall be constituted by 51% of the CWPC’s membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.

**APPROVAL OF  
PREVIOUS CWPC  
MINUTES**

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the CWPC Minutes from the June 7, 2022 meeting. This information was sent to Representatives prior to tonight’s meeting.

Motion to approve the June 7, 2022 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Angela Diaz. Motion carried.

**FRESNO EOC  
PROGRAM REPORT**

Reporting from the Fresno EOC Programs is currently on Summer Recess. Reporting will resume in September 2022.

**COMMUNITY  
REPRESENTATIVE  
REPORTS**

Ashleigh Rocker Greene, CWPC Chairperson, welcomed the Community Representatives to tonight’s meeting.

Fresno EOC Women, Infants and Children (WIC):

Annette Thornton, Fresno EOC WIC Director, informed Representatives of the following:

- Due to the National Formula Shortage Infant formulas will be issued until August 31, 2022. Currently there are 170 formula options available on the WIC card.
- Next week Enfamil formula will switch over to Similac formula.
- Soy based formula will remain the same.
- Contract with California WIC will change next month.

Ms. Rocker Greene, thanked the Community Representative for her report.

FRESNO EOC  
COMMISSIONERS'  
REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative of the Fresno EOC Board of Commissioners minutes from March 23, 2022. This report was sent to Representative prior to tonight's meeting.

Ms. Brown-Jenkins shared the following information:

- **APPROVAL OF RESOLUTION:** The agency's Legal Counsel representative, Gabriel Delgado, provided a brief overview of the AB 361 Resolution, which allows the Board to meet via teleconference expires March 31, 2022. More information to follow upon the Legislative review.
- **INTRODUCTION OF NEW COMMISSIONERS:** Hayes introduced the following new Commissioners to the Fresno EOC Board: Steven Taylor, appointed by the National Association for the Advancement of Colored People, Alena Pacheco, serving Target Area A, and Sherry Neil, appointed by the Fresno Economic Development Corporation.
- **CHIEF EXECUTIVE OFFICER'S REPORT:** Emilia Reyes, Chief Executive Officer, provided an overview of the CEO Report.

Motion to approve the March 23, 2022 Fresno EOC Board of Commissioners minutes was made by Fawnda Cole and seconded by Christina Marquez. Motion carried.

FINANCIAL STATUS  
REPORT FOR THE  
MONTH OF APRIL  
2022

Angela Diaz, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of April 2022. These reports were sent to Representatives prior to tonight's meeting.

Ms. Diaz reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of April 2022 and year-to-date. The report includes Basic and Training & Technical Assistance budget and credit card expenses as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance.

Motion to approve the Monthly Financial Status Reports for April 30, 2022 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Christina Marquez. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF  
May 2022

Fawnda Cole, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Report for the month of May 2022 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Head Start monthly ADA for May 2022 is 76.92% for Center Base and 88.35% for Home Base. Total Head Start enrollment for May 2022 is 1622.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

The Early Head Start monthly ADA for May 2022 is 76.45% for Center Base and 88.35% for Home Base. Total Early Head Start enrollment for May 2022 is 213.

Motion to approve the ADA Reports for Head Start Center Base and Early Head Start for May 2022 was made by Angela Diaz and seconded by Fawnda Cole. Motion carried.

PROPOSED REVISIONS  
HEAD START 2022-  
2023 EDUCATION  
PLAN

Helen Uyeda, Education Services Manager, informed Representatives of the Proposed Revisions for the Head Start 2022-2023 Education Plan. This information was sent to Representatives prior to tonight's meeting.

Tashon Smallwood, Family Engagement/Volunteer Services Coordinator, informed Representatives that the Education Plan included in the CWPC packet has been revised to include proposed revisions effective today.

The Proposed Revisions for the Head Start 2022-2023 Education Plan for Franklin Head Start was displayed on the screen.

The Education Plan is designed to provide strategies for achieving the education services objectives indicated in the Head Start Program Performance Standards and Head Start Early Learning Outcomes Framework. The local Education Plan is in accordance with the local community needs and with the cooperation of the Fresno EOC Head Start parents.

The purpose of the Education Committee is to meet throughout the school year to review and revise the Education Plan provided at each local center. The Education Committee includes the ECE Specialist, Center Director, or Teacher Director, and parent of currently enrolled children.

Motion to approve the Proposed Revisions Head Start 2022-2023 Education Plans was made by Fawnda Cole and seconded by Christina Marquez. Motion carried.

PROPOSED REVISIONS  
TO THE HEAD START 0  
TO 5 SELECTION  
CRITERIA

Julia Castro, ERSEA Liaison, informed Representatives of the Proposed Revisions to the Head Start 0 to 5 Selection Criteria. This information was sent to Representatives prior to tonight's meeting.

On April 21, 2022, the Administration for Children and Families released an Information Memorandum (IM) clarifying the definition of "public assistance" in the Head Start Act to include receipt or eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits. The IM, effective immediately, simplifies the eligibility and enrollment processes for Head Start Programs and requires changes to our Selection Criteria.

It was determined that SNAP households with young children have equivalent level of need to families currently Head Start services. This approach does not guarantee a SNAP recipient enrollment in a Head Start program. Programs must adhere to their recruitment and selection criteria to ensure they prioritize enrollment for those who may benefit most from Head Start services. The sole purpose of this is to make clear that Head Start programs can consider SNAP as public assistance for determining Head Start eligibility.

If approved by the CWPC, the Head Start 0 to 5 Selection Criteria will move forward to the Planning and Evaluation Committee meeting scheduled August 8, 2022.

Motion to approve the Proposed Revisions to the Head Start 0 to 5 Selection Criteria was made by Christina Marquez and seconded by Ashleigh Rocker Greene. Motion carried.

HEAD START 0 TO 5  
COVID-19 UPDATES

Marie Sani, Health Services Manager, informed Representatives at tonight's meeting of the Head Start 0 to 5 COVID-19 Updates. This information was sent to Representatives prior to tonight's meeting.

At this time, 93.6% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has a 3.2 cases per 100,000 moving up from 12.2. All classes and program options resume in person services effective, February 22, 2022. The emergency was lifted by Fresno County in June.

In addition, we continue to collaborate with Fresno County Public Health Department Daycare/Preschool regulations to keep current in our isolation, quarantine, and masking procedures/practices. This includes reporting any positive COVID cases in Head Start 0 to 5 to the PHD through computerized system called SPOT.

The FDA approved the COVID vaccine for children 0 to 5. When the vaccine becomes available, pediatricians will be giving the children their vaccines. It is 80% effective in clinical trials in

HEAD START 0 TO 5  
COVID-19 UPDATES –  
(Cont.)

preventing serious disease/hospitalization. Future Pop-up clinics are being planned by Fresno County Public Health Department.

Until case numbers drop and more children are vaccinated, children with COVID-19 symptoms will be sent home a minimum of 5 days until symptoms resolve or the child has a negative PCR test taken on day 5. For positive COVID-19 results, children will need to be out 10 days per the Fresno County Public Health Department and Child Care Licensing regulations. We continue to do masking and using precautions following our Head Start Program Performance Standards.

PERSONNEL  
COMMITTEE REPORT

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Rocker Greene reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/Status Change and Job Description for Positions of Early Head Start and Head Start staff, as well as Eligibility Lists created for July 5, 2022.

EARLY HEAD START  
SCHOOL READINESS  
2<sup>ND</sup> AGGREGATION

Christina Coble, Early Head Start Child Development Center Coordinator, informed Representatives of the Early Head Start School Readiness 2<sup>nd</sup> Aggregation. This information was sent to Representatives prior to tonight's meeting.

Head Start Program Performance Standard 1302.33 (b) (1) A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental and progress in outcomes aligned to the goals described in the Head Start Early Learning Outcome Framework; Ages Birth to Five. Such assessments must result in usable information for teacher, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

Ongoing child assessment occurs in Head Start 0 to 5 with all enrolled children. In order to determine how children are progressing and where support may be needed, Fresno EOC Head Start 0 to 5 collects and analyzes child assessment data 3 times a year. The data aggregation assessment periods are Fall, Winter and Spring. The Desired Results Profile Assessment (DRDP) is utilized for the Center Home Base program option and the Infant Development Assessment (IDA) is utilized for the Home Base program option.

For each data aggregation period, data is collected and sent to Child Care Results Analytics to be analyzed. Child Care Results Analytics provides reports: program wide reports, site and classroom reports and individual child reports. The reports assist the program in planning and supporting positive child outcomes. Teachers and Family Development Specialist also utilize this data to plan and implement according to each child's strengths and need.

HEAD START CENTER  
BASE/HOME BASE  
HEALTH SERVICES  
COMPLIANCE REPORT  
– AUGUST 2021 TO  
APRIL 2022

Marie Sani, Health Services Manager, informed Representatives of the Head Start Center Base/Home Base Health Services Compliance Report for August 2021 to April 2022. This information was sent to Representatives prior to tonight's meeting.

In reviewing reports for Center Base, as of April 2022, 75% of the physicals were completed, 52% of dentals completed and 98% of the immunizations completed.

As of June 2022, Head Start Home Base had 54% of physicals completed, 75% of dentals completed and 54% of immunizations completed for children enrolled in Home Base.

The goal is to be 100% completed; however, we faced many challenges with enrollment, staff and school closures due to COVID-19. During planning, managers and directors will be brainstorming on ways in which we can address challenges faced this year as it pertains to Health Services Compliance.

EARLY HEAD START/  
HEAD START  
MONTHLY PROGRAM  
UPDATE REPORT  
(PUR) FOR THE  
MONTH OF  
MAY 2022

Nidia Davis, Program Support Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of May 2022. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

ANNOUNCEMENTS

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

- A. July 2022 – Food Distribution
- B. August 2, 2022 – CWPC Meeting via ZOOM at 6:00 p.m.
- C. August 1-5, 2022 – Early Head Start Center Base Closed for Home Visits and Training
- D. August 8-11, 2022 – All Head Start Center Base Home Visits with Parent Orientation and Family Review
- E. August 15, 2022 – Head Start Center Base First Day of Classes
- F. August 15, 2022 – First Day of CSPP Part Day Classes with no Phase In and no Transportation

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Christina Marquez and seconded by Angela Diaz. Motion carried.

The meeting adjourned at 7:12 p.m.

Submitted By:

Esther Lepe  
Recording Secretary



August 24, 2022

## CEO REPORT

### Background

The information presented below is intended to inform the reader about the Chief Executive Officer, the Agency, and the staff's involvement in serving our community.

### FRESNO EOC AGENCY-WIDE EFFORTS

#### **Senator Anna Caballero Visits Foster Grandparent Program, Recognizes Senior Tech Grads**

Sen. Anna Caballero presented certificates to our Foster Grandparent Program Senior Tech Grads on June 17 at the Fresno EOC Nielsen Center. As you may remember, we launched a Technology Training for our Foster Grandparents, giving them the opportunity to learn new skills to continue their work in the classroom virtually. More than 30 volunteers graduated in April of 2021.

#### **Advance Peace Fresno Funding – Fresno City Hall Budget Mtg**

Members of Fresno EOC and Advance Peace Fresno attended a City of Fresno budget meeting on June 20, to raise concerns over funding being pulled.

#### **Advance Peace Fresno Meets with Senator Dianne Feinstein's Office**

Senator Feinstein's Field Representative Denise Sahatdjian met with Aaron Foster, Marcel Woodruff, and me on July 8 to discuss the work of Advance Peace Fresno. Denise said one of Senator Feinstein's biggest priorities during her tenure in the Senate is gun safety and reducing gun violence. The Senator and their staff are looking forward to innovative ways to support Advance Peace Fresno.

### Agency Bus Tours

As we mentioned in our last Board report in May, Fresno EOC is once again hosting agency bus tours after a two-year hiatus. We are inviting staff, Board Members, and community partners to take a tour of the agency. The day-long bus ride takes you to different departments and programs, where you will be able to visit a majority of our programs to see the work being done, and hear from staff. The most recent tour took place August 19. The next dates are September 30 and November 4.

## **Fresno EOC Chief Operating Officer gets national recognition as a Community Action Professional**

Michelle Tutunjian is now a Certified Community Action Professional (CCAP). Michelle will be formally recognized at the 2022 National Community Action Partnership Annual Convention. The gala event will be held on September 1 in New York City. Congratulations Michelle!

## **Jeff Davis Retirement**

I want to take a moment to thank Jeff Davis for his 42 years of service to Fresno EOC. He has filled quite a few positions over the years, most recently as Director of our Training and Employment Services Division. Jeff has left a lasting impact on the agency. He has spent decades dedicating his time and energy to work with staff and develop avenues for Fresno County residents to grow and learn valuable job skills necessary to change lives. We are grateful for his contributions and the foundation he has laid in our Training and Employment Division. It has been a pleasure to know and work with you. We wish you all the best in your retirement.

## **Health Services Health Education Team**

The Health Services's project "In The Know" curriculum which was developed and designed by EOC, UCSF and YTH is an innovative youth-centered, digital intervention that aims to improve health and well-being of adolescents in Fresno County was submitted to the John Hopkins "International Family Planning Conference 2022". The abstract was accepted and approved for presentation.

Also the Health Services's READY project "Rural Education and Development for Youth" which was developed and designed by EOC and UCSF and "In the Know" were both accepted and approved by the "American Public Health Association" an exclusive membership conference in Boston. "READY" was also accepted and approved at the "American Association Evaluation" which will be presented in New Orleans.

## **FRESNO EOC COMMUNITY EFFORTS**

### **Summer Meals Program Fed Fresno County Kids and Teens**

Fresno EOC Food Services Program, once again, launched the annual Summer Meals Program providing free and healthy meals for kids ages 1 to 18 during the summer break from school. This summer, Fresno EOC had nearly 40 locations across Fresno County, including onsite and Rural Express Bus sites. The service ran from June 13 through August 12.

### **Several Fresno EOC Programs Participated in the Fresno Juneteenth Fest**

Participating Fresno EOC programs included: Head Start 0 to 5, Fresno GROWS Best Babies Zone, Training and Employment, African American Coalition, LGBTQ+ Resource Center, Transit Systems, Sanctuary and Support Services, and Energy Services.

## **LGBTQ+ Resource Center Held Community Events During PRIDE Month**

The LGBTQ+ Resource Center team was busier than usual during Pride Month.

- June 24, the team partnered with the Fresno Chaffee Zoo for Family Pride Night. Many staff members and I joined our LGBTQ+ Resource Center Team for the fun family event. It was an event some community members had voiced opposition to. I can tell you, it was a wonderful family event, celebrating love and acceptance.
- June 25, they hosted the Illuminate Our Pride Festival. This event was held in front of the center on Fulton Street. The in-person event was intended to unite the LGBTQ+ community and allies. There were local food vendors, artisans, live music, and speakers addressing inequities the queer community continues to face in our city and throughout the country.
- All month long, they campaigned for Give OUT Day, a month-long fundraiser which ended on June 30, raising money for the same fund. For the first time ever, we surpassed our goal of \$10,000! With \$11,000 in donations and a generous grant of \$25,000 from our local Amazon center, the total came to \$36,000!!! All proceeds went toward the transgender medical needs fund.

## **City of Fresno is awarding Fresno EOC LGBTQ+ Resource Center**

We are excited to announce our LGBTQ+ Resource Center will be awarded \$100,000 from the City of Fresno to continue its work in our community. We are finalizing the details and expect to hold a news conference soon.

## **Transit Systems and City of Fresno Team Up to Provide Free Rides for Residents in High-Need Areas**

Fresno EOC Transit Systems rolled out shuttle service on Friday, July 1, for three areas secluded from easy access to public transportation. The service areas are from the Three Palms Mobile Home Park, the Veterans Home of California, and the Fresno County island of West Park. The service is free to residents and runs six days a week.

## **New Water Assistance Program**

We are excited to have our new Low-Income Household Water Assistance Program (LIHWAP) which began accepting applications in late July. This federally funded emergency program will help low-income families pay overdue water bills and keep the water running in their homes. Payments can be applied to overdue bills for residential water and (sewer) wastewater services accumulated before and during the COVID-19 pandemic.

## **MEDIA MENTIONS**

### **Fresno EOC WIC Helps Provide Do's and Don'ts for Navigating Through the Baby Formula Shortage**

Media mention: May 17 - [GV Wire](#)

**Fresno EOC WIC Provides Tips on Where to Find Baby Formula During the Shortage**

Media mention: May 17 - [Univision](#)

**Fresno EOC and Partners Release Report showing Fresno County's LGBTQ+ community faces housing barriers**

Media mention: May 24 - [ABC30](#)

**VAC Launches Pilot Program in Rural Fresno County and Makes Plans to Expand**

Media mention: May 26, 2022 – [GVWire.com](#)

**Community Partnership Results in Large Donations of PPE for Fresno EOC Clients**

Media mention: May 26, 2022 – [ONME News Network](#)

**Amazon Announced \$25k Donation to Fresno EOC LGBTQ+ Resource Center at Rainbow Pride Parade**

Media mention: June 3 – [GVWire.com](#)

**Transit Systems Donates Free Shuttle Service at Rainbow Pride Parade**

Media mention: June 5 – [The Collegian, Fresno State](#)

**LGBTQ+ Resource Center Holds Fundraiser and Events This PRIDE Month**

Media mention: June 12 – [ABC30.com](#)

**Pride Flag Raised at Fresno City Hall, Award Presented to Fresno EOC's LGBTQ+ Resource Center**

Media mention: June 13 – [FresnoBee.com](#)

**Fresno EOC Food Services and Fresno Unified School District Announce Summer Meals Schedule**

Media mention: June 13 – [YourCentralValley.com](#) (KSEE 24/KGPE 47)

**Family Pride Night at Fresno Chaffee Zoo Event Sold Out, Despite Criticism**

Media mention: June 24 – [GVWire.com](#)

**Fresno EOC's LGBTQ+ Resource Center Benefits from National Give OUT Day**

Media mention: June 30 – [ABC30.com](#)

**Fresno Faith Leaders Fighting Gun Culture and Gun Violence, Meet with Advance Peace Fresno**

Media mention: June 30 – [aol.com](#)

Media mention: June 30 - [FresnoBee.com](#)

**Fresno EOC Food Services Providing Free Meals for Kids and Teenagers**

Media mention: July 23 – [ABC30.com](http://ABC30.com)

**Program to Help Families with Overdue Water Bills is now Accepting Applications**

Media mention: July 27 – [ABC30.com](http://ABC30.com)

**Fresno EOC Food Services Providing Free Meals for Kids and Teenagers**

Media mention: July 26 on-air & July 29 Facebook – [Univision \(DespiertaValleCentral\)](http://Univision (DespiertaValleCentral))

**Fresno County Residents Can Get up to \$2K for Overdue Water Bills with LIHWAP**

Media mention: July 27 – [TheBusinessJournal.com](http://TheBusinessJournal.com)

Media mention: July 27 – [GVWire.com](http://GVWire.com)

**LIHEAP Mentioned as a Way to Save on Energy Bills**

Media mention: July 28 – [ABC30.com](http://ABC30.com)

**Fresno EOC Food Services Providing Free Meals for Kids and Teenagers**

Media mention: July 29 - [Mi Valle Show](http://MiValleShow)

**Head Start 0 to 5 Accepting Applications for the New School Year**

Media mention: July 30 – [ABC30.com](http://ABC30.com)

Media mention: August 10 - [Univision](http://Univision)

**Fresno EOC WIC is Celebrating National Breastfeeding Month**

Media mention: August 11 - [ABC30](http://ABC30)

**MAY 25 - AUGUST SPONSORSHIPS**

**HmSA's (Hmong Student Association) 33rd Higher Education Conference - A Journey to Find Me**

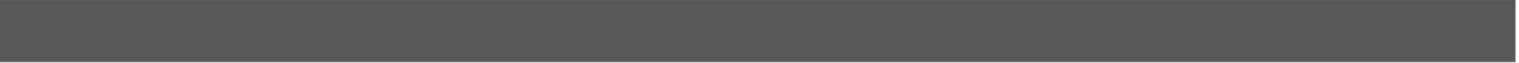
May 28-30 at Fresno State

**2022 Fresno Rainbow Pride Parade and Festival**

June 4 at Tower District and Fresno City College (in-kind sponsorship – shuttle service by Transit Systems)

**29th African American High School Recognition Ceremony**

June 5 at Save Mart Center



**Fresno Juneteenth Fest**

**June 18 & 19 at the Fresno Convention Center, Valdez Hall**

**Forum for Mexican Indigenous Communities of Mexico Abroad**

**August 13 at Madera Community College (in-kind sponsorship – shuttle service by Transit Systems)**

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**Thank You to Our Partners**

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