



Board Meeting

December 7, 2023 at 5:00 p.m.

Nielson Conference Center

3110 W. Nielson Avenue

Fresno, CA 93706

Join By Zoom:

https://fresnoeoc.zoom.us/meeting/register/tZakde-trDwqHdWK2DIIJy_CTPq8As8RSNZV



BOARD MEETING AGENDA

DECEMBER 7, 2023 AT 5:00 PM

	Action	Presenter
1. CALL TO ORDER AND COMMUNITY ACTION PROMISE: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.		
2. ROLL CALL A. Board and Committee Meetings Monthly Attendance Record - 6		
3. ADDITIONS TO THE AGENDA (The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the Board after the posting of this agenda.)		
4. POTENTIAL CONFLICT OF INTEREST (Any Board Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.) (FPPC §87105)		
5. CLOSED SESSION PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957) Title: CEO		
6. CEO COMPENSATION A. Consideration of compensation recommendation from CEO performance and compensation ad hoc committee. - 12	Approve	Hayes
7. APPROVAL OF OCTOBER 5, 2023 MINUTES A. October 5, 2023 Board Meeting Minutes - 13	Approve	
8. COMMISSIONERS APPRECIATION A. Commissioners Appreciation - 20	Information	Hayes
9. FINANCIAL REPORTS A. Agency Financial and Head Start Financial Status Report September 2023 - 21	Approve	Zapata
10. 2024 CSBG BUDGET A. 2024 CSBG Budget - 27	Approve	Zapata

11. PROGRAM DASHBOARD AND IMPACT REPORT

Information

Arambula

A. School Of Unlimited Learning (SOUL) - 34

12. 2023-2025 STRATEGIC PLAN YEAR-ONE

Information

Reyes

A. 2023-2025 Strategic Plan Year-One - 44

13. APPROVAL OF CONSENT AGENDA

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

A. Finance Committee Items: October 11, 2023

Approve

Garabedian

1. September 13, 2023, Finance Committee Meeting Minutes - 45
2. Financial Reports: August 2023 - 48
3. Health Insurance Report (Information) - 54
4. Non-Competitive Procurement (Information) - 56
5. Variance Reports – Advance Peace (Information) - 57
6. Access Plus Capital Transition Report (Information) - 59

B. Bylaws Committee Items: November 6, 2023

Approve

Rodgers

1. September 21, 2023 By-Laws Committee Meeting Minutes - 61
2. October 16, 2023 By-Laws Committee Meeting Minutes (information) - 64
3. Target Area D Elections - Request to Excuse Application Mistake (Information) - 65
4. Target Area Candidates - 105
5. Community Sector Applications - 130
6. Bylaws Revisions - 158
7. Excessive Absences Policy - 175
8. Board Self-Assessment (Information) - 178

C. Finance Committee Items: November 8, 2023

Approve

Garabedian

1. October 11, 2023, Finance Committee Meeting Minutes - 238
2. Health Insurance Report (Information) - 240
3. Investment Report (Information) - 242
4. Variance Reports: Transit systems/Transit Services Programs (Information) - 243
5. Non-Competitive Procurement (Information) - 246

D. Program Planning and Evaluation Committee Items: November 27, 2023

Approve

Arambula

1. September 25, 2023 Program Planning and Evaluation Committee Meeting Minutes - 247
2. Health Services: Early Childhood Wraparound Services Grant - 251

- 3. Health Services: Rural Education and Development for Youth (READY) Agreement - 253
- 4. Health Services: Fresno HOPE Pathways Community HUB Grant - 255
- 5. Energy Services: 2024 Low-Income Home Energy Assistance Program Contract - 258
- 6. Energy Services: 2023 Low Income Home Energy Assistance Program Agreement Amendment 2 - 263
- 7. Local Conservation Corps: 2023-2024 YouthBuild AmeriCorps Education Subgrantee Award - 268
- 8. Sanctuary & Support Services: Project HOPE Bridge Housing Update (Information) - 270
- 9. Training And Employment: Workforce Connection Young Adult Program – Urban East Project (Information) - 271
- 10. Program Planning & Development: Grant Tracker - 275

E. Bylaws Committee Items: November 29, 2023

Approve

Rodgers

- 1. November 6, 2023 By-Laws Committee Meeting Minutes - 280
- 2. Bylaws Revisions - 284
- 3. Excessive Absences Policy - 317
- 4. 2024 Board Meeting Schedule - 320
- 5. Commissioner Application - 322

F. Human Resources Committee Items: December 4, 2023

Approve

McCoy

- 1. September 11, 2023 Human Resources Meeting Minutes - 326
- 2. Human Resources Quarterly Summary Report (Information) - 330
- 3. Personnel Policies and Procedures Manual Revisions - 363
- 4. Cost Of Living Adjustment - 365
- 5. Employer 401(a) Pension Plan - 366

G. Head Start County-Wide Policy Council Items:

Approve

Brown-Jenkins

- 1. Resolution Approval for Rosa M. Pineda - 368
- 2. 2024 Refunding Application - 370
- 3. Program Update Report (PUR) for August and September 2023 - 374
- 4. Head Start 0 to 5 Ad hoc Committee - 380
- 5. State of California Department of Social Services (CSDD) CCTR 2024-2025 Request for Application (RFA) - 381
- 6. California State Preschool Program (CSPP) 2024-2025 Continued Funding Application - 388
- 7. State of California Department of Social Services (CSDD) CCTR 2024-2025 Continued Funding Application - 392

H. Advisory Board

Accept

1. September 5, 2023 Head Start County Wide Policy Council Minutes - 398

2. September 12, 2023 School of Unlimited Learning Governing Council Minutes - 402

3. October 3, 2023 Head Start County Wide Policy Council Minutes - 405

14. PUBLIC COMMENTS

(This is an opportunity for the members of the public to speak for up to two minutes to address the Board on any matter related to the Commission that is not listed on the Agenda.)

15. COMMISSIONERS' COMMENT

Hayes

16. NEXT MEETING:

Monday, January 22, 2024 at 5:00PM at the Board Room

17. ADJOURNMENT

BOARD OF COMMISSIONERS ROLL CALL 2023

#	Commissioner	Term Expiration	Target Area / Appointing / Nominating Org.	1/18	2/18	4/6	5/4	5/10	6/29 Special Meeting	8/30	10/5	12/7	
1	ARAMBULA, AMY	Dec 2024	31st Assembly District	0	X	0	Reschedule Due To No Quorum	T	0	0	0		
2	BAINES, OLIVER	Dec 2024	16 th Congressional District	0	0	X		0	X	0	0		
3	BONNER, ALYSIA	Dec. 2024	Target Area F	0	0	0		X	0	0	X		
4	BROWN, EARL	Dec 2024	Target Area G	0	X	0		0	0	0	0		
5	BROWN-JENKINS, ZINA	Dec 2024	Head Start CWPC	0	0	X		0	0	0	0		
6	GARABEDIAN, CHARLES	Dec 2023	Board of Supervisors	0	0	0		X	X	X	0		
7	HAYES, LINDA R.	Dec 2024	Target Area H	0	0	0		0	0	0	0		
8	JAIME-MILEHAM, LUPE	Dec 2024	FCSS	X	0	T		0	T	X	0		
9	KING BRIAN	Dec 2023	Mayor's Appointment	X	0	0		X	0	0	X		
10	LEON, REY	Dec 2024	Target Area B	X	0	0		X	X	X	0		
11	MARTINEZ, DANIEL	Dec 2023	Target Area D	0	X	X		0	0	0	X		
12	MARTINEZ, JAMES	Dec 2023	Fresno Reel Pride	0	0	0		0	0	0	X		
13	MCALISTER, BRUCE	Dec 2023	West Fresno Faith Based Organization	0	X	0		X	0	0	0		
14	MCCOY, BARIGYE	Dec 2024	Board of Supervisors	X	0	0		T	T	T	T		
15	MITCHELL, LISA	Dec 2023	Target Area E	X	X	X		X	X	0	0		
16	NEIL , SHERRY	Dec 2024	Economic Development Corporation	0	0	X		0	0	0	0		
17	PACHECO, ALENA	Dec 2023	Target Area A	0	0	0		0	0	0	0		
18	PARRA, DANIEL	Dec 2024	Target Area C	X	0	0		X	X	X	0		
19	PIMENTEL, ROBERT	Dec 2023	SCCCD	0	X	X		X	0	0	0		
20	ROBLES, ITZI	Dec 2023	SEFCEDA	0	0	0		0	X	0	0		
21	RODGERS, JIMI	Dec 2023	Association of Black Social Workers	0	0	0		0	0	T	0		
22	RUIZ, DAVID	Dec 2024	Juvenile Court	N/A	X	0		0	0	0	0		
23	TAYLOR, STEVEN	Dec 2024	NAACP	0	X	0		0	0	0	0		
24	ZARATE, RUBEN	Dec 2023	14 th Senatorial District	0	X	T		0	X	X	X		
	Present = 0												
	Absent = X												
	Teleconference = T												

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



Audit Committee Meeting Monthly Attendance Record 2023

	January	1-Feb	22-Mar	3-Apr	May	June	July	17-Aug	Sept.	Oct.	30-Nov	Dec.	Attended
Daniel Martinez		Postpone	Postpone	X				O			Postpone		1/2
David Ruiz	O								O				2/2
Ruben Zarate	O								O				2/2
Brian King	X								X				0/2
Lupe Jaime-Mileham	T								O				2/2
Daniel Parra	T								T				2/2

O-Present X-Absent T-Teleconference



Bylaws Committee Meeting Monthly Attendance Record 2023

Jimi Rodgers
 Oliver Baines
 Lupe Jaime-Mileham
 Bruce McAlister
 Linda Hayes
 Lisa Mitchell

Jan.	2-Feb	16-Mar	April	May	15-Jun	July	Aug.	21-Sep	16-Oct	Nov. 6	Nov. 29	Dec.	Attended	
	Postpone	O			Cancelled No Quorum			O	Rescheduled Due No Quorum	O	O		4/4	
		X						X		O	O		2/4	
		O						T		X	O	O		3/4
		O						X		O	O	T		3/4
		X						O		O	O		4/4	
		T						O						

O-Present X-Absent T-Teleconference



Finance Committee Meeting Monthly Attendance Record 2023

Charles Garabedian
James Martinez
Zina Brown-Jenkins
Itzi Robles
Linda Hayes
Alena Pacheco
Rey Leon

January	8-Feb	8-Mar	19-Apr	17-May	13-Jun	July	8-Aug	13-Sep	11-Oct	8-Nov	13-Dec	Attended
	O	O	O	O	O		O	O	O	O		9/10
	X	X	O	O	X		O	O	O	X		5/10
	O	O	X	T	O		O	O	O	O		8/10
	X	O	X	O	X		X	O	X	O		4/10
	O	O	X	X	O		X	O	O	O		6/10
	O	O	O	O	O		O	O	O	O		9/10
	O	X	T	X	X		X	X	X	X		2/10

O-Present X-Absent T-Teleconference



Human Resources Committee Meeting Monthly Attendance Record 2023

Barigye McCoy
Sherry Neil
Jimi Rodgers
Alysia Bonner
Earl Brown

Jan.	9-Feb	6-Mar	April	May	5-Jun	July	Aug. 25	11-Sep	Oct.	Nov.	4-Dec	Attended		
	Cancelled	O			Cancelled No Quorum		O	T				3/4		
		O					X	X					1/4	
		T					O	O					3/4	
		O					T	O						3/4
		X					O	O						2/4

O-Present X-Absent T-Teleconference



Program Planning and Evaluation Meeting Monthly Attendance Record 2023

Amy Arambula
Robert Pimentel
Sherry Neil
Linda Hayes
Alena Pacheco

Jan.	8-Feb	27-Mar	24-Apr	22-May	26-Jun	24-Jul	28-Aug	25-Sep	23-Oct	27-Nov	18-Dec	Attended	
	Canceled	O	O	O	O	O	O	O	O	O		9/10	
		T	O	O	O	X	X	X	X	X		4/10	
		T	O	X	O	O	X	O	O	O		7/10	
		T	O	X	X	O	O	O	O	O	X		6/10
		O	O	O	X	O	O	O	O	O	O		8/10

O-Present X-Absent T-Teleconference

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 6	Director: N/A
Subject: CEO Compensation	Board Chair: Linda Hayes

Recommended Action

Board Chair Hayes will provide a recommendation from the AdHoc Committee.

CSBG Organizational Standard

The governing board reviews and approves CEO/executive director compensation within every calendar year per Category 7, Standard 7.5.

BOARD OF COMMISSIONERS MEETING
October 5, 2023 at 5:30 PM
1920 Mariposa Street, Suite 310
Fresno, CA 93721

MINUTES

1. CALL TO ORDER AND COMMUNITY ACTION PROMISE:

Linda Hayes, Board Chair, called the meeting to order at 5:36 P.M.

2. ROLL CALL

Present: Amy Arambula, Oliver Baines, Earl Brown, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Lupe Jaime-Mileham, Rey Leon, Bruce McAlister, Lisa Mitchell, Sherry Neil, Alena Pacheco, Daniel Parra, Robert Pimentel, Itzi Robles, Jimi Rodger, David Ruiz, and Steven Taylor.

Teleconference: Barigye McCoy.

Absent: Alysia Bonner, Brian King, Daniel Martinez, James Martinez, and Ruben Zarate.

Board Chair Hayes requested a moment of silence for the recent passing of Senator Dianne Feinstein and Social Justice Activist Ryan Carson.

3. APPROVAL OF AUGUST 30, 2023 MINUTES

A. August 30, 2023 Board Meeting Minutes

Public Comment: None heard.

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

Ayes: All in favor.

Nays: None heard.

4. ADDITIONS TO THE AGENDA

Commissioners Arambula motion to amend the agenda and move the Public Comments after Transforming and Inspiring.

Public Comment: None heard.

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

Ayes: All in favor.

Nays: None heard.

5. POTENTIAL CONFLICT OF INTEREST

Public Comment: None heard.

No action required.

6. **TRANSFORMING AND INSPIRING**

A. Energy Services

Joseph Amader, Energy Division Director, in celebration of National Energy Awareness Amader provided an overview of the Energy Services programs provided to the community.

Monica Goatz, Operations Supervisor introduced two clients, Brandi Belken Reese and Denise Holston-Nestle, who shared their experience and their gratitude for the Energy Services program.

Commissioner Parra thanked the Energy Services program for providing services in the Orange County community.

Commissioner Brown-Jenkins inquired clarification on provided Weatherization services for mobile homes. Amader responded weatherization services can be provided as long as it's not a travel mobile home.

Public Comment: None heard.

No action required.

PUBLIC COMMENTS

Priscilla Stuebner, a previously Fresno EOC employee shared her concerns regarding various employment issues and for being wrongfully terminated. Stuebner inquired for the Board to investigate this matter.

Kathleen Arambula-Reyna, Real Pride Board President thanked the Board and Staff for their continue support in The Fresno Reel Pride LGBTQ Film Festival. With Fresno EOC continued support help fund a Free Youth Suicide Prevention Film Series.

Amader shared the upcoming Energy Services Weatherization Day event taking place on Monday, October 30, 2023, from 10:00 a.m. to 2:00 p.m. at the Fresno EOC Executive Plaza.

Shawn Riggins, Local Conservation Corps Director, shared the upcoming Halloween Safe Night Out event taking place on Tuesday, October 31, 2023, at the Fresno EOC Local Conservation Corps from 4:00 p.m. to 7:00 p.m.

Nelson Dibie, Human Resources Officer shared the upcoming End of the Year "Winter Wonderland" event taking place on Friday, December 1, 2023, from 5:00 p.m. to 8:00 p.m. at the Bankers Ballroom. Commissioner Mitchell shared the upcoming 10th Black History Month Program taking place on Wednesday, February 1, 2024, at Roosevelt High School's Audra McDonald Theater at 6:00 p.m.

Emilia Reyes, Chief Executive Officer, highlighted Shawn Riggins for his great job on putting together the Halloween Safe Night Out.

Susan Lopez, School of Unlimited Learning (SOUL) Principles, shared the upcoming SOUL Interact Club taking place on Thursday, October 26th & Friday, October 27th from 8:30 a.m. to 12:30 p.m. at the Fresno EOC Executive Plaza.

No action required.

7. **COMMISSIONER REINSTATEMENT**

A. Commissioner Reinstatement

Commissioner Mitchell, Parra, and Leon shared their individual statements with the full Board.

Jessica Johnson, Legal Counsel, stated this item is an information item and in order to remove a Commissioner a Board Resolution is required for the Board to accept or reject. As well as allowing Commissioners to share their statements to be reinstated.

Public Comment: None heard.

No action required.

8. 2024 BOARD MEETING SCHEDULE

A. 2024 Board Meeting Schedule

Commissioner Rodgers, provided an overview of the proposed 2024 Board Meeting Schedule to meet monthly on the first Thursday of the month with the summer months off.

Public Comment: None heard.

Motion by: Arambula **Second by:** McAlister

Ayes: All in favor.

Nays: None heard.

Oppose: Oliver Baines and Robert Pimentel

9. HUMAN RESOURCES

A. Health Plan Rate Changes 2024

Dibie and Steve Warner, Assistant Finance Director, provided a detailed overview of the Health Plan Rate changes taking effect in 2024 for employees.

Mark Tucker, Alliant Benefits Consultant, was presented to answer Commissioners questions or concerns.

Public Comment: None heard.

Motion by: Leon **Second by:** Parra

Ayes: All in favor.

Nays: None heard.

10. HEAD START 0 TO 5

A. Waterford Partnership

Commissioner Mitchell and Rosa M. Pineda, Head Start 0 to 5 Director, provided a brief overview on the partnership with Waterford to bring early childhood literacy to 4-year-old Head Start children.

Commissioner Pacheco inquired clarification as to what does the literacy program offers. Pineda stated the program will provide training to educate staff and parents on how to teach children on literacy. Also, a database to track if the program is successfully in promoting literacy to children.

Commissioner Rodgers inquired on how it was determined which Head Start centers were selected for the literacy program. Pineda stated they started with centers that have the most 4-year-old children and targeting the centers in the poverty area.

Commissioners engaged in a further discussion with questions about the literacy program. Pineda responded to Commissioners questions and concerns.

Public Comment: None heard.

No action required.

11. FOSTER GRANDPARENT

A. Impact Report

Leah Struck, Foster Grandparent Program Coordinator, provided an overview of the Foster Grandparent Program Impact Report for the year 2022-2023, highlighting the Generations Serving Together and the Senior Tech Training program.

Commissioner Leon invited Struck to the next City Council Meeting in Huron to share this wonderful information with the community.

Public Comment: None heard.

No action required.

12. FOOD SERVICES

A. Food Express Bus Evaluation Report

Jon Escobar, Food Services Director, provided an overview of the Food Express Bus Evaluation comparison report for the year 2022-2023.

Public Comment: None heard.

No action required.

13. APPROVAL OF CONSENT AGENDA

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

Public Comment: None heard.

Motion by: Baines **Second by:** Parra

Ayes:. All in favor.

Nays: None heard.

APPROVAL OF PULLED CONSENT AGENDA ITEMS

#13A2 Employee and Demographics - Quarter 3

Commissioner Jaime-Mileham inquired the possibility for Human Resource (HR) to create a Language Justice Plan Report to collect other languages EOC employees speak to ensure we are serving the population community needs. Dible will develop and present to the HR Committee Meeting for approval prior to presenting to the full Board.

Public Comment: None heard.

Motion by: Arambula **Second by:** Rodgers

Ayes:. All in favor.

Nayes: None heard.

#13B2 Financial Reports: July 2023

Commissioner Jaime-Mileham inquired about an update on the Head Start underspent funds due to unfilled positions and how we are going about recruiting to fill in the vacancies. Dible, stated the HR department is working on filling in these positions by posting on different social media and hosting job fairs.

Public Comment: None heard.

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

Ayes:. All in favor.

Nayes: None heard.

#13B5 Head Start Fiscal Monitoring Report

Commissioner Jaime-Mileham inquired as to what implementation is established to ensure Head Start Monitoring reports are not missed and submitted in a timely manner. Jay Zapata, Chief Financial Officer, stated staff have updated their reporting schedule to ensure submission before the deadline in case applications or reports get denied staff have time to make correction and resubmit.

Public Comment: None heard.

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

Ayes:. All in favor.

Nayes: None heard.

#13D2 Nature-Based Solutions Grant Program

Commissioner Leon inquired about an overview of the Nature-Based Solutions Grant Program and if training will be provided in the rural area community. Shawn Riggins, Local Conservation Corps Director, provided an overview of the implement projects and programs designed to provide educational and career pathways for young adults and that the grant is still in the planning phases but can connect for further discussion on the possibility of the training being provided in the rural area.

Public Comment: None heard.

Motion by: Leon **Second by:** Parra

Ayes:. All in favor.

Nayes: None heard.

#13D7 2023-2025 Women, Infants and Children Contract Amendment

Commissioner Jaime-Mileham inquired if the literacy books provide to Women, Infants, and Children (WIC) clients are being screened to ensure they are Culturally and Linguistically Appropriate. Annette Thornton, WIC Director stated WIC is required by the State of California to partner with other programs to ensure the books are appropriate for children.

Public Comment: None heard.

Motion by: McAlister **Second by:** Leon

Ayes:. All in favor.

Nayes: None heard.

#13E5 Head Start 0 to 5 Program Options for the 2023-2024 Program Year

Commissioner Arambula inquired clarification on the Head Start Program Options as to why some options are left blank. Pineda stated those are 3.5-hour classes.

Public Comment: None heard.

Motion by: Arambula **Second by:** Baines

Ayes: All in favor.

Nays: None heard.

14. CHIEF EXECUTIVE OFFICER'S REPORT

A. CEO Report

Emilia Reyes, Chief Executive Officer announced the Fresno EOC Secures \$2 Million-dollar Federal Grant to support Advance Peace Fresno Program in reducing gun Violence.

Reyes provided an update on the CSBG Organizational Standards submitted to the Department of Community Services and Development (CSD) and announced Fresno EOC received 100% on the feedback form CSD.

Board Chair Hayes inquired if the CSBG Organizational Standards will be affected by next year's Board Retreat due to the retreat being held in June. Michelle Tutunjian, Chief Operating Officer stated it will not affect as the items are due in August.

Public Comment: None heard.

No action required.

15. COMMISSIONERS' COMMENT

Commissioner Baines inquired if there was an update on the Solar project. Reyes stated the request for proposal (RFP) is yet to be released and will provide an update at the end of the month.

Commissioner Brown-Jenkins shared her concerns with Head Start losing staff and is requesting an Exit Interview process to understand as to why we are losing staff.

Commissioner Leon inquired about an update on the First 5 vacant facility in Huron to provide services to the community. Reyes stated she did reach out to First 5 and they will be releasing an RFP to operate the facility.

Commissioner Mitchell shared a friendly reminder to the Board and staff when driving through a school zone to please be careful and aware of pedestrians.

Commissioner Garabedian inquired on the possibility for Fresno EOC to establish a Community Development Financial Institution (CDFI).

Reyes shared a Head Start Adhoc will be created and Commissioner Brown-Jenkins will part of that Adhoc meeting. Board Chair Hayes stated some commissioners will receive a notice to be part of the Adhoc meeting.

No action required.

16. CLOSED SESSION

Jessica Johnson, Legal Counsel, had no action to report out of closed session.

17. NEXT MEETING:

Thursday, December 7, 2023, at 5:30 p.m. in the Nielson Conference Center.

18. ADJOURNMENT



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 8	Director: N/A
Subject: Commissioners Appreciation	Officer: Emilia Reyes

Background

Commissioners have been invited to the Fresno EOC Board to thank them for their years of service as a Fresno EOC Board Commissioner.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 9	Director: Steve Warnes
Subject: Agency Financial and Head Start Financial Status Report September 2023	Officer: Jay Zapata

Recommended Action

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date September 2023 and the financial status report for the Head Start 0-5 program as of Year-to-Date September 2023.

Background

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

Fiscal Impact

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

As of September 30, 2023, the Agency had preliminary revenue of \$120,829,445 million, including \$34.5 million of in-kind contributions, and net operating loss of \$2,945,315. In comparison, the Agency had revenue of \$105,918,799 million including in-kind of \$30.4 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date September 30, 2023
This also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	62%	

Head Start – Training & Technical Assistance (T&TA)	67%	Training planned for later this year
Program Area	% of budget	Notes
Early Head Start – Basic	40%	
Early Head Start – T&TA	25%	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 Nine Month Period Ended September 30, 2023 and 2022

	A	B	A - B	C	D	B - D	
	BUDGET JAN - DEC 2023	ACTUAL SEPTEMBER 2023	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2022	ACTUAL SEPTEMBER 2022	ACTUAL 2023 vs 2022 Differences	
REVENUES AND SUPPORT							
GRANT REVENUE	\$ 105,694,129	\$ 63,920,133	60%	\$ 41,773,996	79,753,909	\$ 55,823,685	8,096,447
GRANT REVENUE - LENDING CAPITAL	-	-		-	0	-	-
CHARGES FOR SERVICES	22,652,580	18,731,681	83%	3,920,899	21,276,472	15,974,564	2,757,116
OTHER PROGRAM REVENUE	4,998,245	2,224,115	44%	2,774,130	3,459,716	2,469,080	(244,965)
CONTRIBUTIONS	384,300	81,892	21%	302,408	209,416	145,196	(63,304)
MISCELLANEOUS INCOME	759,253	186,056	25%	573,197	165,604	73,585	112,471
INTEREST & INVESTMENT INCOME	106,000	83,715	79%	22,285	53,391	23,017	60,698
AFFILIATE INTEREST INCOME	765,250	756,052	99%	9,198	1,172,129	730,560	25,493
RENTAL INCOME	265,843	293,217	110%	(27,374)	385,663	310,276	(17,058)
TOTAL CASH REVENUE	\$ 135,625,600	\$ 86,276,861	64%	\$ 49,348,739	\$ 106,476,300	\$ 75,549,963	10,726,898
IN KIND REVENUE	\$ 39,637,875	\$ 34,552,584	87%	\$ 5,085,291	41,533,588	\$ 30,368,836	4,183,748
TOTAL REVENUE & SUPPORT	175,263,475	120,829,445	69%	54,434,030	148,009,888	105,918,799	14,910,646
EXPENDITURES							
PERSONNEL COSTS	\$ 75,447,335	\$ 51,275,726	68%	\$24,171,609	66,070,751	\$ 47,385,520	3,890,206
ADMIN SERVICES	8,056,855	5,675,334	70%	2,381,521	6,637,808	4,497,719	1,177,615
PROFESSIONAL SERVICES - AUDIT	0	0	0%	0	0	0	-
CONTRACT SERVICES	11,711,120	8,322,746	71%	3,388,374	10,718,245	7,530,340	792,406
FACILITY COSTS	5,770,460	4,849,401	84%	921,059	6,096,789	4,467,883	381,518
TRAVEL, MILEAGE, VEHICLE COSTS	4,737,815	2,474,880	52%	2,262,935	3,070,704	2,298,693	176,187
EQUIPMENT COSTS	973,690	1,926,556	198%	(952,866)	1,408,467	1,125,965	800,591
DEPRECIATION - AGENCY FUNDED	296,000	221,993	75%	74,007	277,232	203,921	18,072
OFFICE EXPENSE	3,199,720	3,229,268	101%	(29,548)	3,448,422	2,202,798	1,026,470
INSURANCE	660,930	727,240	110%	(66,310)	809,767	605,156	122,084
PROGRAM SUPPLIES & CLIENT COSTS	23,493,815	9,632,272	41%	13,861,543	9,088,124	6,556,223	3,076,049
INTEREST EXPENSE	458,096	367,582	80%	90,514	446,995	302,559	65,023
OTHER COSTS	638,159	363,276	57%	274,883	1,389,254	983,266	(619,990)
TOTAL CASH EXPENDITURES	\$ 135,443,995	\$ 89,066,274	66%	\$ 46,377,721	109,462,558	\$ 78,160,045	10,906,229
IN KIND EXPENSES	\$ 39,637,875	\$ 34,552,584	87%	\$ 5,085,291	\$ 41,533,588	\$ 30,368,836	4,183,748
TOTAL EXPENDITURES	175,081,870	123,618,858	71%	51,463,012	150,996,146	108,528,881	15,089,977
OPERATING SURPLUS (DEFICIT)	\$ 181,605	\$ (2,789,413)		\$ 2,971,018	\$ (2,986,258)	\$ (2,610,082)	(179,331)
OTHER INCOME / EXPENSE							
TRANSIT GRANT ASSET DEPRECIATION		155,902		(155,902)	211,983	158,987	(3,085)
NET SURPLUS (DEFICIT)	\$ 181,605	(\$2,945,315)		3,126,920	\$ (3,198,241)	(\$2,769,069)	(176,246)

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of September 30, 2023**

	2023	2022	Differences
ASSETS			
CASH & INVESTMENTS	\$ 14,945,643	\$ 20,075,770	\$ (5,130,127)
ACCOUNTS RECEIVABLE	17,615,435	14,174,081	3,441,354
PREPAIDS/DEPOSITS	682,553	307,882	374,671
INVENTORIES	449,698	338,721	110,977
PROPERTY, PLANT & EQUIPMENT	14,902,185	12,567,942	2,334,243
NOTES RECEIVABLE (net)	19,320,477	16,562,803	2,757,674
TOTAL ASSETS	\$ 67,915,991	\$ 64,027,198	\$ 3,888,793
LIABILITIES			
ACCOUNTS PAYABLE	\$ 4,125,484	\$ 3,997,600	\$ 127,884
ACCRUED PAYROLL LIABILITIES	10,105,234	3,818,293	6,286,941
DEFERRED REVENUE	2,621,797	3,211,931	(590,134)
NOTES PAYABLE	15,609,267	16,727,788	(1,118,521)
HEALTH INSURANCE RESERVE	6,780,115	4,973,967	1,806,148
OTHER LIABILITIES	4,119,549	4,235,805	(116,256)
TOTAL LIABILITIES	\$ 43,361,446	\$ 36,965,385	\$ 6,396,061
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ (2,789,413)	\$ (2,610,082)	\$ (179,331)
UNRESTRICTED NET ASSETS	16,454,080	20,240,906	(3,786,826)
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	10,333,610	8,874,720	1,458,890
TOTAL FUND BALANCE	\$ 24,554,546	\$ 27,061,812	\$ (2,507,267)
TOTAL LIABILITIES AND FUND BALANCE	\$ 67,915,992	\$ 64,027,198	\$ 3,888,794

Fresno Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 September 30, 2023

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	\$17,232,920	\$1,446,352	\$10,861,038	\$6,371,882				
Fringe Benefits	7,582,485	515,993	4,036,238	3,546,247				
Total Personnel	\$24,815,405	\$1,962,345	\$14,897,276	\$9,918,129				
Travel	-	-	-	-	12,928	-	-	12,928
Equipment*	-	-	-	-	-	-	-	-
Supplies	728,136	65,933	432,304	295,832	25,000	2,300	4,984	20,016
Contractual	2,090,268	519,768	2,049,774	40,494	15,948	-	10,188	5,761
Facilities / Construction								
Other:								
Food Cost	776,852	(20,232)	544,796	232,056				
Transportation	547,215	65,453	255,784	291,431				
Staff Mileage	100,000	10,279	92,599	7,401				
Field Trips, including Transportation	3,201	-	3,453	(252)				
Space	1,211,912	44,908	412,660	799,252				
Utilities / Telephone / Internet	843,052	123,026	678,913	164,139				
Publication/Advertising/Printing	54,991	-	110	54,881				
Repair/Maintenance Building	408,572	19,866	196,687	211,885				
Repair/Maintenance Equipment	8,654	18,927	27,177	(18,523)				
Property & Liability Insurance	72,108	17,895	148,372	(76,264)				
Parent Involvement / CWPC	49,000	2,106	19,460	29,540				
Other Costs*	240,460	-	127,429	113,031				
Staff & Parent Training	3,091	-	3,608	(517)	237,568	4,104	182,951	54,617
Total Direct Charges	\$31,952,917	\$2,830,275	\$19,890,403	\$12,062,514	291,444	6,404	198,122	93,322
Total Indirect Charges	\$3,106,182	\$220,827	\$1,790,136	\$1,316,046	\$32,383	\$576	\$17,831	\$14,552
Total Federal Expenditures	\$35,059,099	\$3,051,102	\$21,680,539	\$13,378,560	\$323,827	6,980	215,953	\$107,874
% of Annual Budget Expended to Date			62%				67%	
Non-Federal Share	\$7,011,820	\$558,360	\$3,780,355	\$3,231,464	\$64,765	\$1,745	\$53,988	\$10,777

*Other Costs Include:
 FIRST AID (INCLUDES WORKERS COMP)
 PROPERTY TAXES
 REPAIR/MAINTENANCE-SPECIAL
 DEPRECIATION EXPENSE
 SUBSCRIPTION EXPENSE
 POSTAGE/EXPRESS MAIL
 DUES - ORGANIZATIONS
 FINGERPRINTING / BACKGROUND CHECK
 RECRUITMENT
 MEETING COSTS - INTERNAL
 TRAINING OTHER
 EMPLOYEE EVENT
 RECOGNITION
 SAFETY

Credit Card Expenses: Credit card statement dated 9/1/23-9/30/23	
September 2023 expenses:	
Program Supplies - Nutrition/Medically	
Prescribed	\$ 120 Manor Drug & Medical - Formula
Internet	\$ 153 Comcast - Kerman Satellite Internet Service
CWPC - Other	\$ 420 Mediterranean Grill - CWPC Dinner
Program Supplies - Kitchen	\$ 393 The Webstaurant Store - Food Service Carts
Program Supplies - Disposables	\$ 566 Target - Toiletries for Children with Disabilities
Staff Training	\$ 203 Allegiant Air - Child Plus Training
Telephone	\$ 513 Sebastian Corp. - Kerman HB - Telephone Service
Program Supplies - Medical	\$ 1,248 Beltoutlet - Health packs for classroom
Training - Other	\$ 652 Premier Food Safety - Food Handler Training
CWPC - Other	\$ 583 Diccicos - CWPC Dinner
	\$ 4,850

Fresno Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 September 30, 2023

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Early Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$3,655,192	\$227,130	\$1,769,369	\$1,885,823	\$0	\$0	\$0	\$0
Fringe Benefits	1,608,284	66,591	520,935	1,087,349	-	\$0	\$0	-
Total Personnel	5,263,476	293,721	2,290,304	2,973,172	-	-	-	-
Travel	-	-	-	-	16,898	-	-	16,898
Equipment*	-	-	-	-	-	-	-	-
Supplies	242,877	14,101	110,118	132,759	33,488	505	1,084	32,404
Contractual	875,297	59,374	179,914	695,383	26,526	-	-	26,526
Facilities / Construction	-	-	-	-	-	-	-	-
Other:								
Food Cost	50,000	(8,621)	16,511	33,489				
Transportation	9,536	797	7,438	2,098				
Staff Mileage	25,000	4,432	30,458	(5,458)				
Field Trips, including Transportation	1,730	-	-	1,730				
Space	84,678	7,679	46,330	38,348				
Utilities / Telephone / Internet	151,060	17,363	87,911	63,149				
Publication/Advertising/Printing	1,500	-	24	1,476				
Repair/Maintenance Building	230,781	3,018	18,887	211,894				
Repair/Maintenance Equipment	21,223	310	429	20,794				
Property & Liability Insurance	24,009	2,274	19,313	4,696				
Parent Involvement / CWPC	18,628	267	3,087	15,541				
Other Costs*	39,344	-	30,887	8,457				
Staff & Parent Training	2,277	-	95	2,182	96,459	658	43,011	53,448
Total Direct Charges	7,041,416	394,715	2,841,705	4,199,711	173,371	1,163	44,095	\$129,276
Total Indirect Charges	\$703,982	\$32,271	\$255,753	\$448,229	\$15,906	\$105	\$3,969	\$11,937
Total Federal Expenditures	\$7,745,398	426,986	\$3,097,458	\$4,647,940	\$189,277	1,268	\$48,064	\$141,213
% of Annual Budget Expended to Date			40%				25%	
Non-Federal Share	\$1,549,080	\$34,460	\$1,045,708	\$503,372	\$37,855	\$317	\$12,016	\$35,303

68%

*Other Costs Include:
 FIRST AID (INCLUDES WORKERS COMP)
 PROPERTY TAXES
 REPAIR/MAINTENANCE-SPECIAL
 DEPRECIATION EXPENSE
 SUBSCRIPTION EXPENSE
 POSTAGE/EXPRESS MAIL
 DUES - ORGANIZATIONS
 FINGERPRINTING / BACKGROUND CHECK
 RECRUITMENT
 MEETING COSTS - INTERNAL
 TRAINING OTHER
 EMPLOYEE EVENT
 RECOGNITION
 SAFETY

Credit Card Expenses: Credit card statement dated 9/1/23-9/30/23		
September 2023 expenses:		
Internet	\$	153
Comcast - Kerman Statellite Internet Service		
Program Supplies - Disposables	\$	131
Plak Smacker - Toddler Toothbrushes		
CWPC - Other	\$	92
Mediterranean Grill - CWPC Dinner		
Program Supplies - Kitchen	\$	145
The Webstaurant Store - Food Service Carts		
Staff Training	\$	45
Allegiant Air - Child Plus Training		
Telephone	\$	388
Sebastian Corp. - Kerman HB - Telephone Service		
Training - Other	\$	143
Premier Food Safety - Food Handler Training		
CWPC - Other	\$	128
Diciccos - CWPC Dinner		
	\$	1,225

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 10	Director: N/A
Subject: 2024 CSBG Budget	Officer: Emilia Reyes

Recommended Action

Staff recommends review and approval for full Board consideration of the 2024 CSBG proposed budget for an amount of \$2,039,380.

Background

The State of California Department of Community Services and Development (CSD) administers Community Services Block Grant (CSBG) funds allocated to states, by formula, by the federal Office of Community Services (OCS). CSBG funds are made available to Community Action Agencies to help alleviate the causes and conditions of poverty in their targeted regions.

CSBG budget highlights are include the following:

- 1) a reduction in employee retirement vested wait period will be reduced from two (2) years to six (6) months to invest in staff through an equitable and competitive compensation system.
- 2) a focus on holistic and effective programs through CAP60 by investing in staff, kiosks at strategic locations, and software and licensing to help agency efforts in data collection and community service needs.
- 3) the agencies commitment to data and community driven decision making by providing hosted focus groups, community surveys, and Results Oriented Management Accountability (ROMA) training to staff.
- 4) board trainings and conferences to advocate for maximum involvement in the agencies community action.

On November 14, 2023 the Executive Committee provided feedback and input to preliminary draft version. We received official notification of award by CSD on November 16, 2023.

With the approval of the agency's 2023 -2026 Strategic Plan with the updated mission and vision, the 2024 CSBG budget has been strategically aligned with our focus areas and strategic goals. The intention is to provide support for the areas that our board and community have expressed a need.

Fiscal Impact

The 2024 CSBG annual allocation amount is approximately \$2,039,380 providing the agency funds to increase employer retirement contributions and increasing program services & capacity.

Conclusion

If approved by the Board our budget will be provided to the California Department of Community Services & Development (CSD) for approval. Once approved, Fresno EOC will receive funding for reported expenses.

If not approved, Fresno EOC will not receive the 2024 CSD Annual Allocation and be out of compliance with CSD requirements.

2024 CSBG Budget

Description	Total	% of Budget Used
I. Agency's Focus Area		
a. Retirement Employer Contribution		
Retirement	\$936,449	45.92%
Sub-total	\$936,449	45.92%
Employee Benefits (Invest in employees through a consistent and equitable employer retirement contribution) - Employee, Fringe Expenses: Retirement contribution six (6) months vesting benefit of approximately (\$851,317 + \$85,132 indirect = \$936,449)		
I. Focus Area Sub-Total	\$936,449	45.92%
II. Strategic Goals & Objectives		
a. Effective Programs and Services		
Results Oriented Management Accountability (ROMA)	\$8,000	0.39%
IT	\$90,000	4.41%
Sub-total	\$98,000	4.81%
Effective Programs and Services (Hiring and training of staff to support the stabilization of programs and administrative structure) - ROMA, Consulting Expense: Training and support for ROMA process. (\$8,000 consulting) - IT, Operating Expenses: CAP60 software, software licenses, hardware. (\$90,000 operating)		
b. Advocacy		
Advocacy & Training	\$150,000	7.36%
Sub-total	\$150,000	7.36%
Advocacy (Impact & Equity staff amplifying the voices of communities most impacted by poverty) - Board Training, Operating Expenses: Training, conferences, meetings, efforts in focusing on the boards maximum involvement. (\$150,000 operating)		
c. Holistic Support		
CAP60	\$496,230	24.33%
Sub-total	\$496,230	24.33%
Holistic Support (Reaching clients in all areas of need through data and research) - CAP60, Operating Expenses: Covers the cost of CAP60 central intake facility, supplies, and hardware. Salaries and Fringe Benefit: For 6 FTE, staff wages for CAP60 Intake and fringe. (\$56,118 operating + \$395,000 wages + \$45,112 indirect = \$496,230)		

2024 CSBG Budget

Description	Total	% of Budget Used
d. Community-Directed Programs and Services		
Community Engagement	\$22,000	1.08%
Sub-total	\$22,000	1.08%
Community-Directed Programs and Services (Utilize available funds to meet immediate need) - Community Engagement, Operating Expenses: Covers the cost of community events intended to increase visibility in the community, connect our clients with programs and services, and collect client data. (\$20,000 operating + \$2,000 indirect = \$22,000)		
e. Administration		
Administrative	\$336,701	16.51%
Sub-total	\$336,701	16.51%
Administrative Expenses (Funds utilized to support the administration of the agency) - Administration, Salaries and Fringe Benefit: Administrative staff wages and fringe. (\$336,701 wages)		
II. Strategic Goals Sub-Total	\$1,102,931	54.08%
Total CSBG Budgeted Amount	\$2,039,380	100.00%
Total CSBG Awarded Amount	\$2,039,380	
Net	\$0	

State of California
 Department of Community Services and Development
 2024 CSBG Allocation
 CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	CAA 25% Advance (Automatic)
Alameda	Berkeley Community Action Agency	24F-3001	299,495	299,495	74,873
Alameda	City of Oakland, Human Services Department	24F-3002	1,319,745	1,319,745	329,936
Alpine	Inyo Mono Advocates for Community Action, Inc.	24F-3003	1,359	1,359	0
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	24F-3004	279,197	279,197	69,799
Butte	Community Action Agency of Butte County, Inc.	24F-3005	397,263	397,263	99,315
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	24F-3006	299,493	299,493	74,873
Colusa	SEE GLENN COUNTY				
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	24F-3007	945,470	945,470	236,367
Del Norte	Del Norte Senior Center, Inc.	24F-3008	41,710	41,710	10,427
El Dorado	El Dorado County Health and Human Services Agency	24F-3009	330,268	330,268	0
Fresno	Fresno County Economic Opportunities Commission	24F-3010	2,039,380	2,039,380	509,845
Glenn/Colusa/Trinity	Glenn County Community Action Department	24F-3011	278,470	278,470	69,617
Humboldt	Redwood Community Action Agency	24F-3012	326,696	326,696	81,674
Imperial	Campesinos Unidos, Inc.	24F-3013	390,491	390,491	97,622
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	24F-3014	274,082	274,082	68,520
Kern	Community Action Partnership of Kern	24F-3015	1,791,327	1,791,327	447,831
Kings	Kings Community Action Organization, Inc.	24F-3016	285,893	285,893	0
Lake/Mendocino	North Coast Opportunities, Inc.	24F-3017	570,511	570,511	142,627
Lassen/Plumas/Sierra	Plumas County Community Development Commission	24F-3018	270,471	270,471	67,617
Los Angeles	Foothill Unity Center, Inc.	24F-3019	353,127	353,127	88,281
Los Angeles	Long Beach Community Action Partnership	24F-3020	713,790	713,790	178,447
Los Angeles	County of Los Angeles Dept. of Public Social Services	24F-3021	6,270,685	6,270,685	0
Los Angeles	City of Los Angeles Community Investment for Families Dept.	24F-3022	6,487,190	6,487,190	1,621,797
Madera	Community Action Partnership of Madera County, Inc.	24F-3023	318,202	318,202	79,550
Marin	Community Action Marin	24F-3024	299,424	299,424	74,856
Mariposa	SEE CALAVERAS COUNTY				
Mendocino	SEE LAKE COUNTY				
Merced	Merced County Community Action Agency	24F-3025	504,574	504,574	126,143
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	24F-3026	278,454	278,454	69,613
Mono	SEE INYO COUNTY				
Monterey	Monterey County Community Action Partnership	24F-3027	499,164	499,164	124,791
Napa	Community Action Napa Valley	24F-3028	279,766	279,766	69,941
Nevada	Nevada County Dept. of Housing & Community Services	24F-3029	298,666	298,666	0
Orange	Community Action Partnership of Orange County	24F-3030	3,197,415	3,197,415	799,353

State of California
 Department of Community Services and Development
 2024 CSBG Allocation
 CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	CAA 25% Advance (Automatic)
Placer	Project GO, Inc.	24F-3031	422,347	422,347	105,586
Plumas	SEE LASSEN COUNTY				
Riverside	Community Action Partnership of Riverside County	24F-3032	3,065,608	3,065,608	766,402
Sacramento	Sacramento Employment and Training Agency	24F-3033	2,130,858	2,130,858	532,714
San Benito	San Benito County H&HSA, CS & WD	24F-3034	281,647	281,647	0
San Bernardino	Community Action Partnership of San Bernardino County	24F-3035	3,193,994	3,193,994	798,498
San Diego	County of San Diego, H&HSA, CAP	24F-3036	3,549,776	3,549,776	887,444
San Francisco	Urban Services YMCA	24F-3037	871,723	871,723	217,930
San Joaquin	San Joaquin County Dept. of Aging & Community Services	24F-3038	1,009,268	1,009,268	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	24F-3039	295,452	295,452	0
San Mateo	San Mateo County Human Services Agency	24F-3040	473,796	473,796	0
Santa Barbara	Community Action Commission of Santa Barbara County	24F-3041	546,140	546,140	136,535
Santa Clara	Sacred Heart Community Service	24F-3042	1,365,590	1,365,590	341,397
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	24F-3043	312,283	312,283	78,070
Shasta	Shasta County Community Action Agency	24F-3044	301,019	301,019	0
Sierra	SEE LASSEN COUNTY				
Siskiyou	SEE MODOC COUNTY				
Solano	Community Action Partnership of Solano, JPA	24F-3045	399,530	399,530	99,882
Sonoma	Community Action Partnership of Sonoma County	24F-3046	435,371	435,371	108,842
Stanislaus	Central Valley Opportunity Center, Inc.	24F-3047	732,490	732,490	183,122
Sutter	Sutter County Community Action Agency	24F-3048	282,675	282,675	70,668
Tehama	Tehama County Community Action Agency	24F-3049	302,929	302,929	75,732
Trinity	SEE GLENN COUNTY				
Tulare	Community Services & Employment Training, Inc.	24F-3050	1,005,645	1,005,645	251,411
Tuolumne	SEE AMADOR COUNTY				
Ventura	Community Action of Ventura County, Inc.	24F-3051	748,553	748,553	187,138
Yolo	County of Yolo Health and Human Services Agency	24F-3052	398,789	398,789	99,697
Yuba	Yuba County Community Services Commission	24F-3053	269,162	269,162	67,290
TOTAL, all counties			52,036,423	52,036,423	10,622,073

NATIVE AMERICAN INDIANS

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	NAI 25% Advance (Automatic)
Karuk Tribe of California (NAI-LPA) (Core Funding)	24F-3101	42,000	42,000	0
Karuk Tribe of California (NAI-LPA)	24F-3102	105,840	105,840	0
NCIDC, Inc. (NAI-LPA) (Core Funding)	24F-3103	122,000	122,000	30,500
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	<i>(Included with NCIDC below)</i>			
NCIDC, Inc. (NAI-LPA)	24F-3104	1,949,823	1,949,823	487,455
Los Angeles County Department of Arts and Culture	24F-3105	447,118	447,118	0
TOTAL		2,666,781	2,666,781	517,955

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	MSFW 25% Advance (Automatic)
California Human Development Corporation	24F-3201	1,572,717	1,572,717	393,179
Proteus, Inc.	24F-3202	2,530,024	2,530,024	632,506
Central Valley Opportunity Center, Inc.	24F-3203	615,411	615,411	153,852
Center for Employment Training	24F-3204	2,119,749	2,119,749	529,937
TOTAL		6,837,901	6,837,901	1,709,474

**LIMITED PURPOSE AGENCIES
 (DISCRETIONARY FUNDS)**

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	DISC-LPA 25% Advance (Automatic)
Community Design Center	24F-3301	177,138	177,138	44,284
Del Norte Senior Center, Inc.	24F-3302	143,476	143,476	35,869
Rural Community Assistance Corporation	24F-3303	191,929	191,929	0
TOTAL		512,543	512,543	80,153



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: School of Unlimited Learning (SOUL)
Agenda Item: 11A	Director: Susan Lopez
Subject: Program Dashboard and Impact Report – SOUL	Officer: Jack Lazzarini

Background

The information presented in the School of Unlimited Learning Program Dashboard is intended to provide the Board with a preview data visualization based on SOUL’s School Year 2022/2023 data in CAP60. In addition to an Impact Report showing 2022/2023 data compared to current enrollment for 2023/2024.

Preview Data Visualization: Program Dashboard



Overview Households (SOUL 22/23 School Year)

Total Households

233

Total Enrollments

268

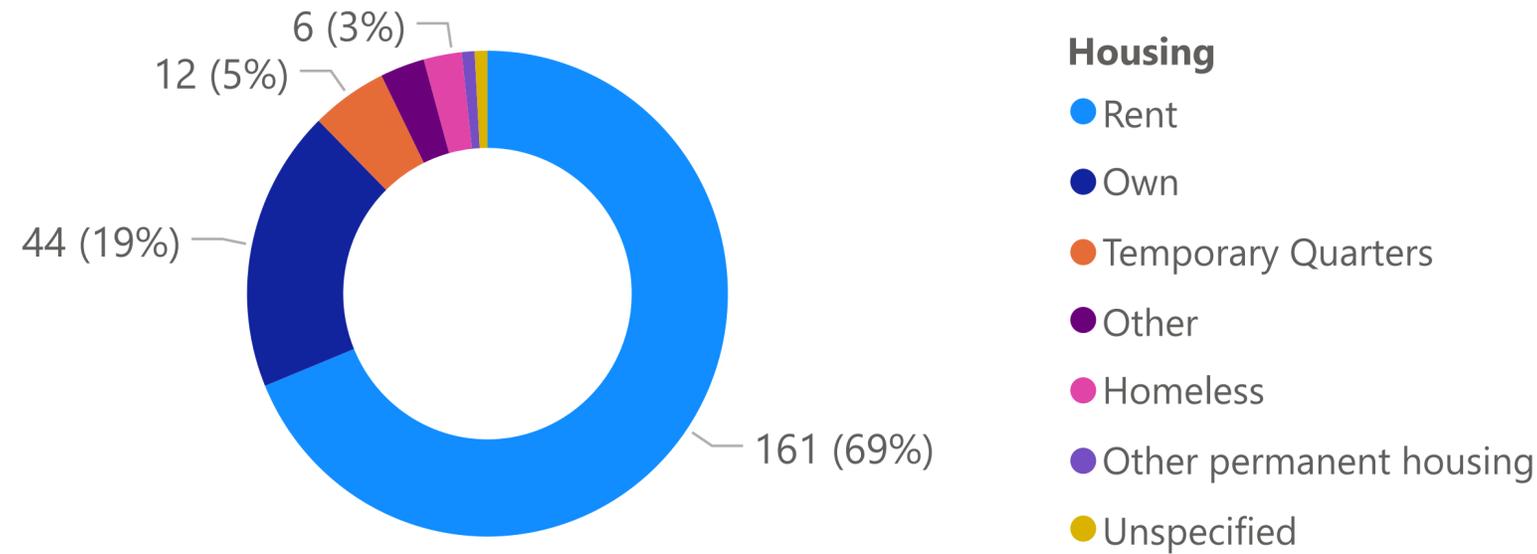
Total Graduated

48

Total Services

1684

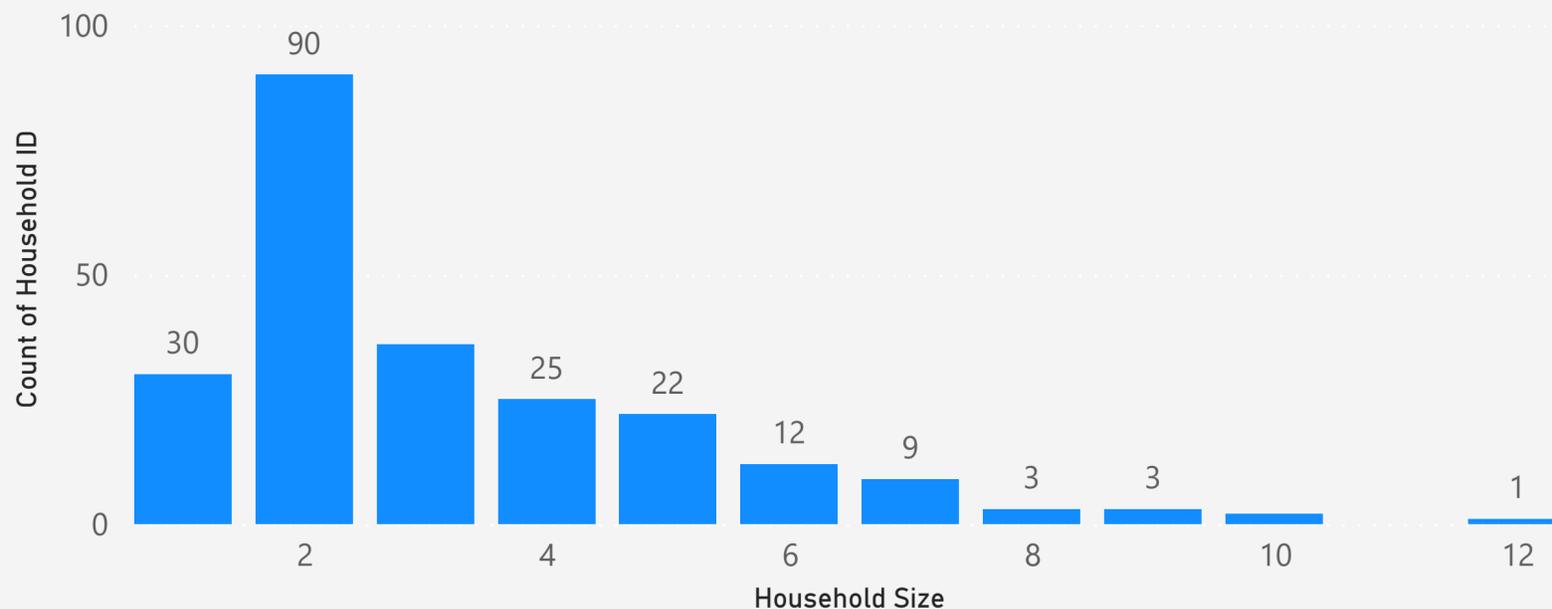
Number of Households by Housing



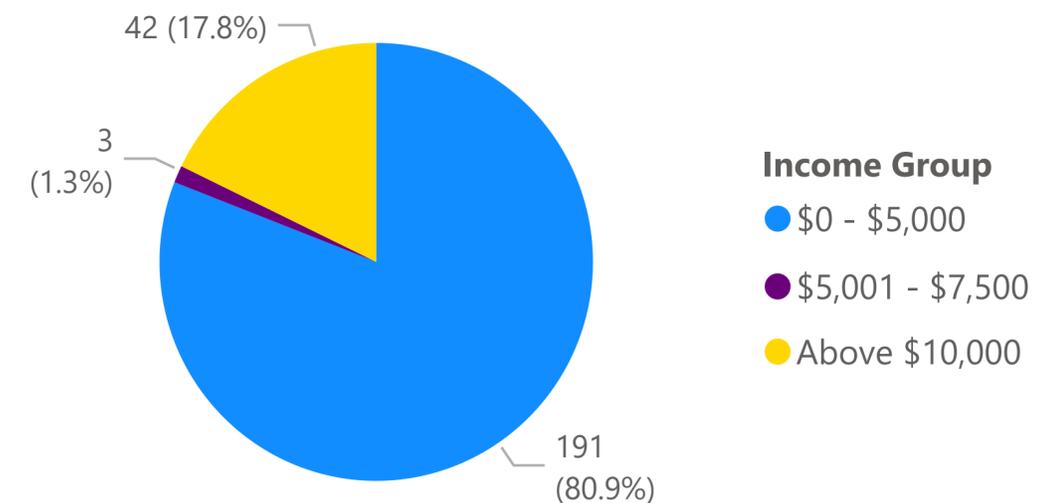
Household Type

Household Type	Number of Households	Percentage
Single Parent/Female	120	51.50%
Two Parent Household	63	27.04%
Single Person	13	5.58%
Single Parent/Male	12	5.15%
Multigenerational Household	9	3.86%
Other	8	3.43%
Extended Family	5	2.15%
Unspecified	4	1.72%
Total	233	100.00%

Count of Household ID by Household Size



Number of Households by Income Group



There are three households that were counted twice in the pie chart, because two different families of the same household belong to different income groups.

Overview Students (SOUL 22/23 School Year)

Total Households

233

Total Enrollments

268

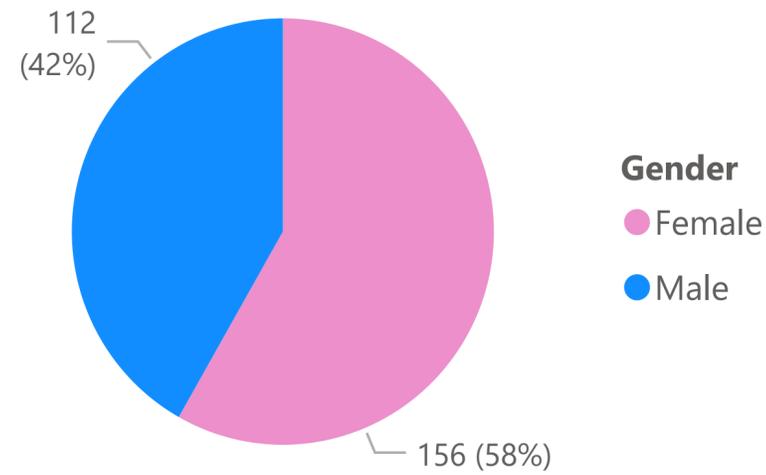
Total Graduated

48

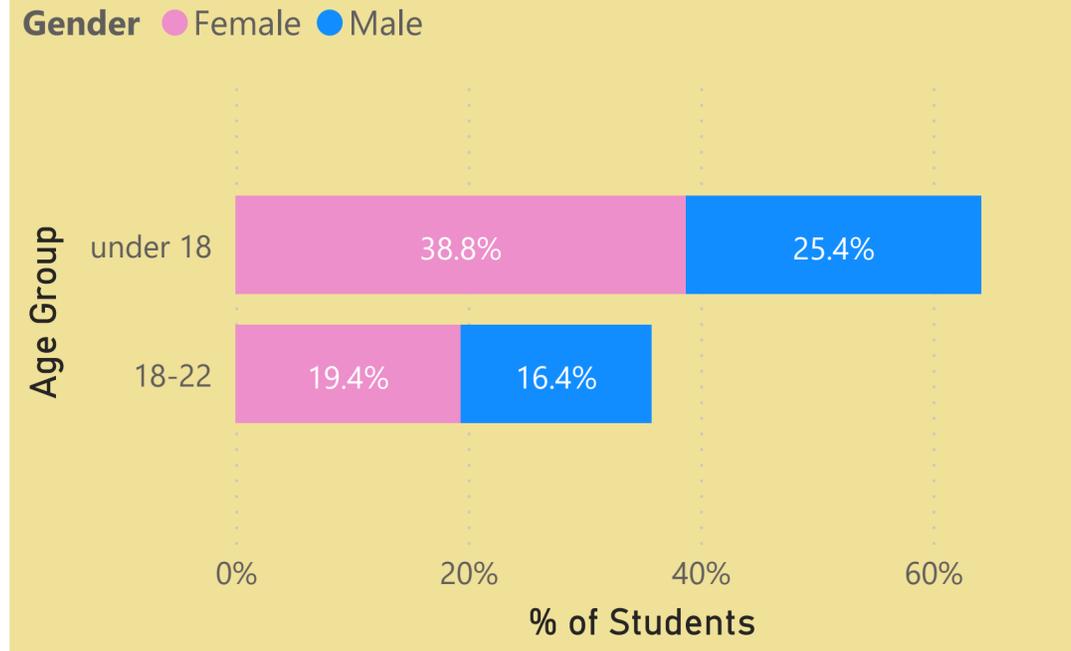
Total Services

1684

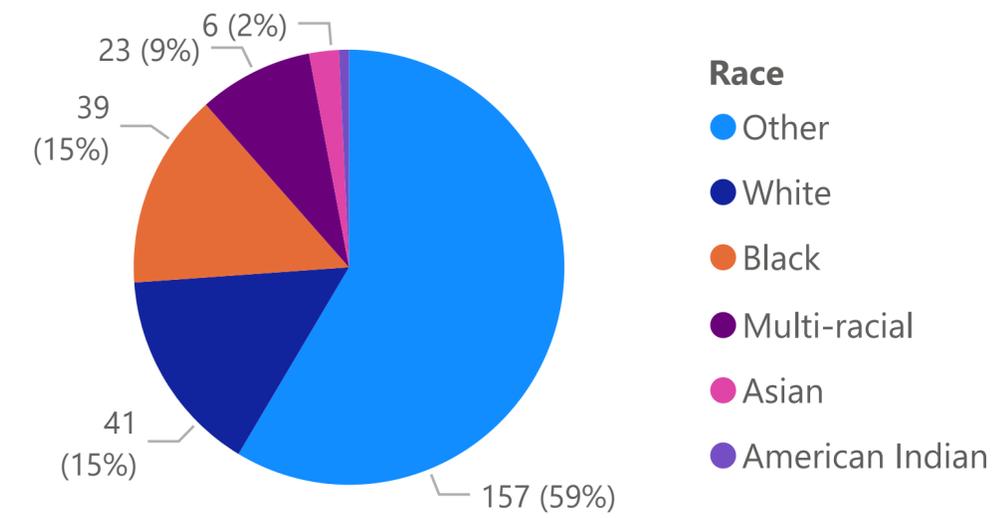
Number of Students by Gender



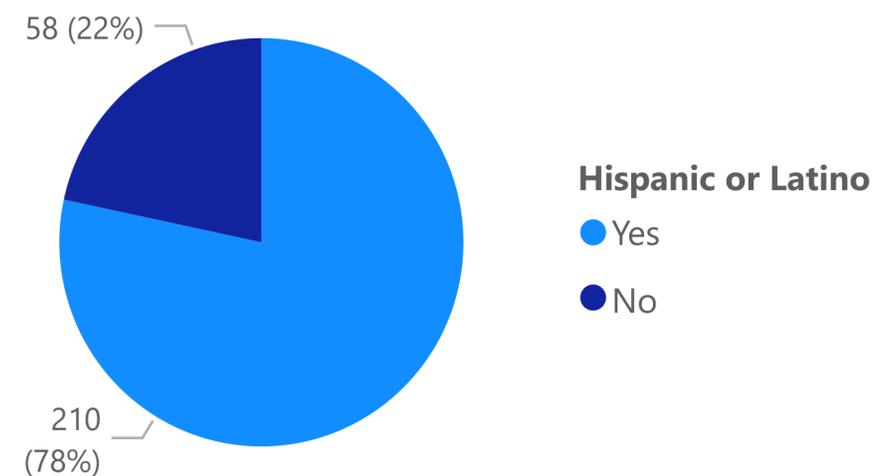
% of Students by Age Group by Gender



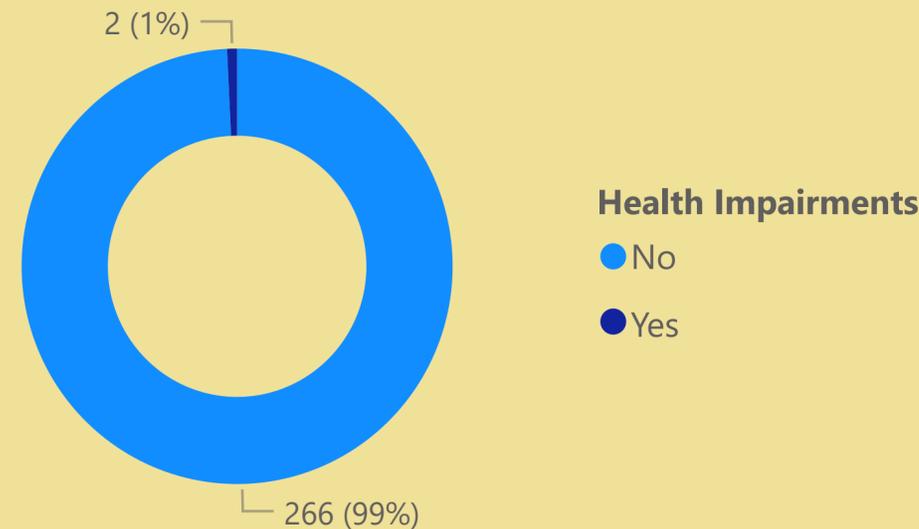
Number of Students by Race



Number of Students by Hispanic or Latino



Number of Students by Health Impairments



Overview Outcome (SOUL 22/23 School Year)

Total Households

233

Total Enrollments

268

Total Graduated

48

Total Services

1684

Demonstration for Projection:

21% of total students to achieve Diploma:
21%*268 = 56 students



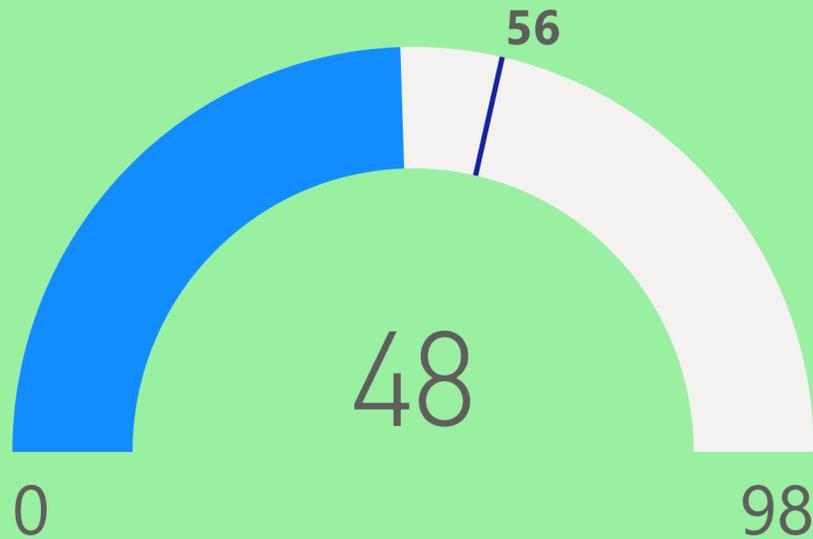
Actual Graduates: 48

Seniors **on track** to graduate: 56

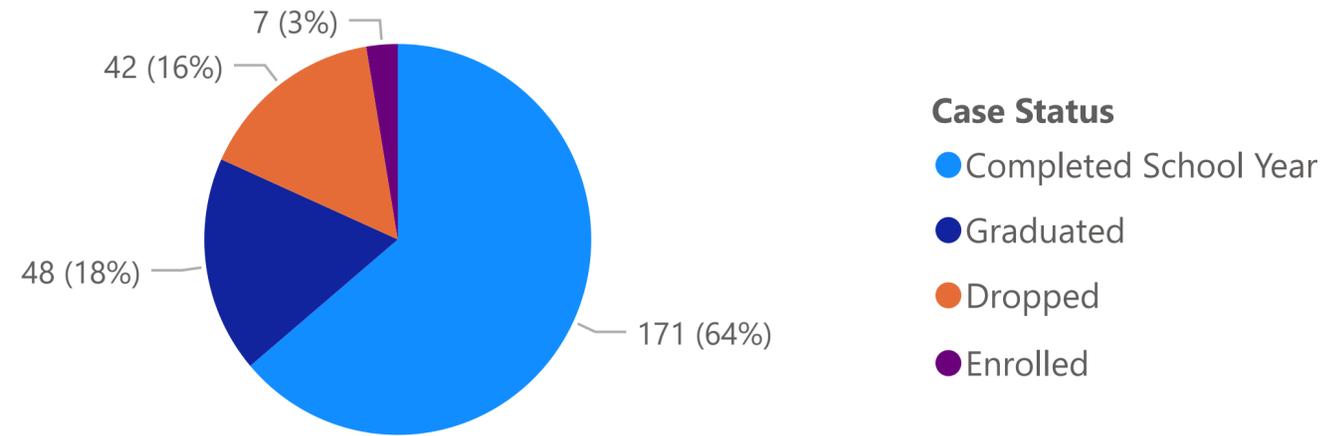
Graduate rate is 48/56=86%



Graduated VS Goal

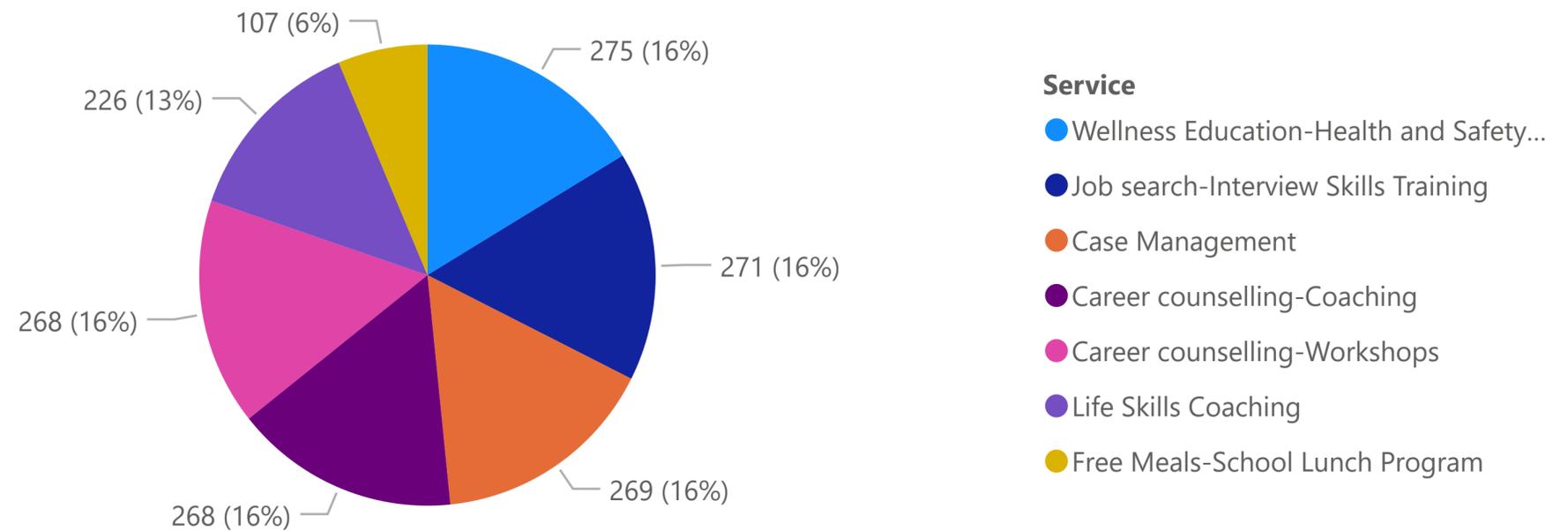


Number of Students by Case Status



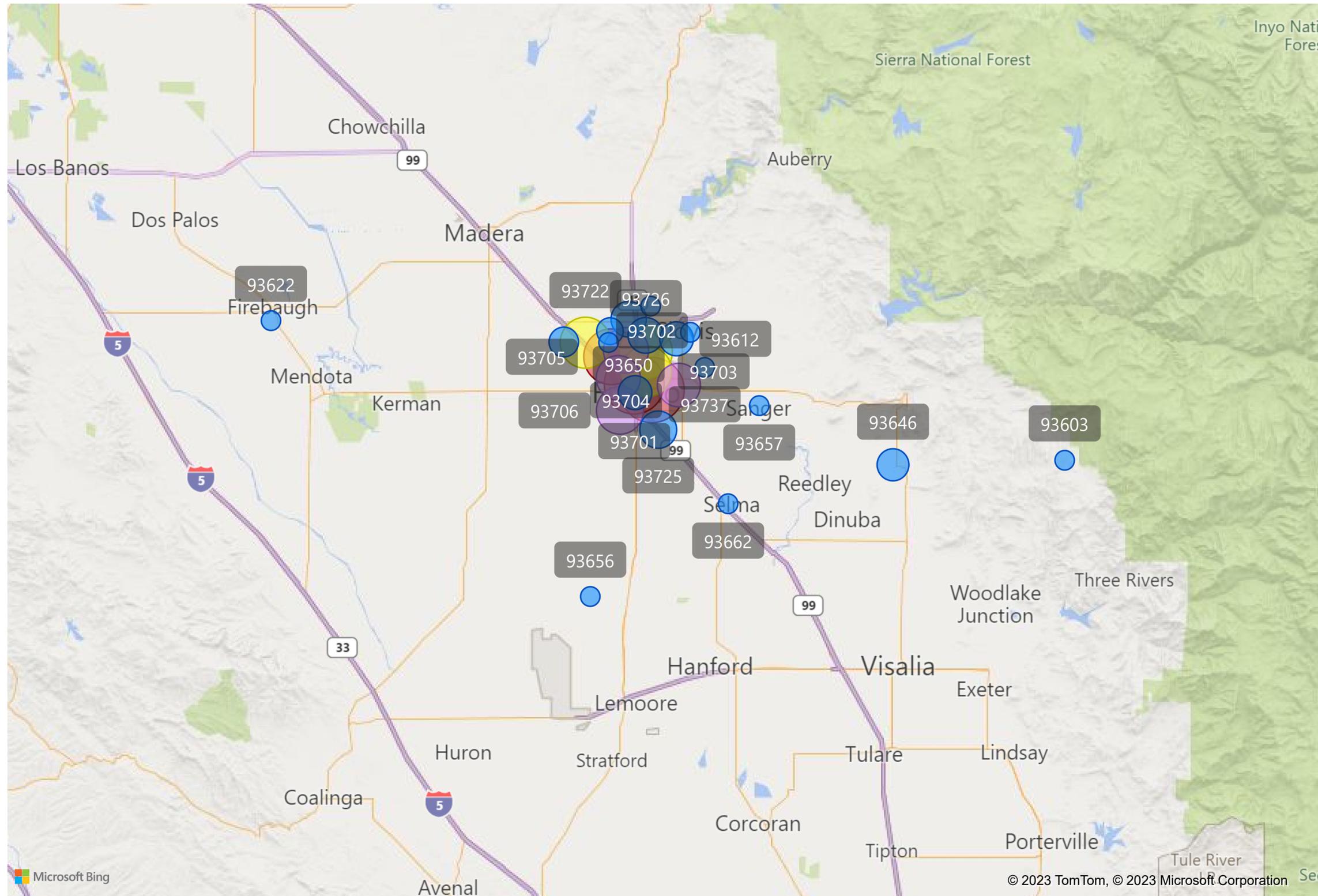
Dropped Case Status includes
1) Transferred to another school in California or another state or attend adult school
2) No longer enrolled at SOUL or in any other school
3) Deceased

Number of Services Provided



Number of Students by Zip Code

Enter Zip Code

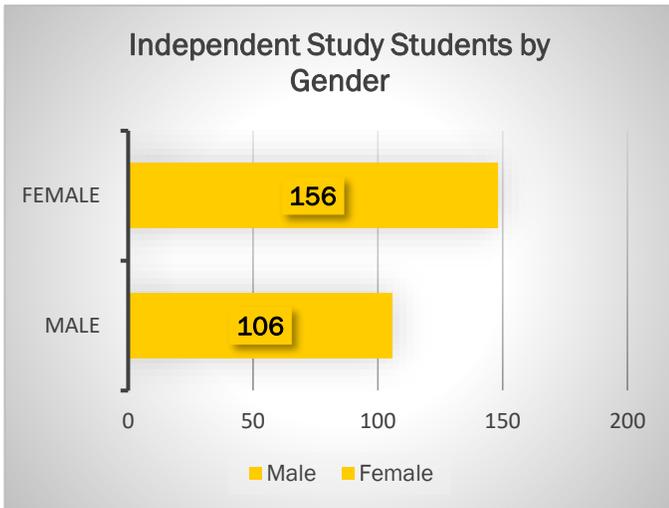


Zip Code	Number of Students	Number of Services
93702	41	251
93701	33	219
93705	26	162
93726	23	139
93703	20	124
93722	20	130
93706	16	98
93704	14	86
93728	13	80
93727	12	73
93725	7	41
93650	6	39
93710	6	36
93612	5	33
93721	5	33
93646	4	27
Total	268	1684

Fresno EOC School of Unlimited Learning

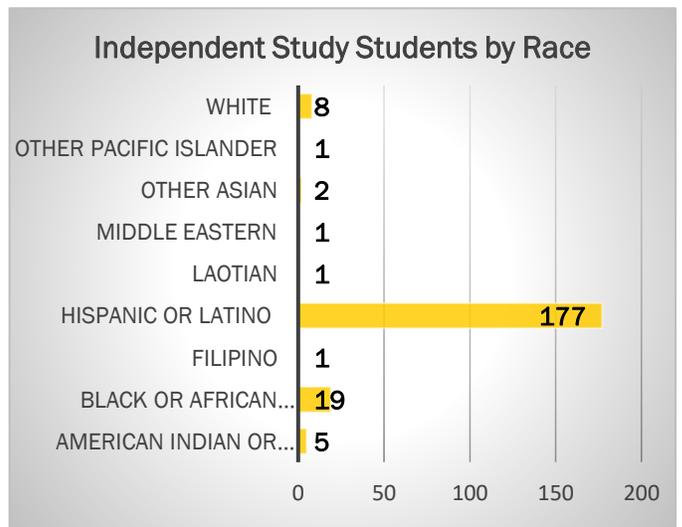
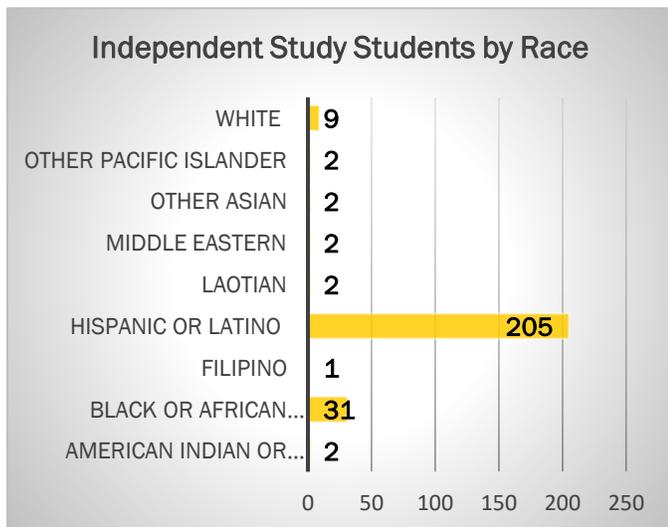
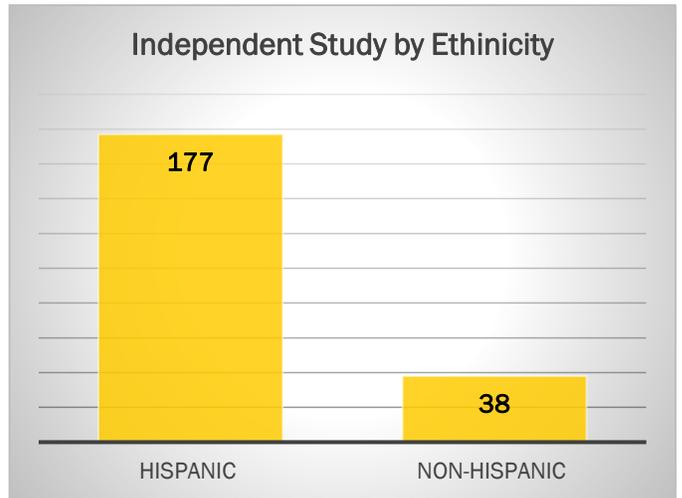
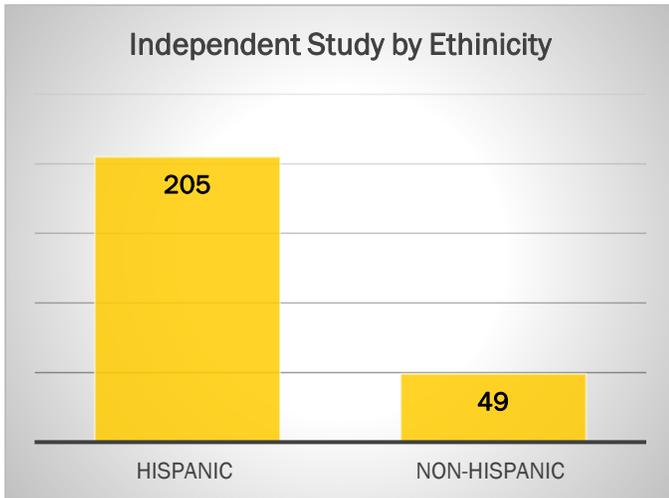
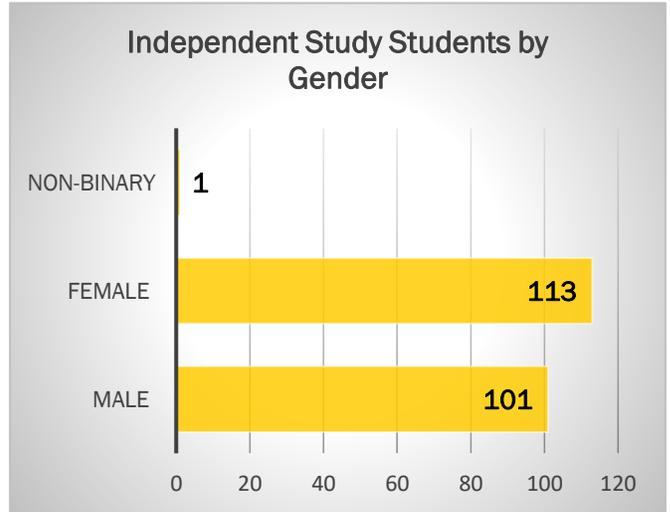
2022/2023 School Year

Independent Studies Total Enrolled: 254



2023/2024 School Year *as of November 14, 2023*

Independent Studies Total Enrolled: 215

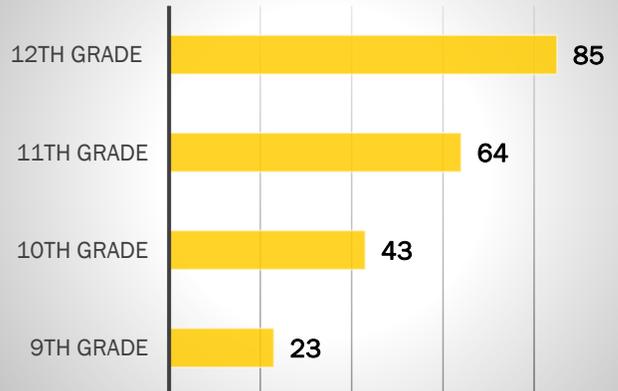


Fresno EOC School of Unlimited Learning

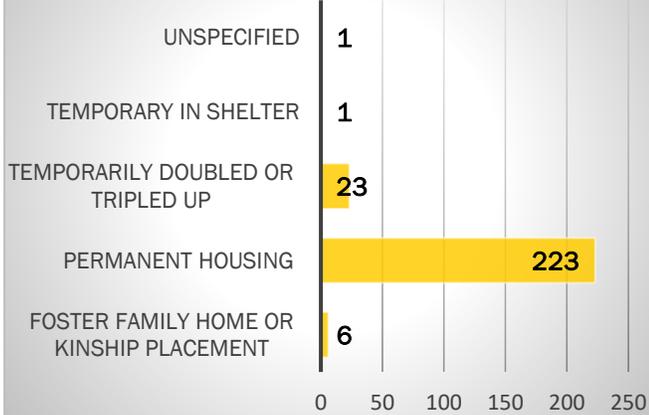
Independent Study Students by Grade



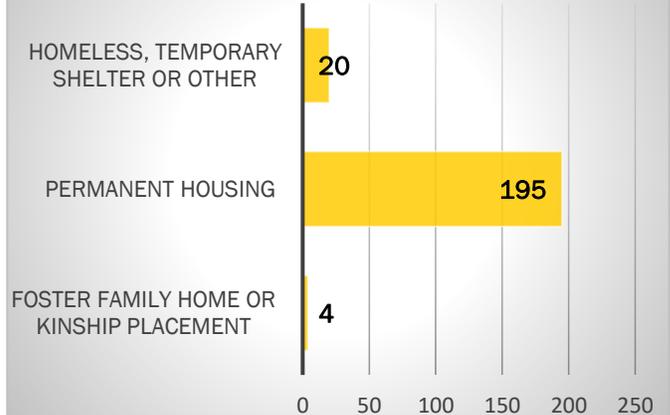
Independent Study Students by Grade



Independent Study Students by Residence



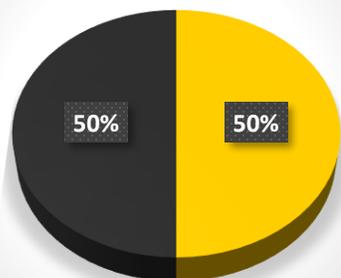
Independent Study Students by Residence



2022/2023 School Year

Classroom Based Total Enrolled: 22

Classroom Based Students by Gender

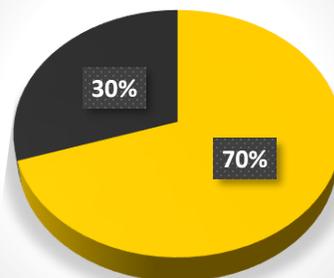


Male Female

2023/2024 School Year as of November 14, 2023

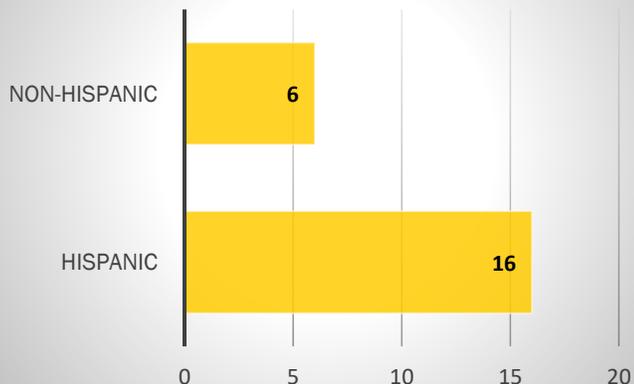
Classroom Based Total Enrolled: 30

Classroom Based Students by Gender

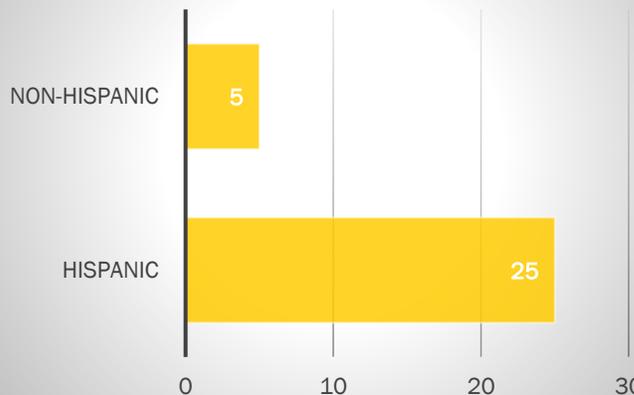


Male Female

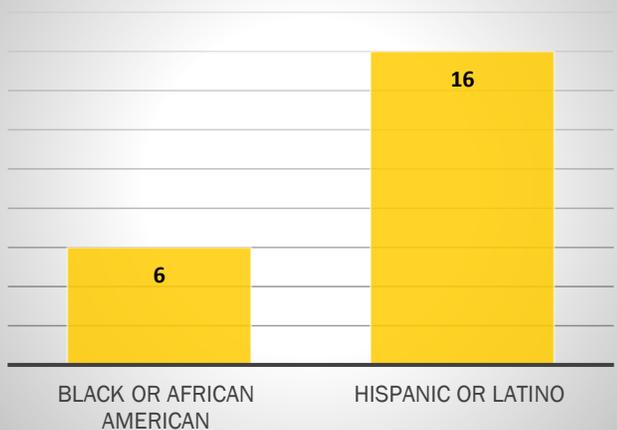
Classroom Based Students by Ethnicity



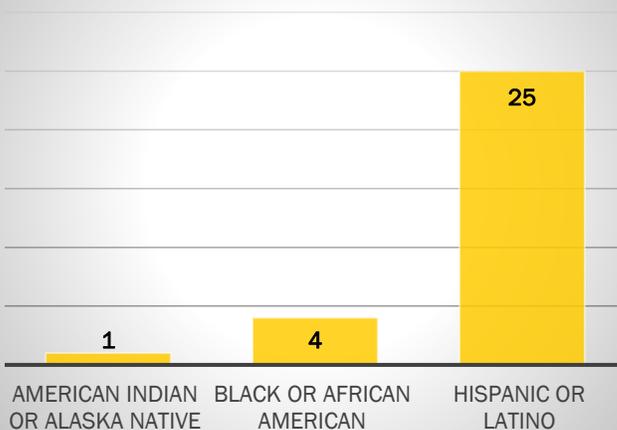
Classroom Based Students by Ethnicity



Classroom Based Students by Race



Classroom Based Students by Race



Classroom Based Students by Grade



Classroom Based Students by Grade



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 12	Director: N/A
Subject: 2023-2025 Strategic Plan Year-One	Officer: Emilia Reyes

Background

The information presented below is intended to keep the Board apprised on progress of the 2023-2025 Strategic Plan.

Staff will be presenting year-end review highlights.

CSBG Organizational Standard

The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months per Category 6, Standard 6.5.

FINANCE COMMITTEE MEETING
Tuesday, September 13, 2023
5:00PM
MINUTES

1. CALL TO ORDER

Charles Garabedian, called the meeting to order at 5:10 pm.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF	STAFF
Charles Garabedian (Committee Chair)	✓	Jay Zapata	Misty Gattie - Blanco
Rey Leon		Steve Warnes	Maria Elizondo
James Martinez	✓	Karina Perez	
Linda Hayes	✓	Jennifer Tillman	
Zina Brown-Jenkins	✓	Chris Erwin	
Itzi Robles	✓	Greg Streets	
Alena Pacheco	✓	Michelle Tutunjian	

3. APPROVAL OF AUGUST 8, 2023 MINUTES

A. August 8, 2023 Finance Committee Minutes

Public comment: None heard.

Motion by: Linda Hayes **Second by:** Itzi Robles

Ayes: Garabedian, Linda Hayes, Itzi Robles

Nays: None heard

4. FINANCIAL REPORTS

A. Agency Financial Statements

B. Head Start Financial Status Report

Motion by: Linda Hayes **Second by:** Itzi Robles

Ayes: Garabedian, Linda Hayes, Itzi Robles

Nays: None heard

Jay Zapata, Chief Financial Officer, presented the Financial Statements for Year-to Date for July 2023 as well as the approval of the financial status report for the Head Start 0-5 program as of Year-to-Date July 2023. Through July 31, 2023 the Total Revenues and Support are \$92,538,143 and Total Expenditures are 93,607,038.

Jennifer Tillman, Finance Manager for Head start presented the Head Start Financial Status Reports for Year-to Date for July 2023. Through July 2023 the Head Start Basic grant was 30% expended and the Early Head Start Basic grant was 24% expended.

5. VARIANCE REPORTS

A. Sanctuary and Support Services Programs

Misty Gattie- Blanco presented the Sanctuary and Support Services Programs variance reports.

Commissioner Itzi Robles inquired on how we can direct the LGBTQ+ community to emergency housing that is more for LGBTQ+. Misty Gattie- Blanco Stated continue of care are looking into more options to meet this need.

Public Comment: None heard

No action required

6. HEALTH INSURANCE REPORT

A. Health Insurance Report

Steve Warnes, Assistant Finance Director, presented the health insurance fund reports for July 31st, 2023. The health insurance reserve is at \$6.5 million, which covers approximately 9.2 months of average expenditures. Contributions from programs and employees for 2023 total \$6,102,985 while the Fund paid out \$5,004,218 in expenses.

Public Comment: None heard

No Action Required

7. NON-COMPETITIVE PROCUREMENT:

Chris Erwin presented the information on 120 new Soft Ware License's being purchased. Commissioner Hayes inquired who is responsible for making the buying decisions of this Soft Ware purchase.

Commissioner Hayes recommended this item to be pulled for full Board discussion at the October Board Meeting.

Public comment: None heard.

No Action Required

8. HEAD START FA-1 MONITORING REPORT

Jay Zapata, presented the Head Start Fiscal Monitoring Report. The monitoring report identified one are of concern: the timely submission of Federal Financial (SF-425) reports. Fresno EOC has addressed this concern by hiring a new Financial manager and additional accountant.

Public Comment: None Heard

No Action Required

9. OTHER BUSINESS: Discussion

Charles Garabedian discussed ways to reestablish a new CDFI to ensure that the community needs for lending out met.

Public comment: None heard

No Action Required

10. PUBLIC COMMENTS: N/A

Public comment: None heard

No Action Required

11. ADJOURNMENT:

Garabedian adjourned meeting at 5:56 pm

Respectfully Submitted,

Charles Garabedian
Committee Chair



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13A2	Director: Steve Warnes
Subject: Financial Reports	Officer: Jay Zapata

Recommended Action

The Finance Committee recommends approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date August 2023 and the financial status report for the Head Start 0-5 program as of Year-to-Date August 2023.

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 August 31, 2023, the Agency had preliminary revenue of \$106,808,120 million, including \$30.9 million of in-kind contributions, and net operating loss of \$2,070,458. In comparison, the Agency had revenue of \$90,640,306 million including in-kind of \$23.6 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date August 31, 2023 This also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	54%	
Head Start – Training & Technical Assistance (T&TA)	61%	Training planned for later this year

Program Area	% of budget	Notes
Early Head Start – Basic	35%	
Early Head Start – T&TA	25%	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 Eighth Month Period Ended August 31, 2023 and 2022

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2023	ACTUAL AUGUST 2023	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2022	ACTUAL AUGUST 2022	ACTUAL 2023 vs 2022 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 105,694,129	\$ 56,213,466 53%	\$ 49,480,663	79,753,909	\$ 49,760,517	6,452,949
GRANT REVENUE - LENDING CAPITAL	-	-	-	0	-	-
CHARGES FOR SERVICES	22,652,580	16,408,861 72%	6,243,719	21,276,472	13,865,133	2,543,729
OTHER PROGRAM REVENUE	4,998,245	2,001,711 40%	2,996,534	3,459,716	2,189,832	(188,121)
CONTRIBUTIONS	384,300	79,879 21%	304,421	209,416	145,130	(65,250)
MISCELLANEOUS INCOME	759,253	169,284 22%	589,969	165,604	88,418	80,866
INTEREST & INVESTMENT INCOME	106,000	69,589 66%	36,411	53,391	28,190	41,398
AFFILIATE INTEREST INCOME	765,250	644,423 84%	120,827	1,172,129	643,305	1,119
RENTAL INCOME	265,843	273,488 103%	(7,645)	385,663	285,982	(12,494)
TOTAL CASH REVENUE	\$ 135,625,600	\$ 75,860,701 56%	\$ 59,764,899	\$ 106,476,300	\$ 67,006,506	8,854,195
IN KIND REVENUE	\$ 39,637,875	\$ 30,947,419 78%	\$ 8,690,456	41,533,588	\$ 23,633,800	7,313,620
TOTAL REVENUE & SUPPORT	175,263,475	106,808,120 61%	68,455,355	148,009,888	90,640,306	16,167,814
EXPENDITURES						
PERSONNEL COSTS	\$ 75,447,335	\$ 44,992,243 60%	\$30,455,092	66,070,751	\$ 41,820,130	3,172,113
ADMIN SERVICES	8,056,855	5,103,669 63%	2,953,186	6,637,808	3,931,294	1,172,375
PROFESSIONAL SERVICES - AUDIT	0	0 0%	0	0	0	-
CONTRACT SERVICES	11,711,120	7,340,216 63%	4,370,904	10,718,245	6,882,318	457,897
FACILITY COSTS	5,770,460	4,184,012 73%	1,586,449	6,096,789	3,874,313	309,698
TRAVEL, MILEAGE, VEHICLE COSTS	4,737,815	2,177,548 46%	2,560,267	3,070,704	2,022,156	155,392
EQUIPMENT COSTS	973,690	1,443,533 148%	(469,843)	1,408,467	1,040,207	403,327
DEPRECIATION - AGENCY FUNDED	296,000	197,641 67%	98,359	277,232	179,092	18,549
OFFICE EXPENSE	3,199,720	2,910,661 91%	289,059	3,448,422	1,894,813	1,015,848
INSURANCE	660,930	635,640 96%	25,290	809,767	535,927	99,713
PROGRAM SUPPLIES & CLIENT COSTS	23,493,815	8,226,483 35%	15,267,332	9,088,124	5,860,100	2,366,383
INTEREST EXPENSE	458,096	289,548 63%	168,548	446,995	226,606	62,942
OTHER COSTS	638,159	290,958 46%	347,201	1,389,254	766,197	(475,240)
TOTAL CASH EXPENDITURES	\$ 135,443,995	\$ 77,792,151 57%	\$ 57,651,844	109,462,558	\$ 69,033,153	8,758,998
IN KIND EXPENSES	\$ 39,637,875	\$ 30,947,419 78%	\$ 8,690,456	\$ 41,533,588	\$ 23,633,800	7,313,620
TOTAL EXPENDITURES	175,081,870	108,739,570 62%	66,342,300	150,996,146	92,666,953	16,072,618
OPERATING SURPLUS (DEFICIT)	\$ 181,605	\$ (1,931,450)	\$ 2,113,055	\$ (2,986,258)	\$ (2,026,647)	95,197
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		139,008	(139,008)	211,983	141,322	(2,314)
NET SURPLUS (DEFICIT)	\$ 181,605	(\$2,070,458)	2,252,063	\$ (3,198,241)	(\$2,167,969)	97,510

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of August 31, 2023

	2023	2022	Differences
ASSETS			
CASH & INVESTMENTS	\$ 13,784,020	\$ 19,937,274	\$ (6,153,255)
ACCOUNTS RECEIVABLE	15,972,698	13,811,844	2,160,855
PREPAIDS/DEPOSITS	1,724,683	298,749	1,425,933
INVENTORIES	445,331	328,005	117,326
PROPERTY, PLANT & EQUIPMENT	13,087,748	12,685,881	401,867
NOTES RECEIVABLE (net)	19,302,764	16,513,737	2,789,026
TOTAL ASSETS	\$ 64,317,242	\$ 63,575,491	\$ 741,752
LIABILITIES			
ACCOUNTS PAYABLE	\$ 3,785,798	\$ 3,596,973	\$ 188,826
ACCRUED PAYROLL LIABILITIES	5,638,380	4,002,531	1,635,849
DEFERRED REVENUE	2,094,854	2,335,276	(240,422)
NOTES PAYABLE	15,999,621	16,759,956	(760,335)
HEALTH INSURANCE RESERVE	6,805,605	4,898,573	1,907,032
OTHER LIABILITIES	4,119,549	4,235,805	(116,256)
TOTAL LIABILITIES	\$ 38,443,807	\$ 35,829,115	\$ 2,614,693
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ (1,931,450)	\$ (2,026,647)	\$ 95,197
UNRESTRICTED NET ASSETS	17,443,440	20,266,799	(2,823,359)
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	9,805,177	8,949,955	855,222
TOTAL FUND BALANCE	\$ 25,873,435	\$ 27,746,376	\$ (1,872,941)
TOTAL LIABILITIES AND FUND BALANCE	\$ 64,317,242	\$ 63,575,491	\$ 741,752

Fresno Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 August 31, 2023

Description	Head Start - Basic YTD Expenses				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$17,232,920	\$1,543,513	\$9,414,686	\$7,818,234				
Fringe Benefits	7,582,485	517,886	3,520,245	4,062,240				
Total Personnel	\$24,815,405	\$2,061,399	\$12,934,931	\$11,880,474				
Travel	-	-	-	-	12,928	-	-	12,928
Equipment*	-	-	-	-	-	-	-	-
Supplies	728,136	102,725	366,370	361,766	25,000	636	2,683	22,317
Contractual	2,390,268	151,855	1,530,006	860,262	15,948	-	10,188	5,761
Facilities / Construction								
Other:								
Food Cost	776,852	90,704	565,028	211,824				
Transportation	547,215	6,637	190,332	356,883				
Staff Mileage	100,000	4,869	82,320	17,680				
Field Trips, including Transportation	3,201	220	3,453	(252)				
Space	1,211,912	43,865	367,752	844,160				
Utilities / Telephone / Internet	843,052	63,334	555,886	287,166				
Publication/Advertising/Printing	54,991	-	110	54,881				
Repair/Maintenance Building	108,572	17,842	176,822	(68,250)				
Repair/Maintenance Equipment	8,654	3,466	8,250	404				
Property & Liability Insurance	72,108	33,516	130,476	(58,368)				
Parent Involvement / CWPC	49,000	233	17,354	31,646				
Other Costs*	240,460	176	496,147	(255,687)				
Staff & Parent Training	3,091	-	11,528	(8,437)	237,568	1,544	169,365	68,204
Total Direct Charges	\$31,952,917	\$2,580,840	\$17,436,767	\$14,516,150	291,444	2,180	182,235	109,209
Total Indirect Charges	\$3,106,182	\$232,276	\$1,569,309	\$1,536,873	\$32,383	\$196	\$16,401	\$15,982
Total Federal Expenditures	\$35,059,099	\$2,813,116	\$19,006,076	\$16,053,023	\$323,827	2,376	198,636	\$125,191
% of Annual Budget Expended to Date			54%				61%	
Non-Federal Share	\$7,011,820	\$212,807	\$3,221,996	\$3,789,824	\$64,765	\$594	\$49,659	\$15,106

*Other Costs Include:
 FIRST AID (INCLUDES WORKERS COMP)
 PROFESSIONAL SERVICES - COMPUTER
 PROFESSIONAL SERVICES - CONSULTING
 APPRAISAL FEES
 REPAIR/MAINTENANCE-SPECIAL
 DEPRECIATION EXPENSE
 POSTAGE/EXPRESS MAIL
 SUPPLIES - OTHER
 DUES - ORGANIZATIONS
 FINGERPRINTING / BACKGROUND CHECK
 RECRUITMENT
 MEETING COSTS - INTERNAL
 PROGRAM SUPPLIES - BOOKS & PUBLICATIONS
 PROGRAM SUPPLIES - TOOLS
 EMPLOYEE EVENT
 RECOGNITION
 SAFETY

Credit Card Expenses: Credit card statement dated 8/1/23-8/31/23		
August 2023 expenses:		
Program Supplies - Kitchen	\$ 177	The Webstaurant Store - Kitchen Supplies for CWPC
CWPC - Other	\$ 311	China Express - CWPC Dinner
Program Supplies - Kitchen	\$ 10,731	Cresco Resco - CMA Dishwasher for Sanger HS and Warehouse
Program Supplies - Medical	\$ 4,749	Masimo Ameicas, Inc - Medical Hemoglobin Supplies for HS children
Program Supplies - Classroom	\$ 428	Target - Home Base Craft Supplies
	\$ 16,396	

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
\$3,655,192	\$230,853	\$1,542,239	\$2,112,953	\$0	\$0	\$0	\$0
1,608,284	64,386	454,344	1,153,940	-	\$0	\$0	-
5,263,476	295,239	1,996,583	3,266,893	-	-	-	-
-	-	-	-	16,898	-	-	16,898
-	-	-	-	-	-	-	-
242,877	11,734	96,018	146,859	33,488	140	579	32,909
925,297	9,247	120,540	804,757	26,526	-	-	26,526
-	-	-	-				
50,000	(12,669)	25,131	24,869				
9,536	631	6,642	2,894				
25,000	3,281	26,026	(1,026)				
1,730	-	-	1,730				
84,678	7,675	38,651	46,027				
151,060	13,288	70,547	80,513				
1,500	-	24	1,476				
180,781	1,807	15,869	164,912				
21,223	-	119	21,104				
24,009	4,361	17,039	6,970				
18,628	258	2,820	15,808				
39,344	-	67,032	(27,688)				
2,277	-	95	2,182	96,459	306	42,353	54,106
7,041,416	334,852	2,483,136	4,558,280	173,371	446	42,932	\$130,439
\$703,982	\$32,609	\$223,482	\$480,500	\$15,906	\$40	\$3,864	\$12,042
\$7,745,398	367,461	\$2,706,618	\$5,038,780	\$189,277	486	\$46,796	\$142,481
		35%				25%	
\$1,549,080	\$76,439	\$1,011,248	\$537,832	\$37,855	\$121	\$11,699	\$35,620

Credit Card Expenses: Credit card statement dated 8/1/23-8/31/23

August 2023 expenses:

Program Supplies - Kitchen	\$	39	The Webstaurant Store - Kitchen Supplies for CWPC
CWPC - Other	\$	68	China Express - CWPC Dinner
Program Supplies - Disposables	\$	2,828	Costco - Diapers & Wipes
Office Supplies	\$	426	Walmart - Office Supplies
Program Supplies - Classroom	\$	264	Target - Classroom Supplies
Program Supplies - Kitchen	\$	537	Target - Baby Bottles
Program Supplies - Disposables	\$	506	Target - Diapers
	\$	4,668	



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13A3	Director: Steven Warnes
Subject: Health Insurance Report	Officer: Jay Zapata

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 August 31, 2023, the health insurance reserve is at \$6.8 million, which covers approximately 9.5 months of average expenditures. Contributions from programs and employees for 2023 total \$6,937,787 while the Fund paid out \$5,626,091 in expenses

Changes to the health insurance plan in 2021 through 2023 include:

- 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.
- Effective January 2023: Restructured the wellness program to include more employees; replaced wellness discounted premium by an incentive program available to all employees. 5.5% increase in Employer premiums.

This table presents a sample of the monthly health insurance premium rates for 2023. Rates vary depending on the type of coverage tier selected; the PPO option is shown but a high-deductible option is available to the employees at a 40% lower cost.

	Agency	Employee	Total Premium
Employee Only	\$ 633	\$ 150	\$ 783
EE +Child(ren)	\$ 1,146	\$ 270	\$ 1,416
EE + Family	\$ 1,521	\$ 360	\$ 1,881
EE + Spouse	\$ 1,272	\$ 300	\$ 1,572

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH AUGUST 31, 2023

	2023								2022				
	January	February	March	April	May	June	July	August	YTD totals	Mo. Avg.	YTD totals	Annual	Annual
	Jan-Aug	Prev 12 mos	Jan-Aug	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec					
Beginning Fund Balance	5,493,909	5,464,765	5,865,711	6,054,466	6,355,101	6,660,835	6,712,778	6,592,943					
Income													
Agency Contributions	753,479	747,863	758,762	746,004	744,968	750,773	469,368	730,091	5,701,308	713,828	5,033,735	8,623,821	718,652
Additional Agency Contr.	-	-	-	-	-	-	-	-	-	0	0	0	-
Employee Contributions	193,157	179,182	87,767	185,795	184,966	198,294	102,607	104,711	1,236,479	159,876	1,115,477	1,963,810	163,651
Total Income	946,636	927,045	846,529	931,799	929,934	949,067	571,975	834,802	6,937,787	873,704	6,149,212	10,587,631	882,303
Expenses													
Health Claims Paid	597,281	252,921	277,335	258,071	304,953	538,213	322,956	230,864	2,782,594	398,291	2,837,398	5,188,655	432,388
Dental Claims Paid	47,952	37,885	42,028	52,612	38,170	43,411	47,309	51,445	360,812	43,652	328,632	525,612	43,801
Prescriptions Paid	161,856	93,451	158,339	153,394	111,262	144,243	148,592	169,927	1,141,064	143,571	1,053,752	1,764,880	147,073
Vision Claims Paid	6,778	2,036	14,828	1,220	8,412	9,115	6,472	11,441	60,302	6,688	43,238	68,611	5,718
Stop Loss Premiums	104,348	105,261	108,245	107,933	103,712	103,362	104,699	99,246	836,806	102,068	726,444	1,211,263	100,939
Stop Loss Claims	-	(22,123)	-	-	(67)	-	-	-	(22,190)	(37,324)	(15,246)	(440,948)	(36,746)
Life Insurance Premiums	8,250	8,188	8,240	9,187	9,203	9,170	8,969	9,058	70,265	9,963	88,023	149,754	12,480
Pinnacle	13,309	13,579	13,580	13,526	13,471	13,508	13,490	13,111	107,574	13,211	92,159	155,949	12,996
Blue Cross	13,835	13,895	13,994	13,975	13,875	13,955	13,954	13,558	111,041	13,690	96,668	163,337	13,611
Benefits Consultant	12,083	12,083	12,084	12,083	12,083	12,084	12,083	12,083	96,666	12,083	82,002	142,419	11,868
Employee Assist. Program	4,537	4,537	4,740	4,740	4,740	4,740	4,740	4,740	37,514	3,708	13,136	21,865	1,822
Preferred Chiropractors	871	875	881	880	874	879	878	854	6,992	872	6,301	10,645	887
TeleDoc	2,474	2,485	2,503	2,499	2,481	3,426	2,996	4,863	23,727	2,799	17,892	30,232	2,519
Other Expenses	2,206	1,026	977	1,044	1,031	1,018	982	950	9,234	1,206	16,319	22,588	1,882
ACA Fees	-	-	-	-	-	-	3,690	-	3,690	308	3,750	3,750	313
Total Expenses	975,780	526,099	657,774	631,164	624,200	897,124	691,810	622,140	5,626,091	714,785	5,390,468	9,018,612	751,551
Current Fund Activity (net)	(29,144)	400,946	188,755	300,635	305,734	51,943	(119,835)	212,662	1,311,696	158,919	758,744	1,569,019	130,752
Ending Fund Balance	5,464,765	5,865,711	6,054,466	6,355,101	6,660,835	6,712,778	6,592,943	6,805,605	6,805,605				
Enrollment													
Employee only-Traditional	247	256	256	259	258	260	257	247		251		250	
High-Deduct	79	84	86	87	84	86	87	86		83		76	
Family coverage-Traditional	337	321	322	320	318	318	320	311		326		348	
High-Deduct	34	41	41	38	39	39	39	39		38		36	
Dental coverage only	42	54	49	47	49	47	46	45		46		40	
Temp/On Call Plan	-	-	-	-	-	-	-	-		0		0	
Total employees enrolled	739	756	754	751	748	750	749	728		743		750	
Average contributions per employee	1,281	1,226	1,123	1,241	1,243	1,265	764	1,147		1,176		1,176	
Average expenses per employee	1,320	696	872	840	834	1,196	924	855		962		1,002	

Estimated # months funded: 9.5

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13A4	Director: Chris Erwin
Subject: Non-competitive Procurements	Officer: Jay Zapata

Background

The information presented below is intended to keep the Committee apprised of any procurements made through a non-competitive procurement process. In accordance with the Accounting Policies and Procedures Manual, Non-competitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Non-competitive procurement (purchases and contracts) is 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 non-competitive proposals in response to a written request from the Agency.
- Or after solicitation of several sources, competition is determined to be inadequate.

The key requirement for using non-competitive procurement is that the other procurement methods are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards will 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 over \$150,000 require a formal bid and approval from the Board.
- Purchases over \$10,000 without quotes or bids must be disclosed to the Board.

Vendor	Purpose	Amount	Justification
			No items to report this month

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Advance Peace
Agenda Item #: 13A5	Director: N/A
Subject: Variance Reports	Officer: Emilia Reyes

Background

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

The following prepared financial analysis reports will be presented on behalf of:

- Advance Peace
 - The majority of program funding comes from the California Board of State and Community Corrections (BSCC) through its California Violence Intervention and Prevention (CalVIP) grant program. As of August 2023, the remaining budget, including a required grant match, is approximately \$350,000. Additional funding of \$2,000,000 is anticipated in coming months.

Variance Report Summary
Advance Peace
Program Activity Costs Through August 2023

Program	Project/Contract No.	Contract Period	Reporting Period	Program Costs	Budget	Remaining Budget	Remaining Budget %
CalVIP Cohort 3 - GRANT	876-20	October 2020 - December 2023	August 2023	\$849,220	\$925,000	\$75,780	8%
CalVIP Cohort 3 - MATCH	876-20	October 2020 - December 2023	August 2023	\$925,000	\$925,000	\$0	0%
CalVIP Cohort 4 - GRANT	876-22	July 2022 - June 2025	August 2023	\$56,601	\$1,094,238	\$1,037,637	95%
CalVIP Cohort 4 - MATCH	876-22	July 2022 - June 2025	August 2023	\$17,356	\$1,094,238	\$1,076,882	98%
VIPI- City of Fresno	VIPI2223-04	January 2023 - December 2023	August 2023	\$79,095	\$375,000	\$295,905	79%
Live Free	MOU	July 2023 - April 2024	August 2023	\$20,742	\$25,000	\$4,258	17%

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13A6	Director: Steve Warnes
Subject: Access Plus Capital Transition Report	Officer: Jay Zapata

Background

In 2008, Fresno EOC established Access Plus Capital (APC) to cater to the financial needs of underserved communities around Fresno County. With Fresno EOC's backing, APC expanded its operations over two decades. On December 23, 2020, an Administrative Services Agreement was signed where APC compensated Fresno EOC for administrative responsibilities, including staffing, workspace, audit functions, and other operational duties.

On April 3, 2023, APC signaled its intent to terminate the Administrative Agreement, aiming for a structural and operational separation (APC Separation and Transition). In June 2023, Fresno EOC and APC reached a transition agreement with fiscal impacts detailed below.

Fiscal Impact

APC's Loans:

- a. Citibank Loan Resolution: APC is slated to finalize and settle Loan Number 6113. Upon completion, Fresno EOC's status as guarantor will be formally rescinded, and APC will reconvey collateral accounts, estimated at approximately \$700,000, to Fresno EOC.
- b. Wells Fargo Obligation: APC has an obligation to discharge its debt under Obligation NO. 59. Subsequent to this fulfillment, the promissory note will be reconveyed, and Fresno EOC's guarantee associated with this obligation will be officially terminated.
- c. SBA ILP Loan Arrangement: Fresno EOC will assume responsibility for a debt approximating \$485,814. Thereafter, a transfer of rights pertaining to the SBA ILP Loan Portfolio will occur from Fresno EOC to APC. Fresno EOC paid the

outstanding balance of approximately \$472,755 and APC has 30 days to purchase the loans from Fresno EOC.

Fresno EOC's Loans:

a. Self-Help Credit Union Loan Loss Reserve: Fresno EOC will relinquish all affiliations with the APC-designated Self-Help Credit Union account, previously earmarked for employee loans. Concomitant to this, any disbursements by APC from this account on Fresno EOC's behalf will be remitted back to APC.

Conclusion

As part of their strategic financial realignment, APC and Fresno EOC proactively worked to resolve their outstanding financial commitments to each other by September 30, 2023.

BYLAWS COMMITTEE
1920 Mariposa Street, Suite 310
Thursday, September 21, 2023 at 5:30 PM

MINUTES

1. **CALL TO ORDER**

Jimi Rodgers, Chair, called the meeting to order at 5:31 PM.

2. **ROLL CALL**

Roll was called and a quorum was established.

Committee Members:

Jimi Rodgers
Linda Hayes
Lisa Mitchell
Itzi Robles

Teleconference:

Lupe Jaime-Mileham

Absent:

Oliver Baines
Bruce McAlister

Other Commissioners:

Charles Garabedian
Robert Pimentel

Staff:

Karina Perez
Greg Streets
Matthew Moreno
Elionora Vivanco
Nelson Dible
Kenneth Price, Legal Council

3. **APPROVAL OF MARCH 16, 2023, MEETING MINUTES**

A. March 16, 2023, By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: Hayes **Second by:** Mitchell

Ayes:. All in favor.

Nays: None heard

ADDITION TO THE AGENDA

Kenneth Price, Legal Counsel, added a Closed Session before item 4.

Public Comment: None heard.

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

Ayes:. All in favor.

Nays: None heard

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

4. **BOARD POLICIES AND PROCEDURES**

Karina Perez, Chief of Staff, provided an overview of the Board Policies and Procedures to remove Community Development Financial Institution (CDFI) Board.

Board Chair Hayes inquired on the Polices and Procedures on Commissioners 2-year term and recommended adding verbiage to the policies stating if a vacancy is filled mid-year the term would be for the remainder of the current term.

Commissioner Garabedian recommended keeping CDFI for the sole purpose that E-Plus can convert into a CDFI establishment.

Public Comment: None heard.

Motion by: Hayes **Second by:** Mitchell

Ayes:. All in favor.

Nayes: None heard.

5. **TARGET AREA VOTER REGISTRATION FORM & SCREENING COMMITTEE MEMBER APPOINTMENT**

Perez provided an overview of the Audit Process for the Target Voter Registration Forms.

The Bylaws appointed Committee members: Linda Hayes, Itzi Robles, Oliver Baines, and Lupe Jaime-Mileham for the Screening Committee Members to Interview Community Sector candidates.

Public Comment: None heard.

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

Ayes:. All in favor.

Nayes: None heard.

6. **HUMAN RESOURCES/PENSION COMMITTEE STRUCTURE**

Bylaws Chair Rodgers recommends separating Human Resources and Pension Committees because they are two separate entities.

Price will inquire with the financial advisor to determine if the Pension Committee needs to be a standing Committee or can it be an Adhoc Committee.

Public Comment: None heard.

No action required.

7. **COMMISSIONERS ATTENDANCE RECORD**

Board Chair Hayes requested staff to send an Excessive Absence letter to those Commissioners who have three or more absences.

Public Comment: None heard.

No action required.

8. 2024 BOARD MEETING SCHEDULE

Board Chair Hayes recommended for the Board Meetings to meet monthly instead of Bimonthly.

Upon further discussion, the Committee recommended this item to be presented at the October Board Meeting for full Board approval.

If approved by the full Board, a Bylaws Meeting has been scheduled for Monday, October 16, 2023, to revise the Agency Bylaws to reflect the meeting frequency.

Public Comment: None heard.

No action required.

9. OTHER BUSINESS

Public Comment: None heard.

No action required.

10. PUBLIC COMMENTS

Public Comment: None heard.

No action required.

11. ADJOURNMENT

BYLAWS COMMITTEE
1920 Mariposa Street, Suite 310
Monday, October 16, 2023 at 5:30 PM

MINUTES

1. **CALL TO ORDER**

Jimi Rodgers, Chair, called the meeting to order at 5:39 PM.

2. **ROLL CALL**

Roll was called and a quorum was not established.

Committee Members:

Jimi Rodgers
Linda Hayes
Bruce McAlister

Teleconference:

Lisa Mitchell

Absent:

Oliver Baines
Lupe Jaime-Mileham

Other Commissioners:

Amy Arambula

Staff:

Emilia Reyes
Karina Perez
Kenneth Price, Legal Council
Matthew Moreno
Elionora Vivanco

Due to no quorum the Bylaws Committee has been rescheduled for Monday, November 6, 2023, at 5:30 p.m. to approve items #3 through item #7.

Committee Members provided feedback to legal counsel for the Bylaws revision to be presented at the next Bylaws committee Meeting for review and approval for Board consideration.

3. **APPROVAL OF SEPTEMBER 21, 2023 MEETING MINUTES**

A. September 21, 2023 By-Laws Committee Meeting Minutes

4. **TARGET AREA CANDIDATES**

5. **COMMUNITY SECTOR APPLICATIONS**

6. **BYLAWS REVISIONS**

7. **EXCESSIVE ABSENCES POLICY**

8. **BOARD SELF-ASSESSMENT**

9. **OTHER BUSINESS**

10. **PUBLIC COMMENTS**

11. **ADJOURNMENT**

MEMORANDUM

TO: Ms. Jimi Rodgers
Bylaws Committee Chair
FRESNO ECONOMIC OPPORTUNITIES COMMISSION

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

DATE: October 31, 2023

RE: Target Area D Elections – Request to Excuse Application Mistake

INTRODUCTION

The Fresno Economic Opportunities Commission (“Fresno EOC”) issued a call for nominations for Target Area Representatives for Target Areas A, D, and E and for four open Community Sector Representative seats, both terms to begin January 2024. The form for each specific sector and documentation for both types of sectors were required to be submitted and/or postmarked by Friday, October 6, 2023. A member of the public, Mayra Campa, timely filled out a Community Sector Nomination Form online (the “Applicant”), though later informed Fresno EOC staff and board members that they intended to complete the Target Area Representative Nomination Form. The Applicant was seeking nomination to be a representative for Target Area D. The Applicant, however, submitted the *incorrect online form*, and attached a resume and a copy of their driver’s license by the October 6, 2023. The deadline had passed by the time the Applicant became aware that she had submitted the wrong form. Pursuant to Fresno EOC policy, the Internal Audit Office made the determination that the Applicant’s submittal was incomplete and the staff report to the Bylaws Committee dated October 16, 2023 “denied” the application due to incompleteness.

ISSUE PRESENTED

What are the laws and policies governing the acceptance of Target Area Representative nominations and how much discretion does the appropriate body have to accept an application claimed to be submitted in substantial compliance of said rules?

DISCUSSION

A. The Law

Government Code section 12751 describes the general tripartite board composition of a community action agency (“CAA”). That section provides that “[a]t least one-third of the members [of the board] are persons chosen in accordance with democratic selection procedures outlined in regulations promulgated by the department to assure that the members represent the poor and reside in the area served.”¹ Title 22 of the California Code of Regulations section 100605 governs the “Tripartite Board Composition” process of a CAA. When the CAA opts to use Target Areas, “the representatives of the low-income shall be selected by the residents of those neighborhoods or areas.”² Selection may be by nomination within the neighborhoods or within the community as a whole.³

There is no discussion in the CAA statute or regulations regarding substantial compliance with board rules, or discretion for the board – or the Bylaws Committee – to extend deadlines in the laws or regulations related to applicants for the board.

B. Fresno EOC Bylaws

Fresno EOC’s Bylaws require that “[e]ach prospective Commissioner from each sector shall complete the Corporation's application prior to appointment.”⁴ “After each prospective Commissioner has been selected to serve on the Board through the appropriate selection process described in the policies and procedures for the sector in which he or she proposes to serve, and has been determined by the Board (or a Committee thereof) to meet the qualifications set by the Board from time to time for service as a Commissioner, the Board shall vote whether to elect him or her to the Board.”⁵

The Bylaws continue, stating,

Target Area Commissioners shall be elected by members of the respective areas hereinafter ‘Target Area’ in accordance with Policies and Procedures established by the Commission, under elections that are run by the Internal Audit department and supervised

¹ Gov. Code § 12751(b).

² 22 CCR § 100605(c)(3).

³ *Id.* at § 100605(c)(5)(A).

⁴ Fresno EOC Bylaws, Art. V.

⁵ *Ibid.*

by the Selection Committee appointed by the Board Chair. Emphasis should be given to providing maximum participation of low income persons in the selection process of Target Area Commissioners, who shall be duly elected from areas within Fresno County that insure equal target area rural and urban representation and adopted by the Commission.⁶

In addition to other duties, the Bylaws Committee is responsible for “oversee[ing] Board member recruitment (including administering the target area Board member democratic selection process, recommending candidates for Public and Community Sector Board seats, and ensuring that the Board fills vacancies promptly), orientation, and training...”⁷

Again, there is no mention of discretion to extend deadlines or substantial compliance.

C. Fresno EOC Policy – Procedures for Election of Target Area Commissioners

This policy outlines the procedures for notification, selection, and election of Target Area Commissioners. The Policy states that “[i]t is the Agency’s intent to recruit qualified low-income candidates and provide low-income residents the opportunity to fully participate in the election process. There will be a focus on grass roots, strategic recruitment of candidates and voters.” Further, the “Agency shall make reasonable efforts to provide the public with notice of the vacancy, nomination and election process.”

As far as timing, the policy states that the Board Secretary will develop a general timetable to allow adequate time for each stage of the election process. “Candidate nominations shall begin in September and continue through the month of October.” On the other hand, “Target Area nominations must be either hand delivered, emailed or postmarked by the designated deadline date.” The Internal Audit Office will be responsible for verifying the completeness of each Candidate Nomination packet submitted. At the end of the candidate nomination period, the Internal Audit Office will determine the qualified candidates.

Candidates must 1) be a resident of their selected target area; 2) be low-income or a representative of low-income residents; 3) be at least 18; 4) have no conflict of interest; and 5) “submit a valid candidate nomination form.”

ANALYSIS

The issues here are 1) whether the applicant submitted a valid candidate nomination form; and 2) whether Fresno EOC (or a committee thereof) has discretion to extend the deadline or admit an application that is noncompliant.

⁶ *Ibid.*

⁷ Fresno EOC Bylaws, Art. X.

A. Invalid Form

The Applicant did not submit a correct nomination form. We reviewed the website and found the links to both forms – the Target Area Representative Nomination Form and the Community Sector Rep Nomination Form. A screenshot of the webpage showing the call for nominations is attached hereto as Exhibit “A”. A copy of the Target Area Representative Nomination Form is attached hereto as Exhibit “B” and the Community Sector Representative Nomination Form is attached hereto as Exhibit “C”.

The forms are rather similar, but one difference is that the Target Area form specifically lists all the Target Areas as options, while the Community Sector form lists “Organization representing.” The Target Area form also does not ask for relevant experience, or “how will the organization and you be an asset to Fresno EOC?” Instead, the Target Area form asks for current/past memberships in organizations/community groups/affiliations, and for a statement of qualifications and an option to translate your statement into Spanish and/or Hmong. Finally, it also requires two references and a driver’s license (not required for the Community Sector form). It does not ask for a conflict of interest declaration or a resolution of support from the representing agency – both of which are required for the Community Sector form. While the purpose of the questions on the two forms isn’t necessarily determinative of which type of form it is, it is not accurate to say that they ask the same questions or that the “sole distinguishing factor” between the two was the title.

Fresno EOC did not receive all of the documentation supporting the Applicant’s application in the proper form; nevertheless, all the information is arguably present. The Target Area form needs a Statement of Qualifications, two references, and a driver’s license. The driver’s license was timely submitted via e-mail. References were not entered in the correct spot, but are located on the resume submitted with the application. Similarly, there was no formal Statement of Qualifications, though arguably that information is on the Community Sector Representative form submitted. The application was submitted by the designated deadline date. There was no declaration that the applicant was low-income.

The Internal Audit Office made the determination that the Applicant's submission was incomplete pursuant to the Procedures for the Election of Target Area Commissioners. Additionally, the Bylaws Committee staff report dated October 16, 2023 noted that the Applicant's application was "denied due to incomplete application" although this denial was in the Community Sector Application staff report because that is the form the Applicant used for her submission. The Internal Audit Office determination and the Bylaws Committee staff report are attached hereto as "Exhibit D".

B. Discretion to Extend Application Period

The law and regulations governing nomination of board members are vague as to actual procedures, but do indicate a preference for selecting declared low-income persons over

representatives of low-income persons. This Applicant did not declare that they were low-income, but does note that they reside in Target Area D.

Fresno EOC's policy states that "candidate nominations ...continue through the month of October." However, applications must be submitted by the designated deadline date, which, in this case was on October 6, 2023. There is no explicit reference to extending the deadline in the policy (or allowing substantial compliance), but arguably, the candidate nominations can continue through the month of October. If the deadline were to be extended, the Board Secretary would have to develop that timetable. In any event, the Internal Audit Office must determine whether the application is complete and must deliver its determination by the end of the nomination period – the end of October in this case. In this case, the Internal Audit Office made the determination that the Applicant's submittal was incomplete. One could argue that when the Internal Audit Office made this determination, the Applicant's submittal should not have been provided to the Bylaws Committee because it was not a completed application. The staff report makes reference to this as a "denied" application.

On October 18, 2023, the Applicant emailed Fresno EOC staff explaining that the Community Sector form was very similar to the Target Area form, and that she had substantially complied with the requirements by submitting that form and the attached information. The Applicant's email communication is attached as Exhibit "E". We are not including the Applicant's email attachments, which include the form, her ID, and resume as these have already been provided to the Bylaws Committee members.

CONCLUSION

In sum, there are no statutory or regulatory provisions regarding authority to extend deadlines. Fresno EOC's bylaws and policies are similar, but do provide some minimal guidelines for the Bylaws Committee to follow regarding possibly extending the nomination period through October. The Internal Audit Office has made a determination that the Applicant's submittal was incomplete.

If you have any further questions or concerns, please do not hesitate to contact Fresno EOC counsel Ken Price at kprice@bakermanock.com or (559) 432-5400.

KJP:JSJ

EXHIBIT "A"

Nomination Page



COMMISSIONER NOMINATIONS

Board of Commissioners Nomination Information

FRESNO EOC VOTING REGISTRATION

Register now to be eligible to vote in Fresno EOC elections

HOW TO VOTE

Learn how to vote in Fresno EOC Commissioner elections



English 

COMMISSIONERS

Meet our Board of Commissioners

BOARD MEETINGS

View Fresno EOC Board meeting schedule, agendas, and minutes

BOARD OF COMMISSIONERS ELECTION INFORMATION

Let Your Voice Be Heard – Vote in our Target Area Elections

You must register with Fresno EOC to vote in the Target Area Elections

We are seeking voters in our target area election. Eight of our 24-member Board consists of democratically elected representatives of low-income residents and groups.

We need the participation of residents in the target areas to be served. Target Area representatives are an important source of information on conditions and problems of poverty. We can do our job better when we hear from you.



BOARD OF COMMISSIONERS NOMINATION INFORMATION

Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials, or their representatives, and one-third are elected members representing low-income persons. The remaining members are Business/Community Representatives. Their participation and involvement on the Board, its committees, and collaboration with community organizations, agencies, and groups are critical to Fresno EOC's efforts. In addition, their ability to help in developing public and institutional understanding of and support for the programs—and the positive effects those programs can have on the community is very important. All board members serve on a voluntary basis.

Target Area Representatives

Fresno Economic Opportunities Commission (Fresno EOC) is holding elections for Board Commissioner Representatives of low-income Target Areas A, D, & E, to serve for a two-year term commencing January 2024.

[Click here for Target Area Map](#)

To qualify, candidates must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Qualified candidates must be individuals that are responsible, professional and capable; of



good character and reputation; sympathetic to the mission and objectives of Fresno EOC; will act as a representative of the poor; and can govern the affairs of the Agency consistent with its Articles of Incorporation and Bylaws.

Interested candidates must complete and submit an electronic Representative Nomination Form along with documentation of your age and residency. The form and documentations must be submitted/postmarked by **FRIDAY, OCTOBER 6, 2023**, by mail to "Fresno EOC Target Area Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to elections@fresnoeoc.org or in person by 5:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

Community Sector Representatives

Fresno Economic Opportunities Commission (Fresno EOC) is seeking qualified nominations for Board Commissioners representing the Community Sector. There are four (4) openings commencing January 2024 for a two-year term.

[Click here for Commissioner Job Description](#)

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



To qualify, the candidate must be 18 years or older, a resident of Fresno County, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Nominees must be individuals that are responsible, professional and capable; of good character and reputation; and have the understanding of and ability to perform board governance consistent with the agency's Articles of Incorporation and By-laws.

Interested nominees must complete and submit the electronic Community Sector Nomination Form. The form must be accompanied by a proof of age and a board-adopted resolution from the organization, agency, or group that is authorizing the nomination of the candidate. The resolution must be dated within 60 days of the due date and signed by an officer of the board other than nominee. If the organization is a public entity, a letter from an authorized official is required. The form, documentation and resolution/letter must be submitted/postmarked by **FRIDAY, OCTOBER 6, 2023**, by mail to "Fresno EOC Community Sector Representative Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to elections@fresnoeoc.org or in person by 5:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

[Click here for Business/Community Sector Commissioner Nomination Form](#)

Election Materials

General Election Info

- › [Commissioner Job Description](#)
- › [Chronology of 2023 Election Dates](#)

Business/Community Sector

- › Community Sector Public Notice
- › Community Sector Selection Procedure
- › Community Sector Representative Nomination Form

Target Area

- › Target Area Public Notice
- › Target Area Map
- › Target Area Election Procedure
- › Target Area Representative Nomination Form
- › Target Area Voter Registration Form
- › Target Area Candidate Statements
(available once nominations are complete)

Target Area Maps

- › Target Area A
- › Target Area B
- › Target Area C
- › Target Area D
- › Target Area E
- › Target Area F
- › Target Area G
- › Target Area H



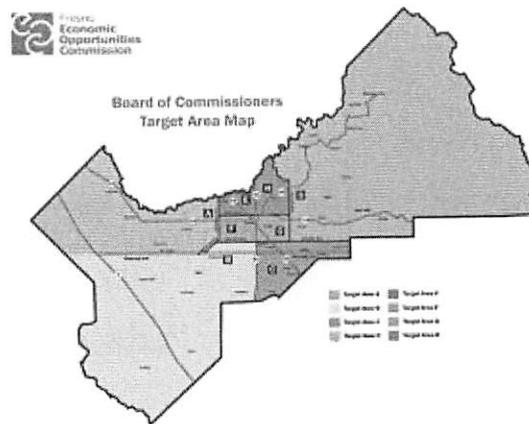
REGISTERING TO VOTE

In order to vote in Fresno EOC Commissioner elections, you must first be registered as a Fresno EOC voter.

Note: this is a separate voter registration from federal, state, and/or local elections.

Step 1

Identify your Target Area. View Target Area Map.



Step 2

Complete and submit a **Voter Registration Form**. Forms can be

- › Completed online here
- › downloaded here and printed
- › or picked up at Fresno EOC (see address below).

Step 3 (If completed online, skip this step)

Return your registration form. Forms can be mailed or hand-delivered to:

Fresno EOC
 ATTN: Voter Registration
 1920 Mariposa Street, Suite 300
 Fresno, CA 93721

Forms can also be emailed to elections@fresnoeoc.org. If registering to vote in this year's election, **your application must be received by**

completing online, mailing, emailing, or hand-delivering the registration form by 5:00 pm on Wednesday, November 8, 2023.

IT IS YOUR RESPONSIBILITY TO REGISTER ON TIME

› Registration Deadline: 5:00 pm, November 8, 2023



HOW TO VOTE

Step 1

Look for your ballot in the mail. Ballots will be mailed out to registered voters starting in October. *You will only receive a ballot if your target area is up for vote.*

Step 2

Complete and return your ballot either by mail or in person by November 30, 2023. You can drop off your ballot in the sealed, signed envelope at the Executive Office anytime between 8:30 am and 5:00 pm, Monday through Friday. There is a locked ballot box in the front office from now until 5:00 pm, November 30, 2023 for drop-offs. *Emails and faxes will not be accepted.*

Mailing address and drop-off location:

Fresno EOC Executive Office
1920 Mariposa Street, Suite 300
Fresno, CA 93721

Completed ballots must be **postmarked by November 30, 2023.**

Ballots in signed, sealed return envelopes must be submitted **in person before 5:00 pm on November 30, 2023.**



The results of the 2023 election will be posted after December 7, 2023.

If you do not live in one of the target areas up for vote in this election,

you can still register now. You will be sent a ballot in the next election.

IT IS YOUR RESPONSIBILITY TO VOTE ON TIME

- **Ballot Return Deadline:** postmarked or in-person by 5:00 pm, November 30, 2023

If you don't think your ballot will arrive in time for you to complete it and return it, you can pick up a ballot in person at Fresno EOC Executive Office, 1920 Mariposa Street, Suite 300.

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We fight to end poverty.



EIN 94-1606519

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1920 Mariposa Street, Suite 300
Fresno, CA 93721
(559) 263-1000

CONNECTING THROUGH



EXHIBIT "B"

Target Area Representative Nomination Form

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

Target Area Representative Nomination Form

This signed form and documentation must be submitted by FRIDAY, OCTOBER 6, 2023. **You must submit documentation of your age and residency.**

Name *

First

Middle

Last

Address *

No P.O. Boxes. Must be a physical address.

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Target Area *

See [Target Area Map](#), if you aren't certain which Target Area you live in.

- A
- B
- C
- D
- E
- F
- G
- H

Email Address: *

Mailing Address (if different from above)

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Cellular Phone *

Date of Birth *

Age: *

Current Work Position / Title / Name of Organization *

You may also submit a resume if you have one

Resume Upload: *

Only PDF, DOC, and DOCX accepted

 No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

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

Current / Past membership in organizations / community groups / affiliations: *

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

This will be included on the ballot. You may upload a separate file if necessary.

If you wish to translate your statement into Spanish and/or Hmong, please provide it here:

Otherwise staff will translate your statement.

Statement Upload:

Please include translations if available. Only PDF, DOC, and DOCX file format accepted.

No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

Reference 1: *

Include name, position, organization, and contact information

Reference 2: *

Include name, position, organization, and contact information

Certification

I agree to the following statement.

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

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am running;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
- I have read and understand the Fresno EOC Commissioner Job Description and the Target Area Public Notice and have the capacity to serve;

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, do not check the certification box. Instead, please upload an explanation here.

Upload explanation of why you are unable to certify the above. *

No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

Signature *



Date of Signature *

You must upload documentation of age and residency:

I.e., copy of driver's license. No P.O. Box allowed.

Drop files here or

Select files

Accepted file types: pdf, doc, docx, jpg, png, jpeg, Max. file size: 50 MB.

CAPTCHA



I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

DOWNLOAD PDF FORM

You may also submit a signed Target Area Representative Nomination Form by mail, email, and hand delivery.

By mail:

Fresno EOC Elections Office
Post Office Box 992
Fresno, CA 93714

By email:

Elections@Fresnoeoc.org
By 11:59 PM on October 6, 2023

Hand delivered:

Fresno EOC
1920 Mariposa Street, Suite 300
Fresno, CA 93721
By 5:00 PM on October 6, 2023

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1920 Mariposa Street, Suite 300

Fresno, CA 93721

(559) 263-1000

CONNECTING THROUGH



EXHIBIT "C"

Community Sector Representative Nomination Form

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

Community Sector Representative Nomination Form

This signed form and documentation must be submitted by FRIDAY, OCTOBER 6, 2023.

You must also submit a resolution of support for this 2 year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

Name *

First

Middle

Last

Address *

No P.O. Boxes. Must be a physical address.

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Email Address: *

Number of years as a Fresno County resident: *

Organization representing: *

Organization address: *

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Your Cellular Phone: *

Date of Birth *



Age: *

Current Work Position / Title / Name of Organization: *

You may also submit a resume if you have one

Resume Upload: *

Only PDF, DOC, and DOCX accepted

No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

Relevant experience including current / past board service: *

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

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

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

Conflict of Interest declaration

Any close relative employed by Fresno EOC? *

- Yes
- No

I have an economic interest in Fresno EOC. *

- Yes
- No

Certification

I agree to the following statement.

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

- I am or will be 18 years of age or older by the date of my appointment;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
- I have read and understand the Fresno EOC Commissioner Job Description and have the capacity to serve;
- I understand that there is a mandatory training for new commissioners in January and a board retreat in March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, do not check the certification box. Instead, please upload an explanation here.

Upload explanation of why you are unable to certify the above. *

Only PDF, DOC, and DOCX accepted

No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

Signature *

[Large empty dashed box for signature]



Date of Signature *

mm/dd/yyyy

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

Only PDF, DOC, and DOCX accepted

No file chosen

Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

CAPTCHA

I'm not a robot reCAPTCHA
Privacy - Terms

Submit

DOWNLOAD PDF FORM

You may also submit a signed Community Sector Representative Nomination Form by mail, email, and hand delivery.

By mail:

Fresno EOC Elections Office

Post Office Box 992

Fresno, CA 93714

By email:

Elections@Fresnoeoc.org

By 11:59 PM on October 6, 2023

Hand delivered:

Fresno EOC

1920 Mariposa Street, Suite 300

Fresno, CA 93721

By 5:00 PM on October 6, 2023

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We fight to end poverty.



EIN 94-1606519



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Fresno EOC Executive Office
1920 Mariposa Street, Suite 300
Fresno, CA 93721
(559) 263-1000

CONNECTING THROUGH



EXHIBIT "D"

**Internal Audit Office Determination/
Bylaws Committee Staff Report**



BYLAWS COMMITTEE MEETING

Date: October 16, 2023	Program: Executive Office
Agenda Item #: 5	Director: N/A
Subject: Community Sector Applications	Officer: Emilia Reyes

Recommended Action

Staff recommends review and approval of the following Community Sector applicants.

- A. James Martinez – Fresno Reel Pride
- B. Bruce McAlister – West Fresno Faith Based Organization
- C. Jimmie Rodgers – Association of Black Social Workers
- D. Manuel Romero – Centro La Familia Advocacy Services

Background

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

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

Other Applications Received:

- A. Mayra Campa – Denied due to incomplete application.

Fiscal Impact

None.

Conclusion

If approved by the Committee, the recommended applicants will move forward for full Board consideration at the December 7, 2023 Commission Meeting to start their two-year term effective January 1, 2024.



INTERNAL AUDIT

DATE: OCTOBER 6, 2023
TO: BYLAWS COMMITTEE
FROM: MARY XIONG, INTERNAL AUDITOR
SUBJECT: MAYRA CAMPA'S NOMINATION PACKET

Mayra Campa submitted her nomination form to the Fresno EOC's Board of Election on Friday, October 6, 2023 at 9:00PM, stating she would like to represent Target Area D. Her nomination packet was received on time; however, after careful review of her nomination, she submitted a *Community Sector* nomination form instead of a *Target Area* nomination form. Given that the wrong nomination form was submitted, Internal Audit has concluded that her nomination will be disqualified.

Sincerely,

Mary Xiong
Internal Auditor

EXHIBIT "E"

Applicant's October 18, 2023 Email

Kenneth J. Price

From: Mayra Campa <mayracampa7@gmail.com>
Sent: Wednesday, October 18, 2023 7:30 AM
To: Kenneth J. Price; elia.reyes@fresnoeoc.org; karina.perez@fresnoeoc.org
Cc: amyarambula54@gmail.com
Subject: Fwd: Fresno EOC Board of Commissioners
Attachments: Resume 2023.pdf; CA ID.pdf; Community-Sector-Representative-Form.pdf

You don't often get email from mayracampa7@gmail.com. [Learn why this is important](#)

Good morning Fresno EOC Staff and Committee Members,

It was a pleasure meeting with you all during Monday's EOC Bylaws Committee meeting. It is because I am so passionate about having representation on governing boards and commissions, especially in ones that work to serve the undeserved, that I write to you today.

As you are aware, I attended the last meeting to request that my submission for the Target Area D election be accepted but left without a resolution because of a lack of quorum. Due to the complex nature of this item and the impending deadlines, I wanted to provide everyone with all the details in advance of the November 6th meeting. My request has three primary factors that set it apart and that I believe qualify it for an application that is in substantial compliance. 1. All documents requested to be submitted by October 6th were done via two different methods to ensure that my application was received successfully. This included my proof of residency. 2. My case is unlike any others that have come before the committee as the deadline was met and in the information I provided I made clear that I intended to enter the election for the Target Area D race making my application one in substantial compliance. 3. Significant confusion arose regarding the appropriate form to use because the sole distinguishing factor was the name of the "Community Sector Representative Nomination Form" and "Target Area Representative Nomination Form". Both forms have the same deadline and ask the same questions but neither has any distinguishing description that sets it as separate processes happening in conjunction with each other. This does not make it easy for someone brand new to navigate and access for the first time, something I know the Fresno EOC staff work hard to ensure in their effort to do outreach.

I submitted two ways to ensure that my application was submitted successfully and on time; it was sent via email and online submission. I want to point out that the inconsistent requests for the applicant begin here. My online submission did not allow me to upload both my resume and my driver's license, but I luckily knew that it was part of the required documents so I made sure to include it in my email application submission (forwarding as part of this email thread). I understand that the committee might have only been provided with my online submission, which did not include my driver's license, and that they might not have received my email submission. As a resident of Sanger for almost all my life having been born and raised there and a graduate of Sanger High it is important to me that I provide to the committee as part of my application proof of my residency in Target Area D.

As was stated by the attorney presiding over the meeting and by a few members of the committee, this was the first time that a case like mine would be reviewed. In the past, other requests to have an application submitted were denied because those applications were submitted past the deadline. This situation is unique, and I kindly request that the entire case be thoroughly considered while keeping Fresno EOC's values and principles in mind.

I am eager to register as many people as I can for this election, a cause I am deeply passionate about, with a deadline of November 8th in mind. Given that the next meeting is scheduled just two days before the voter registration deadline, I am hopeful for a swift resolution to my situation to ensure a fair and timely election process.

Finally, I would ask if you would be so kind as to forward this email to the committee members. I want to thank the EOC staff for notifying me that the next meeting will be taking place on November 6th, I plan to be in attendance to discuss this once again.

Sincerely yours,

Mayra Campa
(559)344-9236

----- Forwarded message -----

From: **Mayra Campa** <mayracampa7@gmail.com>

Date: Fri, Oct 6, 2023 at 9:00 PM

Subject: Fresno EOC Board of Commissioners

To: <elections@fresnoeoc.org>

Please see attached the documentation for my nomination to serve as a representative for Target Area D. This is for an elected position

Mayra Campa
(559)344-9236

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Executive Office
Agenda Item #: 13B4	Director: N/A
Subject: Target Area Candidates	Officer: Emilia Reyes

Recommended Action

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

- Target Area A – Alena Pacheco
- Target Area D – Daniel Martinez

Background

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

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

Target Area E received more than one application. Staff recommendation will be based on voting results. Ballots results will be on Friday, December 1st at 12:00p.m.

- Target Area E – Lisa Mitchell – Pending voting results
- Target Area E – Teresa Zamora - Pending voting results

Fiscal Impact

None.

Conclusion

If approved by the full board, the candidates will serve a two-year term effective January 1, 2024.

From: [Fresno EOC](#)
To: [Elections](#); christopher.estep@fresnoeoc.org; [Karina Perez](#)
Subject: New Target Area Rep nomination from website
Date: Friday, October 6, 2023 1:44:50 PM

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

Name
Alena Marie Pacheco
Address
 Map It
Target Area
A
Email Address:

Cellular Phone

Date of Birth

Age:

Current Work Position / Title / Name of Organization
Please see resume.
Resume Upload:
<ul style="list-style-type: none">Resume Alena-Pacheco 2023 FINAL.pdf
List the reasons for your interest in Fresno EOC Board of Commissioners:
<p>I have been honored to serve as an EOC Commissioner for the past 18 months, representing hard-working families across Target Area A. I believe in advocating for programs that make a difference in the lives of all people, especially those struggling to climb out of poverty in a system that is often not designed with them in mind. I grew up in a struggling family myself and it was only with the help of caring people and access to programs like those of EOC, that I was able to change the trajectory of my life. I am proud to be a Poverty Fighter for one of the largest Community Action Agencies in the United State and I would be honored to be re-elected as a commissioner for Target Area A.</p>
Current / Past membership in organizations / community groups / affiliations:
Please see resume for a list of memberships and affiliations.
Please give a statement of qualifications / how you can contribute to Fresno EOC:
My name is Alena Pacheco and as the current commissioner for Target Area A, I would be honored to

receive your vote to continue the important work of transforming and inspiring the hard-working families of Fresno County. As a research-driven professional with a passion for advancing equity & diversity, I am committed to using my years of experience to contribute to the poverty fighting work of the Fresno EOC. My experience as a commissioner has given me a strong understanding of the agency's programs. As a collaborative community advocate, I am dedicated to helping youth and families elevate their voices to impact community-based change in a meaningful way. Thank you for your consideration. I would be honored to received your vote.

Reference 1:

Angie Isaac
Former Executive Director, Jane Addams CDC
[REDACTED]

Reference 2:

Katherine Soule, PhD
University of California
Youth, Families and Communities Advisor
[REDACTED]

Certification



I agree to the following statement.

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

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

Signature



Date of Signature

10/06/2023

You must upload documentation of age and residency:

- [83B6CC31-B02C-44BA-8DBB-B6290B02E595.jpeg](#)

ALENA M. PACHECO

Research-driven professional with a passion for advancing equity & diversity, increasing civic engagement, and promoting economic resilience for youth and families. A collaborative community advocate with demonstrated experience creating innovative youth-adult partnerships that encourage engagement and thriving across a wide range of socio-economic levels. Dedicated to helping youth and families elevate their voices to impact community-based change in a meaningful way.

Education

M.S. in Youth Development Leadership 2020
Clemson University

B.A. in Philosophy, Pre-Law, Magna Cum Laude 1993
California State University, Fresno

Interdisciplinary Research Coordination Experience

Financial Literacy for High School & College Youth 2020-2022

- Coordination of financial literacy program for high-school teens and young adults in urban, underserved areas. Collaboration with partners to deliver hands-on curriculum for students preparing to graduate and live on their own. Tracked student participation to study outcomes. Program included foster youth aging out of the system and transitionally housed young adults attending community college.

Creative and Ethical Leadership Case Study 2019

- Exploration of multi-year partnership between Fresno County 4-H and the Fresno EOC Street Saints after-school program. Evaluation of key challenges involved in building long-term sustainability of the rural/urban partnership and discussion of political and socio-cultural factors.

Diversity, Equity and Inclusion Action Plan 2018

- Research project to evaluate multicultural organizational development of Fresno County 4-H and propose ways to foster a more inclusive environment with urban partners. Examination of the programmatic structure of 4-H and evaluation of barriers to serving more diverse youth. Review of key practices of cultural diversity at the organizational level and discussion of current challenges within our programs.

Professional Affiliations & Memberships

2023 – Present	Fresno Chamber of Commerce
2023 – Present	Fresno EOC, Finance Committee Member
2023 – Present	Fresno EOC, Sanctuary Youth Committee Member
2023 – Present	Fresno EOC, Program, Planning and Evaluation Committee Member
2023 – Present	Fresno EOC, Foster Grandparent Community Advisory Group Member
2022 – Present	Fresno EOC, Commissioner - Target Area A
2022 – Present	Western Association of Chamber Executives
2019 – Present	California Political Treasurers' Association
2016 – Present	Bringing Broken Neighborhoods Back to Life
2016 – Present	Valley STEM 4-H Teen-Teaching Academy Advisor
2018 – 2022	City of Fresno Task Force on Youth and Jobs

Programmatic Experience

Community Education Specialist 3

2020 - 2022

University of California, Youth Families and Children Statewide Programs

- Responsible for collaborating with UC Money Talks Workgroup and overseeing the completion of “Living on My Own” curriculum and utilization of cy pres funding.
- Managed the completion of 5 units of “Living on My Own” bilingual guides.
- Developed assessment protocols and established partnerships with community stakeholders to launch pilot workshops with foster-care youth and transitionally housed community college students preparing to live on their own.
- Utilized network of community partners to pivot to remote learning during COVID-19 pandemic and delivered “Living on My Own” zoom workshops.
- Partnered with Noble Credit Union, CalSavers Retirement Program, Economic Opportunity Commission and Youth Leadership Institute to support financial health.
- Coordinated COVID-19 vaccination clinics and financial literacy outreach in collaboration with Jane Addams Community Development Corporation, Community Pharmacy Enhanced Services Network and the County of Fresno.
- Partnered with the Fresno Area Hispanic Foundation to present Money Talks topics to more than 150 women business owners as part of the LatinaPreneur and WomanPreneur 6-week small business development program.
- Collaborated with UC Spanish-Language Programming to discuss Money Talks “Viviendo Por Mi Cuenta” in a Spanish-Language podcast and Spanish-Language Facebook Live event.

Community Education Specialist 2

2018 - 2020

University of California, Cooperative Extension Fresno County

- Chartered Valley STEM 4-H Teen Teaching Academy in partnership with Valley STEM high school students to bring science to underserved elementary schools.
- Created “Harvest in the Garden at Storyland” to deliver hands-on STEM activities in a teen-teaching format at Storyland.
- Developed new programming with Fresno Street Saints to deliver “Learn, Grow, Eat and Go”, “Destination UC”, “Threads of Life Sewing” and various other 4-H curriculum to youth.
- Created a work-based mentoring program entitled “Growing Hope and Planting Seeds of Change” to provide teen-teaching jobs as project leaders for a gardening program.
- Secured new sources of funding from stakeholders new to UC 4-H programming.
- Participated in UCANR at the State Capital to deliver the value of 4-H to state leaders.

4-H Volunteer – Urban Outreach

2016 - 2018

University of California, Cooperative Extension Fresno County

- Expanded 4-H programming to underserved, urban areas of Fresno County and improved collaboration with new community partners and funders to increase equity and diversity of Fresno County 4-H participation and programming.
- Developed and delivered 4-H Work-Based Mentoring Summer program for Fresno Street Saints. Utilized peer-reviewed 4-H service-learning materials to improve 21st Century work-force skills and implement a Teens as Teachers summer jobs training.
- Chartered first urban 4-H club in collaboration with the Fresno EOC Street Saints
- Managed team of volunteers and community-based partners to put Teen-Teaching into action with Fresno Street Saints at three different community housing locations.
- Held a Fresno Street Saints Summer Showcase, attended by local elected officials and other civic leaders.

Professional Experience

President & CEO

2023 – Present

Political Treasury Group, Fresno, CA

- Provide political treasury services to elected officials, candidates, and political action committees at the local, state, and federal levels.
- Assist in new political committee formation through the Secretary of State, including procurement of federal tax ID, bank account and filing of initial documentation.
- Provide on-going account management including bill payment, contribution processing, and major donor correspondence.
- Assist clients in staying compliant with campaign reporting regulations of the Fair Political Practices Commission, the Federal Elections Commission, and each client's local jurisdictional agency.
- Provide advice and counsel to clients engaged in active investigations and random audits with the Fair Political Practices Commission and Franchise Tax Board.
- Work alongside candidates and their consultants to ensure election-cycle compliance with disclosures, 90-day 24-hour reports, social media advertising, and various other campaign-related reporting requirements.

Founder & CFO

2021 – Present

Neighbors Helping Neighbors Thrive Inc., Fresno, CA

- 501c(3) public benefit corporation dedicated to neighborhood revitalization and creating a safe place for youth and families to learn and grow together.
- Pilot location for "Neighbors Helping Neighbors READ", an after-school reading program that trains Neighborhood Reading Ambassadors and provides high-dosage tutoring to struggling readers.
- Collaborate with Valley Stem 4-H Teen-Teaching Academy, an after-school science program aimed at increasing access to STEM at local elementary schools.
- "Mindful Me" collaboration with 4-H Youth Development, Fresno EOC Foster Grandparents, Generation Serving Together and various other community stakeholders to improve applied literacy and overall mental health and wellness for teens, elementary school students and senior citizens.
- Selected to launch neighborhood composting program as a recipient of the Community Composting for Green Spaces, no-cost support program funded by the California Department of Resources, Recycling, and Recovery (CalRecycle).

Lead Disclosure Analyst

2015 – 2022

DirectFile Online Political Disclosure, Fresno, CA

- Provided campaign finance services and Political Reform Act reporting to committees throughout California.
- Created training guides and transaction protocols to ensure compliance with the political reform act as it relates to campaign reporting.
- Developed extensive knowledge of campaign filing requirements, fundraising guidelines and contributor database management.
- Experienced in major donor and campaign reporting deadlines. Specialize in assisting clients in resolving reporting issues with the Fair Political Practices Commission.

Director of Marketing & Staff Development

2009 – 2013

Nalchajian Orthodontics, Fresno, CA

- Managed team of 25 as well as internal & external marketing programs; budgeting, tracking and referral development.
- Coordinated public relations, branding, advertising & print materials.
- Served as marketing speaker and representative for the office at national conferences.
- Assisted in the acquisition and transition of a 2nd office location.

Professional Experience (continued)

Director of Religious Education for Children & Teens 2005 – 2013
St. Patrick's Church, Kerman, CA

- Bilingual coordinator of religious education program with 300+ students annually,
- Provided leadership to more than 50 volunteers, including recruitment and training.

Marketing Consultant, Self-Employed 1997 – 2005
Core Communications, Kerman, CA

- Coordinated national branding & identity development for orthodontists.
- Created training & web-based curriculum for marketing and education.
- Developed partnerships with national companies for sale of marketing materials.

Account Manager 1996 – 1997
Solutions by Design, Fresno, CA

- Sales and marketing of national branding programs for orthodontists.
- Supervised print and web projects from creation to completion.
- Worked closely with clients, graphic designers and printing companies.

Treatment Coordinator 1994 – 1996
Kubo Orthodontic Group, Fresno, CA

- Responsible for integrating new patients into active treatment and working closely with general dental referral base.
- Also developed marketing materials.

Education Coordinator 1993 – 1994
California Pacific Medical Center, San Francisco, CA

- Responsible for marketing materials and community education programs for The Cancer Center at California Pacific Medical Center in San Francisco.
- Worked with public health nurse to present educational programs on breast health to staff at corporations such as Gap and Levi Strauss.

Other Skills & Trainings

Bilingual - Fluent in Spanish

Carrot Principle Employee Motivation Training

Myers-Briggs Type Indicator (MBTI) Training

References Available Upon Request



Fresno Economic Opportunities Commission

TARGET AREA REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **OCTOBER 6, 2023** along with documentation of your age and residency.

Applicant Information

Full Name: Martinez Daniel
Last First M.I.

Home Address: [REDACTED]
Street Address Apartment/Unit #
[REDACTED]
City State Postal Code

Primary Phone: [REDACTED] Alternate Phone: _____

Email: [REDACTED] Date of Birth: [REDACTED]

Target Area: A B C D E F G H
See Target Area Map, if you aren't certain which Target Area you live in.

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

By Mail: Postmarked by due date	By E-Mail: By 11:59 PM on the due date	Hand Delivered: By 5:00 PM on the due date
Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	Elections@Fresnoeoc.org	Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721

Employment

Employer: San Joaquin Valley Air Pollution Control District Job Title Supervising Air Quality Inspector
Address: [REDACTED]
Street Address City State Postal Code

Please attach resume to this application

Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?
I am a strong advocate for obtaining resources for disadvantaged communities. I feel the
EOC board can benefit from my experience as a councilmember and my job experience in environmental regulations
As a current EOC board member, I wholeheartly support its current mission and goals, and want to help it continue.

List your current and past membership in organizations / community groups / affiliations.
2017-Present Commissioner on Fresno EOC board
2016-Present Mayor Pro Tem/Councilmember City of Sanger City Council
Current Vice President League of California Cities, South San Joaquin Division

RECEIVED
OCT 02 2023
EOC/EXECUTIVE OFFICE

Please give a statement of qualifications/how you can contribute to Fresno EOC (This will be included on the ballot. You may use a separate sheet if necessary.)

As a lifelong resident of the City of Sanger, and current Mayor Pro Tem of Sanger, I have seen firsthand the challenges faced by small communities in regards to food security, access to medical services, and financial assistance. I have extensive experience in advocating for communities to ensure continued accessibility to resources.

If you wish to translate your statement to Spanish and/or Hmong, please provide it here (otherwise staff will translate your statement.)

References

Reference 1:

Name: Melissa Hurtado Position: California State Senator
Organization: State of California Phone Number: [Redacted]

Reference 2:

Name: Frank Gonzalez Position: Mayor of Sanger
Organization: City of Sanger Phone Number: [Redacted]

Disclaimer and Signature

I certify under penalty of perjury that the above is true and hereby declare my candidacy for a seat as a commissioner on the board of the Fresno Economic Opportunities Commission representing target area 2 (fill in target area letter) and that:

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

Signature: [Handwritten Signature] Date: 9/18/23

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

OCT 02 2023

From: pr@fresnoeoc.org
To: [Elections](#); [Christopher Estep](#); [Karina Perez](#)
Subject: New Target Area Rep nomination from website
Date: Monday, September 4, 2023 1:46:15 PM

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

Name
Lisa Mitchell
Address
 Map It
Target Area
E
Email Address:

Mailing Address (if different from above)
 Map It
Cellular Phone

Date of Birth

Age:

Current Work Position / Title / Name of Organization
Executive Director for Fresno Unified School District
Resume Upload:
<ul style="list-style-type: none">Lisa-Nichols-Resume-2023.pdf
List the reasons for your interest in Fresno EOC Board of Commissioners:
I am a strong advocate for individuals and families in the fight against poverty. I believe my values coincide with the mission of EOC. I want to continue working alongside my fellow commissioners to empower individuals to thrive as healthy, self-sufficient, and contributing members of our communities.
Current / Past membership in organizations / community groups / affiliations:
Fresno Economic Opportunities Commission-2016-Present San Joaquin Valley Alumnae Chapter of Delta Sigma Theta Sorority, Inc. 2011-Present President's Advisory Board on African American Student Success

October 2017-Present
Marj Marjaree Mason Board of Directors-2018-2022
Black Students of California United-2017-2021
Court Appointed Special Advocates (CASA) Board of Directors-2020-2022
ABC30 Advisory Council-2015-2018
First 5 Fresno County Board of Commission2008-2014
Tree Fresno Board of Directors-2012-2017

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

See file uploaded

Statement Upload:

- [EOC-Nomination-Form-Qualification-Statement-9-2023.pdf](#)

Reference 1:

Bob Nelson, Superintendent Fresno Unified School District-559-457-3884

Reference 2:

Misty Her, Deputy Superintendent Fresno Unified School District-559-479-0345

Certification



I agree to the following statement.

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

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

Signature



Date of Signature

09/11/2023

You must upload documentation of age and residency:

- [Drivers-License-2022.jpg](#)

Lisa M. Mitchell

[REDACTED]

[REDACTED]

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

EDUCATION: Doctorate-2023-San Diego State University
MA-Education-2014-California State University of Fresno
MSW Social Work-2003-California State University of Fresno
BA Social Work-1998- California State University of Fresno
AA Liberal Studies- 1994- Fresno City College, Fresno
High School Diploma-1991-Hoover High School, Fresno

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

Work History:

May 2022-Present
Executive Director
Fresno Unified School District
Fresno, CA [REDACTED]

Provide leadership and strategic vision to continue advancing African American (AA) and Black student achievement and necessary conditions for positive outcomes through highly effective districtwide programs and initiatives. Maintaining current programs, improving them, and creating new programs that continue to close the academic achievement gap for African American and Black students in Fresno Unified.

July 2019-Present
Vice Principal on Special Assignment
Fresno Unified School District
Fresno, CA [REDACTED]

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

August 2017-2019
Vice Principal
Fresno Unified School District
Fresno, CA [REDACTED]

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

February 2014-August 2017
Guidance Learning Advisor
Fresno Unified School District
Fresno, CA [REDACTED]

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

February 2012-February 2014
School Counselor
Fresno Unified School District
Fresno, CA [REDACTED]

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

September of 2003-February 2012
Medical Social Worker
Fresno Community Medical Regional Center
Fresno, CA [REDACTED]

Provide intensive case management services and conduct psychosocial assessments to high risk infants admitted to the Neonatal Intensive Care Unit. Provide direct services to parents to assist with discharge planning needs. Assist patients with how to cope with social and emotional issues. Provide grief counseling and connect patients to hospital and community resources. Additional responsibilities include working with antepartum and postpartum mothers. Assist patients with how to cope with social and emotional issues. Provide discharge planning services to patients in

regards to their treatment plan. Assist patients with out-patient needs such as hospice, home health, higher level of care (skilled nursing facilities), durable medical equipment, rehab, etc. Experience also includes crisis and trauma intervention in the Emergency Department.

April 2005- September 2008

**Social Work Supervisor/Youth Transitions Project Coordinator
Fresno County Department of Children and Family Services,
Fresno, CA [REDACTED]**

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

April 2003-April 2005

**Social Work Practitioner
Department of Social Services K-Six Program, Easterby Elementary School
Fresno, Ca [REDACTED]**

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

November 1997-April 2003

**Social Worker I, II, III
Fresno County Department of Children and Family Services
Fresno, Ca [REDACTED]**

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

Current Community Affiliations:

Chapter Member, San Joaquin Valley Alumnae, Delta Sigma Theta Inc., Sorority,

April 2011-Present

Commissioner, Economic Opportunities Commission
January 2016-Present

Board Member, Black Students of California United
August 2016-2022

Court Appointed Special Advocate (CASA) Board of Directors
November 2019-2021

Marjaree Mason Center, Board
October 2018-2022

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

Awards:

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

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

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

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

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

Presentations and Trainings:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Please give a statement of qualification/how you can contribute to Fresno EOC.

I have worked with individuals and families in overcoming poverty for the past 22 years. I worked as a social worker for the Department of Children and Family Services, Fresno County, for ten years. In addition, I worked for eight years as a medical social worker in the Maternal Child/Neonatal Intensive Care Unit at Fresno Community Regional Medical Center. I had the honor of being a part of the team that opened Gaston Middle School, located in West Fresno, where I served as one of the school administrators for six years. I am currently employed with Fresno Unified School District, the Office of African American Academic Acceleration (A4), as an Executive Director. A4 assists and supports school sites, departments, and leaders to close the achievement gap for African American/Black students.

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

As you can see from my work experience, my passion is advocating for underserved individuals and families of Fresno County. I have been a longtime advocate for marginalized communities and have built strong relationships at all local government levels to support and transform communities to change lives and advocate for individuals in our community access to Jobs, education, and, eventually, to become self-sufficient! With your help, I will continue to be the voice to ensure our community has a seat at the table when our local and state governments are distributing resources.

From: [Fresno EOC](#)
To: [Elections](#); christopher.estep@fresnoeoc.org; [Karina Perez](#)
Subject: New Target Area Rep nomination from website
Date: Friday, October 6, 2023 4:43:26 PM

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

Name
TERESA ZAMORA
Address
 Map It
Target Area
E
Email Address:

Mailing Address (if different from above)
 Map It
Cellular Phone

Date of Birth

Age:

Current Work Position / Title / Name of Organization
Vice Principal, Fresno Adult School- César Chávez Education Center Fresno Unified School District
Resume Upload:
<ul style="list-style-type: none">TZ-Resume-2023.pdf
List the reasons for your interest in Fresno EOC Board of Commissioners:
<p>I am a product of the good things that can come out of the non-profit work whose focus is to support people in marginalized communities. Growing up in the rural areas of our Valley, it was through organizations such as EOC that services were made available to my family and community. These services, whether WIC, transportation or food giveaways, meant that we made it through the month. It is my turn to give back and continue building resources to serve our constituents with the most need. It is with dedication and conviction that I serve as an educational leader in our community, and plan on doing so as an elected EOC Board of Commissioner.</p>

Current / Past membership in organizations / community groups / affiliations:

League for Mexican American Women- Member
State Center Adult Education Consortium- Board Member

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

For the last twenty years, I have served our community as a teacher in both rural and urban schools, as a school district leader in Fresno Unified and school administrator at Fresno Adult School "Cesar Chavez". Growing up in the rural areas of our Valley taught me first hand the value of organizations such as EOC that provide essential services to the most marginalized. These needs were only affirmed in my classrooms and while serving the families of my communities. Services such as WIC, transportation or food giveaways, meant that my family survived through the month- this same need continues in our communities. Understanding the needs of our communities, capitalizing on the resources, and strategically pairing it with respect and sensitivity to serve our people are imperative qualities in a leader. It is with dedication, compassion and conviction that I serve as an educational leader in our community, and plan on doing so as an elected EOC Board of Commissioner.

If you wish to translate your statement into Spanish and/or Hmong, please provide it here:

En los últimos veinte años, he tenido la dicha de servir nuestra comunidad en áreas rurales e urbanas como maestra, como administradora en el distrito unificado de Fresno y como administradora en la escuela de Adultos César Chávez. Creciendo en áreas rurales de nuestro Valle Central, era gracias a el apoyo de organizaciones como EOC que mi familia recibía servicios esenciales. En ocasiones, éstos servicios significaban que podíamos pasar el mes sin hambre y con transporte a citas necesarias. Es con dedicación y convicción que sirvo a mi comunidad como líder educativa y planeo

Reference 1:

Yesenia Carrillo, Attorney- Liebert Cassidy Whitmore Law Firm
[REDACTED]

Reference 2:

Raine Bumate, Retired Educator
[REDACTED]

Certification



I agree to the following statement.

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

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

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

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

Signature



Date of Signature

10/06/2023

You must upload documentation of age and residency:

- [IMG_4707.jpg](#)
- [IMG_6316.jpg](#)

teresa zamora

CREDENTIALS

Administrative Services Credential Leadership Cohort XII, Fresno Unified School District California State University, Fresno	Expiration: May 2024
Multiple Subject Teaching Credential Added Authorization: Elementary Spanish California State University, Fresno	Expiration: May 2024

EDUCATION

Masters of Arts in Education: Educational Leadership & Administration Leadership Cohort XII, Fresno Unified School District California State University, Fresno	2018
Early Childhood Education- Teaching Credential California State University, Fresno	2007
Bachelor of Arts, Spanish California State University, Fresno	2005
Associate in Arts, Liberal Arts College of the Sequoias, Visalia	2003

PROFESSIONAL DEVELOPMENT

Cultural Proficiency, Trainer of Trainer Certificate Dr. Delores and Dr. Randy Lindsey	2019 Oceanside, CA
Safe & Civil Schools, Training Randy Sprick	2017 Portland, OR
Restorative Practices In School Settings, Certificate Pacific University	2013 Stockton, CA
Math in a Common Core Classroom, Training Madera County Office of Education	2013 Madera, CA
NASA Pre-Service Teacher Institute, Science/Math/Technology Residency CA NASA Ambassador AMES Research Center	2006 Moffett Field, Ca
Spanish Interpreting & Translating in School Settings, Certificate California State University, Fresno	2004 Fresno, Ca

SKILLS

-Bilingual/ Biliterate (English/Spanish)	-Development/ Facilitation of Professional Learning
-Business Management and Accounting	-Excel, Power Bi, PowerPoint, Publisher, Word
-Data Analysis	

Teresa Zamora

PROFESSIONAL EXPERIENCE

Vice Principal II

April 2022- Present

Fresno Adult School, Fresno Unified School District

- Exemplify Leadership Standards
- Provide oversight and instructional leadership to the English as a Second Language (ESL), Citizenship, and CTE Departments
- Program development and oversight: Early Learning Center, Paraprofessional and Custodial Programs serving Language Learners
- Grant Writing, Reporting and Oversight: Workforce Innovation Opportunity Act (WIOA), California Adult Education Program CAEP, USCIS Citizenship and Integration grant
- Use an equity lens in providing ongoing, timely and actionable instructional teacher feedback
- Analyze student/ staff data for program improvement, future projections, and planning.
- Serve on various committee groups & boards including: Central Valley Immigrant Integration Collaborative (CVIIC), San Joaquin College of Law, League for Mexican American Women, FUSD Latinx Celebration

Educational Consultant

February 2022- Present

Praxis Lead Equity LLC

- Use The Tools of Cultural Proficiency to lead educational leaders in assessing their practices to ensure equitable outcomes for historically marginalized people.

Manager II

July 2018- April 2022

Department of Equity & Access, Fresno Unified School District

- Regional Support Manager: support school administrators with data analysis, provide assessment/data analysis support for ELPAC, iReady and SBAC, SPSA planning, provide targeted support for students in Foster Care, Comprehensive Support & Improvement school supports.
- Cultural Proficiency (CulProf) Tier I & II Response Manager: created infrastructure for Culturally Proficient Practices in FUSD, developed professional learning CulProf modules for Management, Certificated and Classified staff groups, supported departments and schools with CulProf training, equity plan development; issues of disproportionality, diversity, equity and inclusion.
- CulProf Trainer of Trainer: used the Multi-tiered System of Supports (MTSS) model to develop a professional learning model for FUSD leadership
- Student Voice Collaborative- developed the model and provided oversight, collaborated with the Superintendent and interdepartmentally to address issues of disproportionality, race and social justice affecting historically marginalized student groups, provide quarterly reporting to the Board via presentations and Board Communications.
- Diversity, Equity, & Inclusion Praxis Collaborative Lead Advisor: Develop CulProf professional learning modules, create a system to reach 10,000 employees with CulProf training, provide individualized support to departments and school sites with issues related to diversity, equity and inclusion.
- Led the adoption of Board Policy 0415: Diversity, Equity, & Inclusion- developed and led diverse student & parent focus groups for policy input, conducted policy related research. *Policy adopted in 2019.*
- Utilized the cycle of continuous improvement to plan, progress monitor and lead programs.

teresa zamora

PROFESSIONAL EXPERIENCE CONT.

Spanish-Native Speakers, ELD, Folkloric Dance and Forensics Teacher Jan. 2015- June 2018

Gaston Middle School, Fresno Unified School District

Additional Assignments: Accountable Community Lead Teacher, School Climate & Culture Committee Member, Founder/Advisor of Voices Unidas (College/Career Readiness Club), and New Teacher Mentor.

3rd and 6th Grade Teacher

2012-Dec. 2014

McCabe Elementary, Mendota Unified School District

Teague Elementary, Central Unified School District

Additional Assignments: Mathematics, Engineering, Science Achievement (MESA) Advisor, Science Olympiad Advisor, Develop modules for parent engagement, GATE Training

Keynote Speaker: "Language Learning in Mathematics Instruction"

2013

University of Colima, Colima Mexico

Address Mexican National pre-service teachers alongside educators from across the world during the annual Pre-service Conference.

Project Specialist

2008- 2012

Migrant Education Program-Fresno County Office of Education

Administer/Develop Curriculum for Middle School Outdoor Camps, Provide oversight for Literacy Intervention Programs across Fresno County, Oversee Summer College Awareness Programs, Develop Professional Learning Modules, Provide oversight and district support during Federal Audits.

PROFESSIONAL REFERENCES

Carlos Castillo, Fresno USD

Chief of Equity & Access

[Redacted]

Felicia Quarles Treadwell, Fresno USD

Human Resources Director

[Redacted]

Lindsay Sanders, Fowler USD

Superintendent

[Redacted]

Pete Flores Ed.D., Praxis Lead Equity LLC

Chief Executive Officer

[Redacted]

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Executive Office
Agenda Item #: 13B5	Director: N/A
Subject: Community Sector Applications	Officer: Emilia Reyes

Recommended Action

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

- A. James Martinez – Fresno Reel Pride
- B. Bruce McAlister – West Fresno Faith Based Organization
- C. Jimmie Rodgers – Association of Black Social Workers
- D. Manuel Romero – Centro La Familia Advocacy Services

Background

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

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

Other Applications Received:

- A. Mayra Campa – Denied due to incomplete application.

Fiscal Impact

None.

Conclusion

If approved by the full board, the candidates will serve a two-year term effective January 1, 2024.

**Agency - Community Sector Rep Nomination Form :
Entry # 37940**

Name

Jame Daniel Martinez

Address

[Redacted Address]

[Map It](#)

Email Address:

[Redacted Email Address]

Number of years as a Fresno County resident:

1

Organization representing:

Reel Pride Film Festival

Organization address:

[Redacted Organization Address]

[Map It](#)

Your Cellular Phone:

[Redacted Cellular Phone]

Date of Birth

[Redacted Date of Birth]

Age:

31

Current Work Position / Title / Name of Organization:

Director of Operation , Associated Student Inc , Fresno State

Resume Upload:

- [Jame Resume 2023 1.pdf](#)

Relevant experience including current / past board service:

COMMUNITY SERVICE

- Commissioner, Fresno County Economic Opportunities Commission - 3 years
- Board Member, Fresno Reel Pride Film Festival 3 year

**Agency Community Sector Rep Nomination Form :
Entry # 37940**

- USC LGBTQ+ Lambda Alumni Association - 3 years
- Elected Trustee, Area 3, Fresno County Board of Education - 3 years

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

Fresno Reel Pride and Fresno EOC share the same core values and principles, particularly with the Fresno EOC Resource Center by working collaboratively to increase awareness of the LGBTQ+ community, provide supportive services to enhance the health and well being of individuals of all ages in the LGBTQ+ community, while educating and informing the greater community through film.

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

As someone who grew up in a single parent, low income household, who's mother used some of the programs EOC provides, such as WIC, I feel it is incumbent upon me to ensure others paths are easier for them than it was for me. As a result, I have dedicated my professional career, through various community positions in government and the non-profit sector to accelerate change, work towards greater equity and inclusion for marginalized and underserved communities, while providing those communities a voice and seat at the decision making table. As a firm believer that representation and visibility matters, we need advocates who will be champions to establish and implement effective programs and services to achieve our ultimate goal of ending the war on poverty and more.

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

Fresno Reel Pride and Fresno EOC have collaboratively worked to increase awareness of the LGBTQ+ community as EOC has sponsored the Fresno Reel Pride Film Festival, Fresno's Annual Pride Parade, and is an essential partner in providing organizational support for LGBTQ+ causes and initiatives.

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC

No

Certification

 I agree to the following statement.

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

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

**Agency Community Sector Rep Nomination Form :
Entry # 37940**

Signature



Date of Signature

09/26/2023

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

- [James-Martinez-2023-EOC-CERTIFICATE-OF-CORPORATE-RESOLUTION-OF5814.pdf](#)

Notes



Admin Notification (ID: 6067435fa22ca)

added September 26, 2023 at 1:32 pm

WordPress successfully passed the notification email to the sending server.



Confirmation email (ID: 615b46d094e8d)

added September 26, 2023 at 1:32 pm

WordPress successfully passed the notification email to the sending server.



Confirmation email (ID: 615b46d094e8d)

added 6 mins ago

WordPress successfully passed the notification email to the sending server.



Confirmation email (ID: 615b46d094e8d)

added 5 mins ago

WordPress successfully passed the notification email to the sending server.



Admin Notification (ID: 6067435fa22ca)

added 3 mins ago

WordPress successfully passed the notification email to the sending server.

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

A Meeting of the Board of Directors was duly held the 19th day of September 2023; at which were present a voting majority of all members of the Board of Directors of said Corporation. Upon motion, second and unanimous vote of said Board of Directors, the following resolution was duly and regularly passed:

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

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

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

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

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

DATED: This 20th day of September, 2023.

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



Kathleen Arambula-Reyna, Board President

Fresno Reel Pride Film Festival

JAMES D. MARTINEZ

PROFESSIONAL EXPERIENCE

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

Fresno, California

Director of Operations

September 2020 – Present

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

Office of California State Senator Melissa Hurtado, District 14

Fresno, California

District Representative

March 2020 – September 2020

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

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

Office of United States Senator Kamala Harris

Fresno, California

Associate Field Representative

January 2019 – March 2020

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

Staff Assistant

July 2017 – December 2018

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

Saint Agnes Medical Center

January 2015 – July 2017

Fresno, California

Administrative Assistant: Patient Care Informatics Department

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

Cary Catalano for Fresno City Council – District 1

April 2014 – November 2014

Fresno, California

Field Director

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

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

Office of United States Senator Barbara Boxer

September 2012 - April 2014

Fresno, California

Staff Assistant

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

Starbucks Coffee Company

August 2007 – September 2012

Fresno, California

Barista

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

June 2004 - August 2007

Fresno, California

Council Assistant

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

COMMUNITY SERVICE

- | | |
|---|-------------------------|
| • Commissioner, Fresno County Economic Opportunities Commission | November 2020- Present |
| • Board Member, Fresno Reel Pride Film Festival | March 2021 – Present |
| • USC LGBTQ+ Lambda Alumni Association | January 2021 - Present |
| • Elected Trustee, Area 3, Fresno County Board of Education | December 2020 - Present |

AWARDS AND COMMUNITY RECOGNITION

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

EDUCATION

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



Fresno Economic Opportunities Commission

COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

RECEIVED

SEP 27 2022

FRESNO EOC/EXECUTIVE OFFICE

This signed form and documentation must be submitted/postmarked by **OCTOBER 6, 2023** along with a resolution of support for this 2-year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

Applicant Information

Full Name: McAlister Bruce E.
Last First M.I.

Home Address: [Redacted]
Street Address Apartment/Unit #
[Redacted]
City State Postal Code

Primary Phone: [Redacted] Alternate Phone: [Redacted]

Email: [Redacted] Date of Birth: [Redacted]

Organization Representing

Organization Name West Fresno Faith Based # Years as a Fresno County Resident 50
Organization Address: [Redacted]
Street Address City State Postal Code

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

By Mail: Postmarked by due date	By E-Mail: By 11:59 PM on the due date	Hand Delivered: By 5:00 PM on the due date
Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	Elections@Fresnoeoc.org	Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721

Employment

Employer: Saints Community Church Job Title Pastor
Address: [Redacted]
Street Address City State Postal Code

Please attach resume to this application

Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?
I am interested in serving on the EOC Board, because it gives a opportunity to represent the EOC programs to a broader part of the Faith Community.

List your current and past membership in organizations / community groups / affiliations.

Board member of West Fresno Ministerial Alliance
Board member Evangelicals For Social Action, Board of Rapha Counseling
Trustee of VOICE, Member of Association of Black Social Workers, EOC Commissioner

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

Because of the involvement with so many groups that impact the Faith community and the community at large I will have the chance to continue informing various groups about the wonderful services of EOC

List the reasons your organization is interested in Fresno EOC Board of Commissioners:

My organization is interested in Fresno EOC Board of Commissioners because as part of the Faith community we can have a direct link to policies & procedures that affect the African American by EOC

References

Reference 1:

Name: Rev. Booker Lewis Position: President of WFFBO
Organization: Rising Star Baptist Church Phone Number: [Redacted]

Reference 2:

Name: Bishop Paul Binion Position: Pastor
Organization: Westside Church of God Phone Number: [Redacted]

Disclaimer and Signature

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

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

Signature: Bruce E McAlester Date: 9-26-23

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

RECEIVED

SEP 27 2022

FRESNO EOC/EXECUTIVE OFFICE

Rev. Booker T. Lewis II
President/ Secretary

Dr. Kelvin Morgan
Vice President

Rev. Bruce E. McAlister
Chief Financial Officer

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

SEP 27 2023

FRESNO EOC/EXECUTIVE OFFICE

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

Dear Community Sector Representative Nominations Committee,

West Fresno Faith Based Organization is unanimously submitting this resolution to reappoint Pastor Bruce McAlister, Pastor of the Saints Community Church of God in Christ, as our community sector representative to the Board of Commissioners for the Fresno Economic Opportunities Commission for the 2024-2025 term.

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

Pastor Bruce McAlister continues to be an integral part of our work in West Fresno and across our city. He is a major contributor to building projects through our organization directly related to the economic development of people in our most vulnerable neighborhoods.

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

We therefore submit this resolution, effective this 26th day of September 2023, recommending Pastor Bruce McAlister be reappointed to the Fresno EOC Board of Commissioners.

Respectfully Submitted,



Rev. Booker T. Lewis II, President WFFBO



Fresno Economic Opportunities Commission

COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **OCTOBER 6, 2023** along with a resolution of support for this 2-year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

Applicant Information

Full Name: Rodgers Jiminez (Jim) L.
Last First M.I.

Home Address: [Redacted]
Street Address Apartment/Unit #
[Redacted]
City State Postal Code

Primary Phone: [Redacted] Alternate Phone: [Redacted]
Email: [Redacted] Date of Birth: [Redacted]
.com

Organization Representing

Organization Name Fresno Association Black # Years as a Fresno County Resident 32 years
Organization Address: [Redacted]
Street Address City State Postal Code

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

By Mail:	By E-Mail:	Hand Delivered:
Postmarked by due date	By 11:59 PM on the due date	By 5:00 PM on the due date
Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	Elections@Fresnoeoc.org	Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721

Employment

Employer: Fresno Unified School Dis. Job Title Retired Head Counselor
Address: [Redacted]
Street Address City State Postal Code

Please attach resume to this application

Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?

SEE ATTACHMENT

List your current and past membership in organizations / community groups / affiliations.

SEE ATTACHMENT

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

SEE Attachment

List the reasons your organization is interested in Fresno EOC Board of Commissioners:

SEE ATTACHMENT

References

Reference 1:

Name: Dora Neal Position: Retired
Organization: FUSD & CSU Fresno Phone Number: [REDACTED]

Reference 2:

Name: Robin Snowden Position: Vice Principal
Organization: FUSD Phone Number: [REDACTED]

Disclaimer and Signature

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

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

Signature: [Handwritten Signature] Date: 10-1-2023

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

Community Sector Representative Nomination Form

Interests in Serving on FEOC board

- The mission of FEOC is to end poverty in Fresno County
- This mission statement align with my own vision of ending poverty through
 1. Assisting families first with basic needs of food, clothing & shelter.
 - a. Education through EHS, HS, SOUL and other post-secondary options
 - b. Job training – VAC, Conservation Corp
 - c. Affordable and safe housing
 - d. Still believe I have much to offer. FEOC has my love, passion, commitment, and expertise to serve all individuals in Fresno County

List current and Past Organizations

- Current
 1. Current member of FEOC Board of Commissioner for 22 years
 2. Served as HR and Bylaws Chairperson
 3. SOUL Advisory board for 22 years
 4. Saints Community COGIC – Wellness Chairperson & Co-chair Scholarship Committee
 5. Fresno Association of Black Social Workers (Treasurer)
 6. California Association of Black Social Workers (Secretary 2024)
 7. National Association of Black Social Workers
 8. Heritage Quilters- Founding member. Coordinate scholarship for high students in Fresno County.
- Past
 1. United Negro College Fund
 2. Babies First

How will the FABSW and I be an asset FEOC

- The membership reside in all parts of Fresno County
- Educational Level is from Bachelor to Doctorate Degrees
- Members are employed in the education (K-12, SCCC, CSUF).
- Members are Licensed Clinical Social Workers, Mental Health Clinicians, Veterans
- Conducted and participated in numerous mental health and suicide Prevention Workshops

Reason FABSW is interested in FEOC

- Fresno EOC Programs
 1. Education EHS, HS, SOUL
 2. Training and Employment
 3. Health Services
 4. Housing
 5. Food and nutrition

Fresno Chapter Association of Black Social Workers

RESOLUTION

Whereas, Jimi Rodgers has served the Community of Fresno through active participation as a Fresno Economic Opportunities Commissioner and has served on various committees (School of Unlimited Learning, Head Start, Human Resource, By-Laws) for the past 22 years.

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

Whereas, Jimi maintains active membership in Saints Community Church of God in Christ and serves on the Education and Scholarship committees to assist students in the church and throughout Fresno County with the necessary resources to attend any post- secondary program. The past two years, Jimi has served in a leadership capacity for the Wellness and Social Service Committees meeting the needs of all members of Saints Community COGIC.

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

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

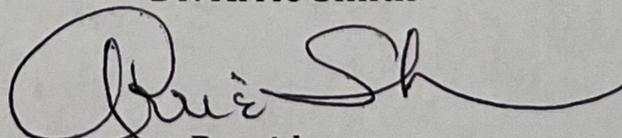
Whereas, There exist a vacancy on the Fresno Economic Opportunities Commission and Mrs. Rodgers has served as a board member and expressed a desire to continue serving her community by working towards reducing the poverty level in Fresno County through services on the FEOC Board.

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

Member Resolution No. 27

Dated the 9th of September, 2023

Dr. Arrie Smith



President

Fresno Chapter Association of Black Social Workers



Fresno Economic Opportunities Commission

COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **OCTOBER 6, 2023** along with a resolution of support for this 2-year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

Applicant Information

Full Name: ROMERO MANUEL L.
Last First M.I.

Home Address: [Redacted]
Street Address Apartment/Unit #

[Redacted]
City State Postal Code

Primary Phone: [Redacted] Alternate Phone: [Redacted]

Email: [Redacted] Date of Birth: [Redacted]

Organization Representing

Organization Name Centro La Familia Advocacy # Years as a Fresno County Resident 46

Organization Address: [Redacted]
Street Address City State Postal Code

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

By Mail:	By E-Mail:	Hand Delivered:
Postmarked by due date	By 11:59 PM on the due date	By 5:00 PM on the due date
Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	Elections@Fresnoeoc.org	Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721

Employment

Employer: Centro La Familia Advocacy Services, Inc Job Title Human Resources Director

Address: [Redacted]
Street Address City State Postal Code

Please attach resume to this application

Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?

SEE ATTACHMENT

List your current and past membership in organizations / community groups / affiliations.

SEE ATTACHMENT

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

SEE ATTACHMENT

List the reasons your organization is interested in Fresno EOC Board of Commissioners:

SEE ATTACHMENT

References

Reference 1:

Name: MARGARITA ROCHA Position: EXECUTIVE DIRECTOR
Organization: CENTRO LA FAMILIA ADVOCACY Phone Number: [REDACTED]

Reference 2:

Name: MARC YOUNG Position: PRESIDENT / CHIEF CONSULTANT
Organization: INDUSTRY STANDARD FAN Phone Number: [REDACTED]

Disclaimer and Signature

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

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

Signature: [Signature] Date: 9/29/2023

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

Briefly explain why are you interested in serving on the EOC Board of Commissioners

I have dedicated my life to helping the poor and serving on the EOC Board will be a tremendous opportunity to put my experience, both work and personal, to work on behalf of EOC's client population. I am the son of migrant farmworkers, the third youngest in a family of 10 children, raised in Lamont, a small farmworker community in Kern County. I am fluently bilingual in English/Spanish and a strong advocate with excellent communication skills. I strongly support EOC's programs, and it would be an honor to represent Centro and serve alongside EOC's dedicated board members.

List your current and past memberships in organizations / community groups / affiliations

I am currently in charge of Human Resources at Centro la Familia. I served as the HR Director for Central California Legal Services for over 20 years as well as serving a dual role of the Deputy Director of Administration the last 5 years. I previously served for many years on Centro La Familia's Board of Directors, the Hispanic Commission on Drug and Alcohol Abuse, and the Board of the Sequoia Community Health Clinic. I also volunteer my time and services on a pro bono basis to assist local non-profit organizations with management questions as they arise.

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

Centro La Familia serves low income Fresno County residents with a wide variety of services. Like EOC, Centro works in both urban and rural areas. I have many years of experience in executive leadership positions and a member of the organization's leadership team, and am committed to using my experiences to help advocate for the low income residents of our area I have served these many years.

List the reasons your organization is interested in Fresno EOC Board of Commissioners:

Centro la Familia believes strongly in collaboration to improve the lives of the people it serves. Centro has a long history of successful community involvement and believes in providing the best possible resources by recruiting, training, and retaining committed staff members. Centro believes that having a representative serve on EOC's Board will cross-pollinate two similar, but different organizations, resulting in better outcomes for both organizations.

**A RESOLUTION OF THE EXECUTIVE COMMITTEE
OF CENTRO LA FAMILIA ADVOCACY SERVICES
AUTHORIZING SUBMISSION OF NOMINATION
TO THE BOARD OF COMMISSIONERS OF THE
FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

BE IT RESOLVED by the Executive Committee of Centro La Familia Advocacy Services as follows:

Authorization is hereby given to submit the nomination of Manuel Romero, Human Resources Director of Centro La Familia Advocacy Services, to the Board of Commissioners of the Fresno Economic Opportunities Commission (EOC).

A copy of this Resolution may be filed with the Board Secretary of Fresno EOC in satisfaction of the nomination condition demonstrating authorization by Centro La Familia Advocacy Services.

CERTIFICATION

The foregoing Resolution was passed and adopted by the Executive Committee of Centro La Familia Advocacy Services on September 29, 2023.



Bob Solis, Board Chair
Centro La Familia Advocacy Services



SUMMARY OF EXPERIENCE

- **Over three years** at Centro La Familia Advocacy Services (CLFA) as Human Resources Director
- **Twenty-six years of experience** at Central California Legal Services (CCLS) as a Law Student Intern, Law Graduate/Advocate, Project Director, Fresno Health Consumer Center, Special Projects Director, Human Resources Director and Director of Administration
- **Education:** Juris Doctorate, Bachelor of Science Business Administration degree with an emphasis in Personnel Management and Industrial Relations
- **Class of 2014-15 OneJustice Executive Fellowship**, non-profit management training
- **Proven record of developing and implementing successful projects**
 - HRIS and Case Management System
 - CCLS's first Personnel Policy and Procedures Manual
 - Fresno Health Consumer Center, a project of CCLS

PROFESSIONAL EXPERIENCE

CLFA Human Resources Director: 8/17/2020-Present

Relevant duties and responsibilities include but not limited to:

- Reporting to the Executive Director, responsible for overall management and direction of the human resource department and personnel administrative areas of the organization
- Ensure compliance with the requirements of pertinent federal, state statutes, regulations, policies and procedures of the organization and its Board of Directors
- Implement and oversee the organization's HRIS personnel, timekeeping and payroll system
- Other duties as assigned

CCLS Director of Administration: 12/25/2015-9/12/2019 (RETIRED)

Administration:

- Supervision of senior administrative management team and other CCLS staff as needed. The Fiscal, IT and HR Director reported to the Director of Administration
- Participated in management, and Board of Directors meetings as required

- Administration of CCLS Benefits: collaborated with insurance brokers to secure required insurance benefits packages for CCLS and its employees
- Oversaw the Worker's Compensation benefits program
- Participated in Collective Bargaining negotiations
- Responsibility for submitting yearly reports to CCLS' largest funder, Legal Services Corporation
- Performed additional duties as assigned by the Executive Director

Financial Management:

- Participated in weekly update meetings with the Fiscal Director, Legal Director and Executive Director
- Reviewed and approved all CCLS purchases to ensure compliance with funding sources

Human Resources:

- Oversaw the human resources department. Ensured that all personnel policies and practices were applied and administered correctly, and that the organization adhered to the Collective Bargaining Agreement and all applicable State and Federal laws and regulations. Implemented and administered the CCLS web based timekeeping program (HRIS-OnePoint)
- Oversaw employee evaluations
- Oversaw employee personnel files
- Supported team leaders/managers with routine, day to day HR questions/matters.
- Participated and conducted HR investigations and dealt with DFEH and EEOC complaints
- Conducted new employee orientations

Operations Management:

- Assisted the Executive Director with strategic organizational planning and other general operational management functions as needed

Information Technology (IT):

- Oversaw IT personnel/consultants. Held weekly update meetings with the IT Manager and team to ensure the efficient and smooth functioning of CCLS's IT systems, including but not limited to its computer systems, networks, telephone, and online communications

CCLS Human Resources and Special Projects Director: 4/2003-9/12/2019

Relevant duties and responsibilities include but not limited to:

- Responsible for all human resources issues within the organization
- Responsible for the confidentiality of personnel matters and files
- Investigated and dealt with employee grievances
- Oversaw the interview/selection/hiring and orientation/evaluation process

- Responsible for drafting and finalizing job descriptions

CCLS Advocate/Law Graduate/Intern (Volunteer): 6/1993-1999

- Interviewed/represented clients as needed; legal research; community outreach

SKILLS

- Excellent time management and organizational skills with minimal support staff assistance
- Ability to multi-task while carrying a complex workload
- Excellent written and oral communication skills
- Ability to take initiative and use independent judgment
- Excellent analytical skills
- Proficient with computer software including word processing, excel spreadsheet and databases
- Bilingual English/Spanish (ability to speak/read/ and some writing)

EDUCATION

- **One Justice Executive Fellowship** **Class of 2014-2015**
Completed an intensive ten-month non-profit management program with the focus of developing the business and management skills of emerging leaders in the non-profit world. Some of the topics covered in the program: fundraising, marketing, communications, strategic planning, program evaluation, and board development
- **San Joaquin College of Law, JD** **5/1995**
- **California State University, Fresno, Bachelor of Science** **5/1988**
 - Business Administration with an emphasis on Personnel Management and Industrial Relations (HR)

PROFESSIONAL & COMMUNITY ACTIVITIES

- **Past Board Member:**
 - Centro La Familia Advocacy Services Inc.
 - Hispanic Commission on Drug and Alcohol Abuse, Fresno County
 - Sequoia Community Health Centers

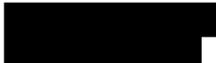
References: Are Available Upon Request

From: [Fresno EOC](#)
To: [Elections](#); christopher.estep@fresnoeoc.org; [Karina Perez](#)
Subject: New Community Sector Rep nomination from website
Date: Friday, October 6, 2023 8:48:05 PM

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

Name
MAYRA A. CAMPA
Address
 Map It
Email Address:

Number of years as a Fresno County resident:

Organization representing:
Applying to represent Target Area D
Organization address:
 Map It
Your Cellular Phone:

Date of Birth

Age:

Current Work Position / Title / Name of Organization:
Council Assistant, District Director, City of Fresno Council Vice President Annalisa Perea
Resume Upload:
<ul style="list-style-type: none">CAMPA_Resume-and-ID-2023.pdf
Relevant experience including current / past board service:
I was nominated to a legislative committee by the Sanger City Council. Committee members collaborate with city staff to scrutinize expenditure reports. The main objective of this committee is to ensure that the funds derived from a city sales tax are appropriately allocated to support the Fire and Police Departments, subsequently offering recommendations to the city council based on their findings.

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

My professional background at the local and state government levels equips me with valuable expertise that I am eager to contribute to Fresno EOC. The organization will gain from my wealth of experience and unique perspective, and I am committed to leveraging my policy knowledge to better serve the Central Valley community through my involvement with Fresno EOC.

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

I would feel privileged to be a part of the EOC Board of Commissioners because I am deeply committed to addressing the ongoing challenges faced by rural communities in the Central Valley. These challenges encompass areas such as housing, energy efficiency, infrastructure development both within and around the community, and the establishment of sustainable programs that offer essential public services. As a Board of Commissioner, I will continue to serve the Central Valley with strong values and represent our rural community with our values and region's most pressing issues in mind.

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

I do not believe this to be applicable to me.

Any close relative employed by Fresno EOC?

No

I have an economic interest in Fresno EOC.

No

Certification

 I agree to the following statement.

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

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

Signature



Date of Signature

10/06/2023

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

- [N_A.pdf](#)

MAYRA CAMPA

ACCOMPLISHED PUBLIC SERVANT

Public servant, combining a background in government affairs and community organizing to provide effective oversight of city projects and constituent services. Experience in government and political affairs earning recognition in:

- ▶ **Constituent Services:** Working collaboratively with city, state and county departments to resolve constituent concerns.
- ▶ **Political Field Work:** Strategically cut and assigned turf in Fresno Districts 1 and 2. Oversaw data of a paid team of 16 and used leadership building skills to train canvassers to properly communicate the candidates messages.
- ▶ **Project Management:** Assigned to research 8 years' worth of civil service and display my research in a four page brochure while assigned to daily council office work. Kept workflow on track and managed setbacks.

AREAS OF EXPERTISE

- Emergency Management
- Leadership Development
- Public Speaking
- Presentation Skills
- Critical Thinking Skills
- Independent Problem Solver
- Government and Constituent Relationship Building
- Collaborative With Government Officials
- City and State Constituent Services
- Research Into Political Issues
- Event Planning
- Multi Project Management
- Team Management
- Navigation of City databases
- Accurate Reporting

PROFESSIONAL EXPERIENCE

PUBLIC SECTOR

District Director - City of Fresno

December 2021 - Current

Office of Council Vice President Annalisa Perea

I focus on council district infrastructure and park projects and track city funding for city services. I coordinate with city partners, local businesses, and organizations. To assist in constituent casework I maintain communication with City Department personnel including the Public Works Department, City Attorney's Office, and the Mayors Office.

District Representative - California State Senate

June 2021 - December 2021

Senator Melissa Hurtado, 14th Senate District

I served as a liaison between the Senator, constituents, district organizations, local governments, and state agencies. I monitored local issues and briefed the Senator in preparation for meetings. I remained knowledgeable of district issues by staying in contact with leaders and regularly attended community group meetings and events.

Chairwoman - Oversight Committee, City of Sanger

April 2020 - February 2022

Measure S (Public Safety Tax Revenue)

I was appointed to a legislative body by the Sanger City Council. Members review expenditure reports with city staff. The purpose of the COC is to make sure funds collected from a city sales tax are properly being used by the Fire and Police Department and then give recommendations to the city council.

PRIVATE SECTOR

Campa Consulting

Est. 2022

Private consultant used to help elected officials transition into their role after swearing-in.

- Recruit and train canvassers to effectively communicate the client messaging
- Assist in planning an event with expected 50 guests and multiple NGO partners

Campaign Manager

December 2021 - June 2022

Annalisa Perea for City Council 2022

- Tracked staff data, addressed discrepancies, and entered timesheets for payroll
- Wrote and submitted endorsement questionnaires to key local groups including labor unions and The Fresno Chamber of Commerce.
- Created graphics, managed social media, and wrote press releases to keep the public up to date on the race
- Oversaw budgeting, expenditures, and paid invoices

Deputy Field Director

June 2022 - November 2022

Esmeralda Soria for State Assembly 2022

- Managed a team of 16 canvassers and oversaw payroll, performance, and gave coaching out in the field
- Oversaw PDI data and wrote daily reports to the candidate
- Worked collaboratively with labor groups, overlapping campaigns, and volunteers to effectively reach voters
- Planned and distributed campaign signage around areas with high traffic and visibility

COMMUNITY INVOLVEMENT

San Joaquin Political Academy - Fresno Chamber of Commerce

Applicant

District Delegate - Democratic Party

Assembly District 31 | 2021

Fresno County Young Democrats - Vice President

2021 - Present

CERTIFICATES

State Senate Resolution - Service to Senate District 14

City of Fresno Certificate of Recognition - Service to District 1

EDUCATION

California State University- Criminal Justice Fresno, CA - Present

Reedley College - AA in Administration of Justice Reedley, CA - June 2017 - Cum Laude

EM Strasbourg Business School - International Business Strasbourg France - 2018

ATTRIBUTES

REFERENCES

- **Annalisa Perea**
 - Fresno City Councilmember-Elect
 - [REDACTED]
- **Henry Perea Sr.**
 - Fresno County Board of Supervisor
 - [REDACTED]
- **Mike Sharif**
 - Esmeralda Soria Campaign Manager
 - [REDACTED]
- **Travis Legault**
 - Esmeralda Soria Field Director
 - [REDACTED]

LANGUAGES

- Spanish
- English



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13B6	Director: N/A
Subject: Bylaws Revisions	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the Agency’s Bylaws.

CSBG Organizational Standard

The organization’s bylaws have been reviewed by an attorney within the past 5 years per Category 5, Standard 5.3.

Background

On September 21, 2023, the Bylaws Committee met and recommended for the agency Bylaws to be modified and decided to meet again for further discussion.

The agency’s legal counsel, Kenneth Price, will provide an overview of the revised agency’s Bylaws.

Fiscal Impact

None.

Conclusion

If approved by the full Board, the agency’s Bylaws will be effective, January 1, 2024.



FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION

BYLAWS

DRAFT

MODIFIED OCTOBER ~~2021~~2023

BYLAWS

ARTICLE I. NAME

The corporation's name shall be the Fresno County Economic Opportunities Commission. The corporation may be referred to herein as "Corporation" or "Agency."

ARTICLE II. PURPOSES & LIMITATIONS

1. Purposes: This Corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 01(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law. The specific and primary purposes of this Corporation are to undertake various charitable endeavors related to (i) developing, conducting and administering programs as a Community Act Agency formed under the Economic Opportunity Act of 1964, as subsequently amended; (ii) identifying areas of poverty in Fresno County; (iii) encouraging, stimulating and assisting in the development of anti-poverty projects, as well as promote self-sufficiency, by non-profit and public organizations; and (iv) implementing various economic development and service programs in Fresno County in such as areas as transportation, education, job training, nutrition, and related activities. This Corporation is also authorized to receive contributions and grants and to make donations to, and otherwise aid and support, legally permissible undertakings consistent with the above-stated purposes.

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

ARTICLE III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

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

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

ARTICLE IV. COMPOSITION OF THE BOARD

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

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

Public Sector Commissioners. One-third of the Tripartite Board shall be elected or

public officials, or their appointed representatives;

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

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

Section 2: Head Start Board Composition Requirements

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

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

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

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

ARTICLE V. SELECTION OF COMMISSIONERS

Each prospective Commissioner from each sector shall complete the Corporation's application prior to appointment. For Public Sector Commissioners, the appointing agency shall supply the application to the prospective Commissioner and provide a completed application to the Corporation prior to appointment. After each prospective Commissioner has been selected to serve on the Board through the appropriate selection process described in the policies and procedures for the sector in which he or she proposes to serve, and has been determined by the Board (or a Committee thereof) to meet the qualifications set by the Board from time to time for service as a Commissioner, the Board shall vote whether to elect him or her to the Board. Each Commissioner must (i) be a resident of Fresno County; and (ii) have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.

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

One Commissioner appointed by the Mayor of the City of Fresno;

Two Commissioners appointed by the Fresno County Board of Supervisors;
One Commissioner appointed by the Fresno County Superior Court Presiding Judge sitting in the Juvenile Department;

One Commissioner appointed by the State Center Community College District Board of Trustees;

One Commissioner appointed by a member of the California Assembly;

One Commissioner appointed by a member of the California Senate; and
One Commissioner appointed by a member of the U.S. Congress.

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

C. Community Sector Commissioners. Community Sector Commissioners may consist of representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations (each a "Community Sector Organization") that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency. The Community Sector Commissioners shall be selected in accordance with the written policies and procedures established from time-to-time by the Commission. The proposed Community Sector Commissioner must be affiliated with the Community Sector Organization recommending that appointment. For the purposes of the appointment of Community Sector Commissioners, "affiliated" shall be limited to individuals who actively participate in the affairs of, or serves as an employee or active volunteer of, the Community Sector Organization recommending the appointment.

ARTICLE VI. TERMS OF OFFICE

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

ARTICLE VII. COMMISSIONERS

Section 1. Powers

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

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

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

1. Appoint or remove a Chief Executive Officer according to the policies set forth by the Commission.
2. Prescribe any and all powers and duties in the Chief Executive Officer that are consistent with law, with the Articles of Incorporation, and with these Bylaws, and fix

the compensation of the Chief Executive Officer.

3. Approve all programs and budgets and shall oversee the enforcement of grant conditions. The Commission shall comply with any and all requirements of the applicable Federal and State Law including, but not limited to, those laws requested by its funding sources, and any regulations promulgated thereunder.
4. Change the principal executive office or the principal business office in the State of California from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within the Corporation's jurisdiction for the holding of any meeting or meetings of the Board, including annual meetings.
5. Adopt, make and use a corporate seal; prescribe the forms of membership certificates, if applicable; and alter the form of the seal and certificates.
6. Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.

Section 2. Vacancies

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

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

A.B. _____

B.C. _____ Target Area Commissioners. Vacancies in the target area sector shall be filled using the same democratic process originally used to fill the seat of the Target Area Commissioners. Any election to fill a Target Area Commissioner seat shall be for the remainder of the unexpired term of the vacating Target Area Commissioner.

G.D. _____ Community Sector Commissioners. When a vacancy occurs in a seat held by an individual designated by a Community Sector Organization, the Board shall ask the Community Sector Organization that designated that individual to designate another individual, subject to approval by the Board, to fill the vacancy. Should that Community Sector Organization fail, within the period specified by the Board, to designate an individual to fill the vacancy, the Board shall select another Private Sector Organization to designate an individual, subject to approval of the Board, to fill the vacancy. After a vacancy, each Community Sector Organization shall have thirty (30) days to provide a name of a proposed Community Sector Commissioner. The AnEach appointed Community Sector Commissioner shall serve for for the remainingthe remaining term of the original-vacating Community Sector Commissioner.

Section 3. Resignation

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

Section 4. Removal

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

B. Grounds for Removal by the Board. The Board may remove a Commissioner from the Board or any Committee and from any office for the following reasons:

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

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

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

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

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

5. Excessive Absences. ~~The Board shall remove a~~ Commissioner shall be deemed to have vacated that Commissioner's Board seat by resolution, after three (3) absences of regular meetings during a calendar year. A Commissioner may timely petition request the Board to retain/restore that Commissioner's Board seat his or her Board seat so long as the Board takes such action upon a determinations, in ~~its~~ the Board's sole discretion, that there is good cause to excuse the excessive absences.

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

Section 5. Conflicts of Interest

Subject to the articles of incorporation, bylaws and any applicable law, the Board shall adopt and implement a conflict of interest policy covering the Corporation's Commissioners, Officers and such employees and other persons as may be specified in the policy. The conflict of interest policy, which may be revised by the Board of Commissioners from time-to-time, shall comply with California Government Code sections 1090 and 87100 *et seq.*, and Head Start regulations. However, under no circumstances shall the Commissioners have a financial conflict of interest with the organization or its delegate agencies; be employees of the Head Start or Early Head Start programs; or be immediate family members of any employees of the Head Start or Early Head Start programs. For this purpose, the term "immediate family member" means: a spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members. Commissioners who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the organization in its dealings with any federal government departments or agencies.

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

Section 6. Compensation of Commissioners

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

Section 7. Employment of Commissioners

No Commissioner shall be eligible to be employed by the association no less than one (1) year after the term or period of services as a Commissioner has terminated. Likewise, no person who was a Commissioner, as an individual or executive of another organization, may contract with the Agency for a period of one-year after term or period of services as a Commissioner has terminated. A member of an advisory board of the Commission shall be ineligible to accept employment until three (3) months after terminating service on any association advisory board. However, any individual falling below the California or federal poverty guideline is automatically exempt from the above "waiting period" requirement, so long as that individual resigns from the Commission or advisory board at the time of acceptance of employment and such employment does not violate California or federal conflicts of interest law.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting

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

Section 2. Regular Meetings

Meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year. Regular meetings of the Board shall not exceed ~~six-ten (106)~~ times per year, ~~generally on the fourth Wednesday of the month~~ upon a schedule as approved by the Board. At any regular meeting the agenda shall provide an opportunity for any person to present discussion regarding any matter of public interest that is within the subject matter jurisdiction of the Agency. Nothing shall prevent the Board of Commissioners from meeting via special meeting on a case-by-case basis.

Section 3. Open Meetings

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

Section 4. Notice

Written notice of the time, date, location and agenda of each meeting of the Board shall be given to each Commissioner and made available to the public at least 72 hours before regular meetings or 24 hours before a special meeting.

Section 5. Quorum

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

Section 6. Voting and Action by the Board

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

Section 7. Parliamentary Procedure

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

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

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

Section 9. Action without a Meeting

No action by the Board may be taken without a meeting.

Section 10. Special Meetings

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

Section 11. Adjourned Meeting

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

ARTICLE IX. OFFICERS

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

Section 1. Duties of Officers

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

- A. Chair.** The Chair shall: (1) be the chief volunteer officer of the Corporation, subject to the direction and control of the Board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special Committees with the approval of the Commission; (4) be ex-officio a member of all Committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission. The Chair shall be counted to determine the existence of a quorum.
- B. Vice Chair.** In the absence of the Chair or the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.
- C. Secretary.** The Commission shall appoint the Chief Executive Officer, who shall serve as the Chief Administrative Officer and as Secretary to the Commission. The secretary shall be responsible for the recording and maintenance of records of all proceedings of the Board. This shall include the attendance of Commissioners at meetings, record of votes of all motions of all meetings of the Commission, and all Commission Committees. These records shall be kept in electronic or print files which shall be kept at the principal office of the Commission. The records shall be open at all reasonable times to the inspection of any Commissioner. Such files shall also contain the Commission's articles of incorporation and bylaws (as well as any amendments thereto) and the names of all Commissioners and the address of each. The secretary or his or her delegate shall give all notices that may be required by law or by these bylaws. The secretary shall perform such other duties and have such other powers as the commissioners shall determine from time to time. The Secretary shall not be a voting member of the Board.
- D. Treasurer.** The treasurer shall: (1) oversee the Corporation's financial management practices, subject to the direction and control of the Board; (2) ensure that the Commissioners understand the financial situation of the Corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the

Corporation's principal office); (3) serve as Chair of the Finance Committee; (4) serve as an Authorized Check Signatory when the Chair is unavailable; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.

Section 2. Delegation of Duties

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

Section 3. Election

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

Section 4. Term of Office

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

Section 5. Removal of Officers

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

Section 6. Resignation of Officers

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

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

Section 7. Vacancies

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

Section 8. Chief Executive Officer

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

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

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

ARTICLE X. COMMITTEES

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

Each Committee shall keep a record of its actions and proceedings and, when required by the Board, shall make a report of those actions and proceedings to the Board. Unless the commissioners otherwise designate, Committees shall conduct their affairs in the same manner as is provided in these Bylaws ~~for the conduct of the affairs of the Board of Commissioners~~, with such changes in the context of such provisions as are necessary to substitute the Committee and its members for the Board and its members; ~~provided, however, that the time of regular meetings of Committees may be determined either by resolution of the Board or by resolution of the Committee, and that special meetings of a Committee may also be called by resolution of the Board~~. A quorum for any meeting shall be 50 percent of that Committee. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions of these bylaws. Each standing Committee shall comply with the Brown Act. The Board may appoint alternative standing Committee members so long as such alternates are from the same sector as the sitting Board member. There shall be the following standing Committees: Executive, ~~Human Resources/Pension ("Human Resources")~~, ~~Finance/Infrastructure ("Finance")~~, Bylaws, and ~~Audit, Program Planning and Evaluation Committee and Infrastructure~~. The Board Chair shall appoint the Chair of each Committee, and an alternate to the Chair of each Committee, who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended. The ~~C~~ommittee shall determine the frequency and meeting dates for each committee meeting.

Section 1. Executive Committee

The Executive Committee shall be composed of the ~~four-seven (7)~~ (7) elected ~~officers-Board members, consisting of the Chair of the Board, the Vice Chair of the Board, Treasure and four (4) Board members. Except for the Chair, the Executive Committee shall consist of two (2) Public Sector Commissioners, two (2) Target Area Commissioners, and two (2) Community Sector Commissioners. The Board shall appoint three alternative committee members to the Executive Committee, one from each sector, as well as the chairs of the Bylaws, Program and Planning, Personnel and Committees. The Executive is~~ Committee shall have all the powers and authority of the Board of Commissioners, as allowed by law in the intervals between meetings of the Board, and is subject to the direction and control of the full Board. The Executive Committee shall meet as necessary as determined by the Chair. An Executive Committee meeting may be called by the Chair or upon the written request of two (2) Executive Committee members with 48 hours' notice. The Executive Committee's decision(s) are subject to approval by the Board. The Executive Committee shall make a report of its actions and proceedings to the Board at the next meeting of the Board held after such actions or proceedings. The Executive Committee shall have the following responsibilities:

A. Administrative Matters.

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

~~two (2) Committee members with 48 hours' notice.~~

Section 2. Finance Committee

B. Finance Matters.

~~The Finance Committee shall be composed of the Treasurer, who shall be its Chair, and four (4) other Commissioners, at least one from each Tripartite sector. The Finance Executive~~ Committee shall: (1) advise the Chief Executive Officer in the preparation and administration of the operating budget; (2) oversee the administration, collection, and disbursement of the financial resources of the Corporation; (3) advise the Board with respect to significant financial decisions, including the integrity of the financial statements of the Corporation; (4) ~~(12) have such other powers and perform such other duties as the Board may specify from time to time. Additionally, the Finance Committee~~ (5) establish outcome statements for meeting the agency's infrastructure needs, and periodically monitor performances towards meeting these statements; (6) review, discuss and make recommendations to the Board of Commissioners relative to the agency's plans for real estate acquisitions/development, property maintenance, and technology advancements, and procurement activities; (7) meet the community and agency staff's infrastructure needs; (8) provide employment opportunities for clients, students, and corps members by creating relationships among the agency's education and employment training programs; (9) promote procurement opportunities to small proprietors, women, and minority operated businesses and those certified as a Disadvantaged Business Enterprise (DBE) as it pertains to facilities management/maintenance, IT network, telecommunications, and real estate activities.

C. Program, Planning & Evaluation.

The Executive Committee shall: (1) oversee implementation of the Agency's community needs assessment and strategic planning processes approved by the Board and conduct periodic reviews to determine to what degree the Corporation is addressing the needs and goals identified through these processes; (2) discuss, review and recommend grant applications; (3) track the progress of the Agency's programs in meeting identified goals and objectives; (4) oversee the Agency's processes for outcome reporting for its programs; (5) review monitoring reports, evaluations, and other feedback on the Agency's programs provided by funding sources and other interested parties; (6) work with the Agency's staff and full Board to ensure that monitoring findings are addressed in a timely way; and (7) oversee the regular evaluation of the Agency's programs by the Agency's Board and staff.

D. Human Resources.

The Executive Committee shall (1) periodically review the Agency's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the Agency's compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the Agency's employee benefits package; (4) receive information from the Agency's staff and attorneys on legal proceedings involving its employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis, review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; and (6) provide employees with a diversified slate of investment options and make changes to the funds offered as needed.

Section 23. Audit Committee

The Audit Committee shall be composed of ~~five (5) Commissioners, with at least one from each tripartite sector and who are not on the Finance Committee~~ the Executive Committee members. The Audit Committee shall assist the Board of Commissioners in fulfilling its oversight responsibilities by monitoring: (1) the overall systems of internal control and risk mitigation; (2) the integrity of the financial statements of

the organization; (3) compliance by the organization with legal and regulatory requirements and ethical standards; (4) at the close of each fiscal year shall present to the Commission a financial report for the year audited by a licensed Certified Public Accountant; and (5) the selection, independence and performance of the organization's independent auditors. In addition, the Audit Committee shall oversee the internal audit department and have such other powers and perform such other duties as the Board may specify from time to time.

Section 43. Bylaws Committee

The Bylaws Committee shall be composed of five (5) Commissioners, with at least one from each Tripartite sector. The Bylaws Committee shall: (1) oversee Board member recruitment (including administering the target area Board member democratic selection process, recommending candidates for Public and Community Sector Board seats, and ensuring that the Board fills vacancies promptly), orientation, and training; (2) coordinate the Board's periodic evaluation process of itself and the organization's governance structure, policies and procedures; (3) coordinate periodic review of the Corporation's articles of incorporation and bylaws; and (4) have such other powers and perform such other duties as the Board may specify from time to time. An ad hoc committee of the Bylaws Committee shall be appointed by the Chair of the Bylaws Committee to interview all prospective Community Sector Commissioners.

Section 5. Program Planning and Evaluation Committee

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

Section 6. Human Resources Committee

~~The Human Resources Committee shall be composed of five (5) Commissioners, with at least one from each Tripartite sector, two elected employee representatives, and two Pension Plan Trustees and shall (1) periodically review the Corporation's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the Corporation's compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the Corporation's employee benefits package; (4) receive information from the Corporation's staff and attorneys on legal proceedings involving the Corporation's employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis, review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; (6) provide employees with a diversified slate of investment options and make changes to the funds offered as needed; and (7) have such other powers and perform such other duties as the Board may specify from time to time.~~

ARTICLE XI. POLICIES AND PROCEDURES

Section 1. Annual Statement of Certain Transactions and Indemnifications

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

Section 2. Fiscal Year

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

Section 3. Execution of Instruments

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

Section 4. Agents

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

ARTICLE XII. BONDING

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

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

Section One. Actions Other Than By the Corporation.

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

Section Two. Actions By the Corporation.

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

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

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

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

Section Three. Successful Defense By Agent.

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

Section Four. Required Approval

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

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

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

Section Five. Advance of Expenses.

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

Section Six. Other Contractual Rights

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

Section Seven. Limitations.

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

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

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

Section Eight. Insurance.

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

ARTICLE XIV. EFFECTIVE DATE/AMENDMENT OF BYLAWS

These bylaws shall be effective as of January 1, 2022. These bylaws may be altered, amended or repealed at any meeting of the Commissioners; provided that notice of the meeting must be provided to the Commissioners at least 14 days before the date of the meeting and must include the text of the proposed alteration, amendment or repeal.

ARTICLE XV. DISSOLUTION

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



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13B7	Director: N/A
Subject: Excessive Absences Policy	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the Excessive Absence Policy.

Background

The Procedure for Removal of Commissioner for Excessive Absences Policy has been updated to reflect the updates to the agency Bylaws.

The agency’s legal counsel, Kenneth Price, will provide a red line version of the Excessive Absence Policy during the Committee Meeting for review and discussion.

Fiscal Impact

None.

Conclusion

If approved by the full Board, the Excessive Absences Policy will be finalized and effective December 7, 2023.



PROCEDURE FOR REMOVAL OF A COMMISSIONER FOR EXCESSIVE ABSENCES

PURPOSE:

The purpose of this policy is to define the process for removal of Commissioners for Excessive Absences.

DEFINITIONS:

- A. "Notification in Writing": a written letter sent via the US Post Office or electronic mail.
- B. Excessive Absences: 3 absences

POLICY/PROCEDURE

~~Article VII, Section 4, Number 5 of the Bylaws provides that "A Commissioner shall be deemed to have vacated that Commissioner's Board seat after three (3) absences of regular meetings during a calendar year. A Commissioner may request the Board to restore that Commissioner's Board seat so long as the Board takes such action upon a determination, in the Board's sole discretion, that there is good cause to excuse the excessive absences."~~

~~Commissioners are expected to attend all Board meetings, either in person or via conference call/electronic meeting technology. All Commissioners are expected to participate in Board discussions and decisions via email or telephone conferences on an as needed basis.~~

~~Moreover, a Commissioner is expected to notify the Board Chair and Secretary or designee regarding his/her inability to either attend a scheduled meeting or participate in a scheduled conference call meeting of the Board of Commissioners. If a Commissioner misses three (3) regular Board of Commissioners during any calendar year, that Commissioner's seat is deemed vacant and will be filled pursuant to Article VII, Section 2 of the Bylaws.~~

~~There are grounds for removal of the Commissioner per Article VII Section 4 of the bylaws upon the third absence in a calendar year.~~

NOTIFICATION PROCEDURE

- A. Included in the board packets is a roll call matrix detailing the attendance of each Commissioner. It is the Commissioner's responsibility to check the matrix, verify accuracy and inform the Secretary or designee if any changes are needed.
- B. A letter will be sent to ~~a the~~ Commissioner, within ~~two five (52)~~ five (5) business days of the ~~violation of the Bylaws and this policy determining absence~~, via the US Postal Service, return receipt requested, informing him/her of the Board termination action for excessive absences.
- C. The ~~Secretary Clerk of to~~ the Board will utilize the Commissioner's email address to notify the ~~impacted Commissioner~~ via email after the notification letter has been mailed. The notification letter will be attached.



APPEAL/DEFENSE PETITION FOR REINSTATEMENT PROCESS:

- A. The Commissioner will have the opportunity to ~~defend his/her position by appeal~~ petition the Board of Commissioner for reinstatement during a regularly scheduled Board of Commissioners meeting, or can agree to termination via resignation of the position in writing. Such petition may be in writing or made verbally during the Board of Commissioners meeting.
- B. ~~The Commissioner will be granted 10 days to respond in writing to the termination action by the Board. The Board may, at its sole election, grant the petition upon a showing of good cause.~~
- ~~B-C.~~ After the Board's grant of a petition, any additional absences by that Commissioner during the calendar year shall result in an another notice of an automatic vacancy. In such a circumstance, petition for reinstatement after vacancy shall be as provided by this Policy.
- C. ~~If the Commissioner chooses to appeal the termination action, the appeal must be made in writing within the 10 day time limit. The Commissioner may also request a face-to-face meeting with the Bylaws Committee to defend his/her position.~~
- D. ~~The Bylaws Committee will consider the merits of the appeal and vote whether to reverse the decision and reinstate the member prior to the next regular scheduled Board meeting.~~

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EXCEPTION

~~Public Sector members or their representatives may not be removed by the Commission. The Commission shall communicate any cause for removal to the designating official or board, who shall have sole authority to remove such public sector Commissioner.~~

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13B8	Director: N/A
Subject: Board Self-Assessment	Officer: Emilia Reyes

Background

The information presented below is intended to keep the Committee informed of the Board Self-Assessment results.

As a way of background, on an annual basis, a Board Self-Assessment is conducted to aid Fresno EOC's Board of Commissioners to:

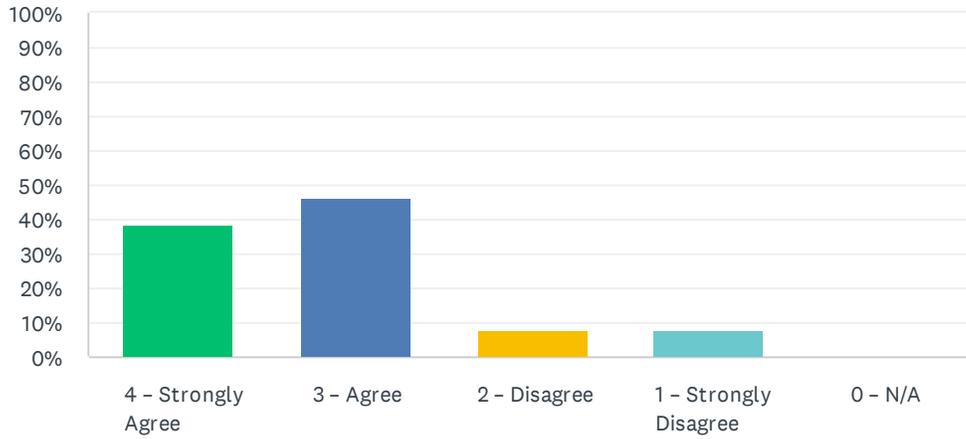
1. Identify gaps between the standards for effective, nonprofit boards
2. Engage the commissioners in discussions about their effectiveness as a board
3. Ascertain our commissioners' perceptions of knowledge, skills, and processes as they carry out their board roles
4. As applicable, pinpoint areas in which the Board is excelling as well as those requiring improvement.

A total of 69% of the Commissioners completed the Board Self-Assessment. The attached document showcases the analyzed results for the Committee members to engage in a discussion on next steps.

The Board Self-Assessment is part of the annual agency risk assessment report.

Q1 The board operates under a set of policies, procedures, and guidelines with which all members are familiar.

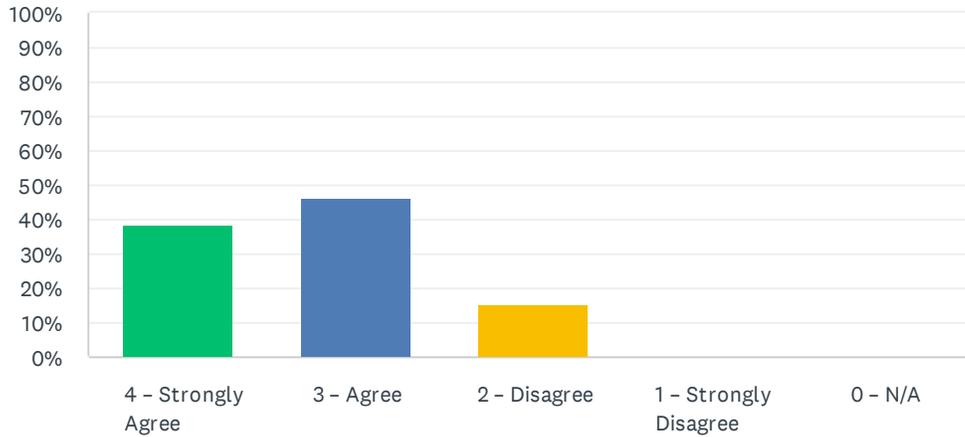
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	7.69%	1
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q2 Commissioners play an active role in the organization’s strategic planning.

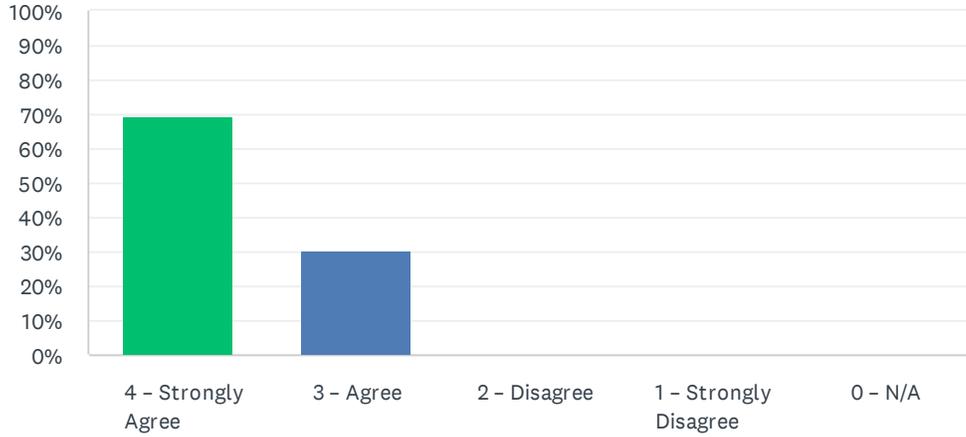
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q3 Our organization’s vision and mission is clear and accepted by our board.

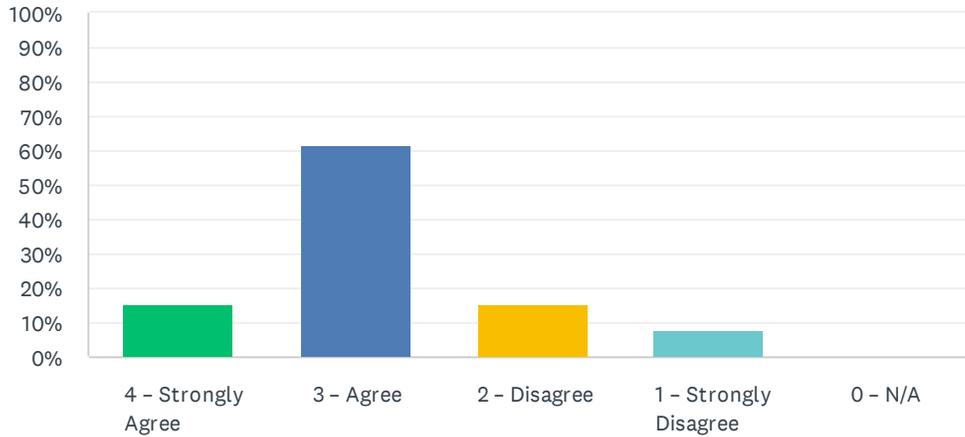
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	30.77%	4
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q4 The full board collaboratively reviews and updates the organization’s strategic plan on a regular basis.

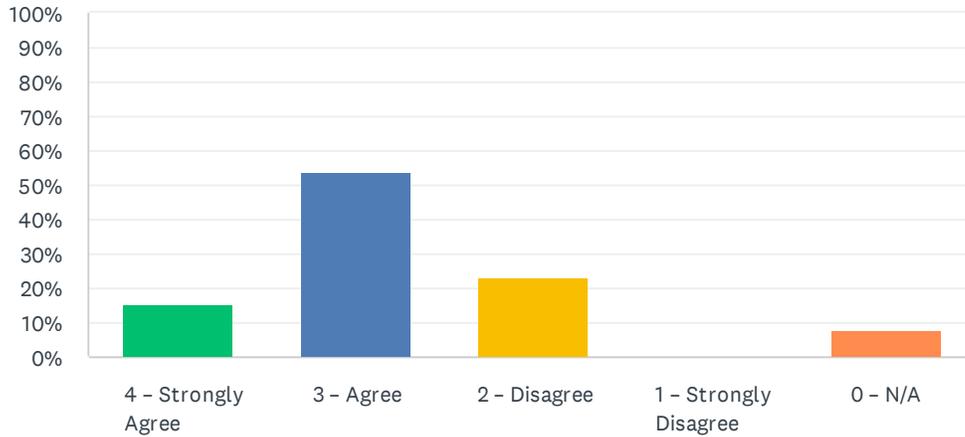
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	15.38%	2
3 – Agree	61.54%	8
2 – Disagree	15.38%	2
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q5 Staff develop and carry out annual action plans based on the board–approved strategic plan.

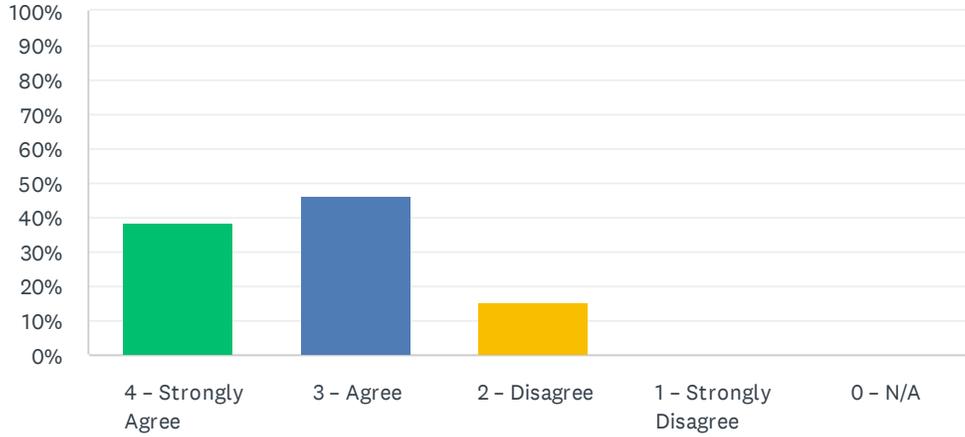
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	15.38%	2
3 – Agree	53.85%	7
2 – Disagree	23.08%	3
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q6 The board routinely receives updates by the staff on their annual plans developed by staff.

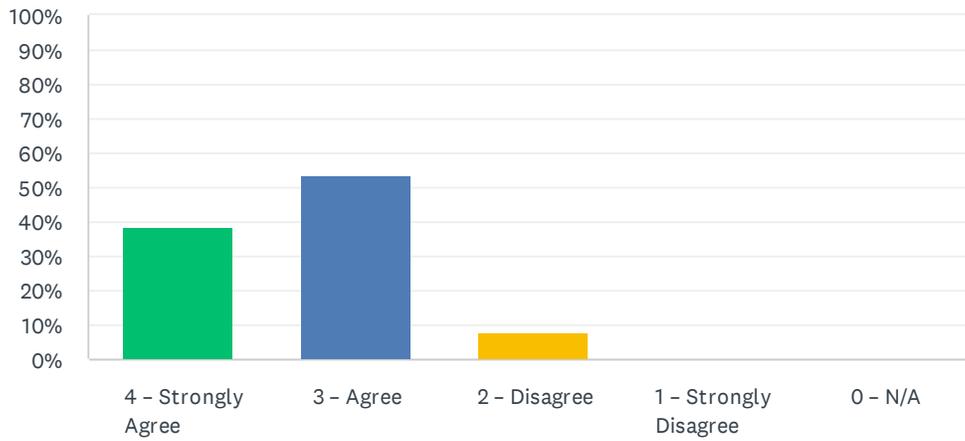
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q7 Staff support to board meetings is adequate.

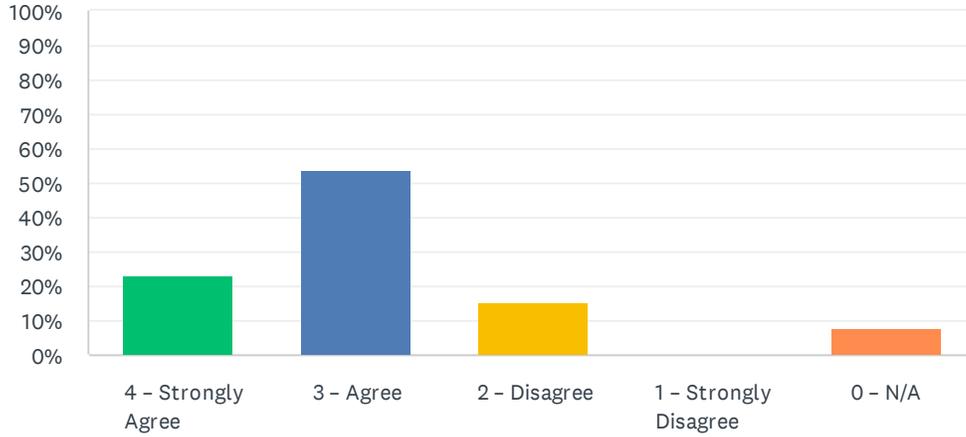
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	53.85%	7
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q8 Information provided by staff is adequate to ensure effective board governance and decision-making.

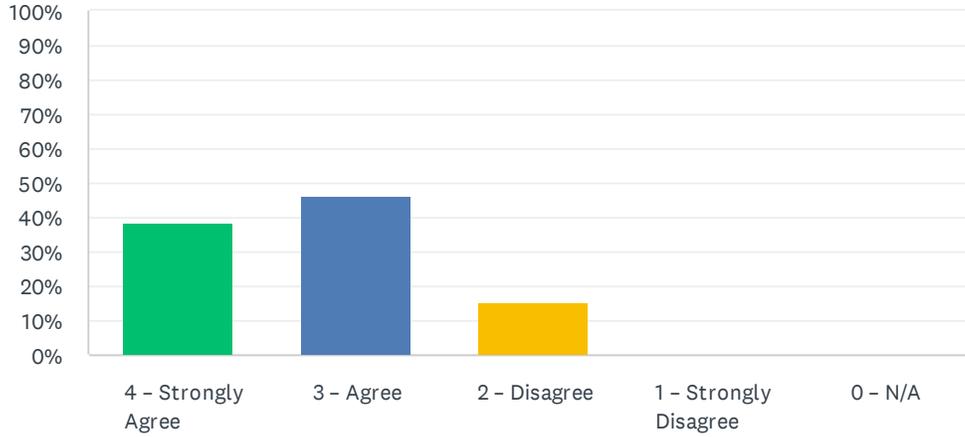
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	23.08%	3
3 – Agree	53.85%	7
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q9 Committees are the primary tools for communication and decision making for our board structure.

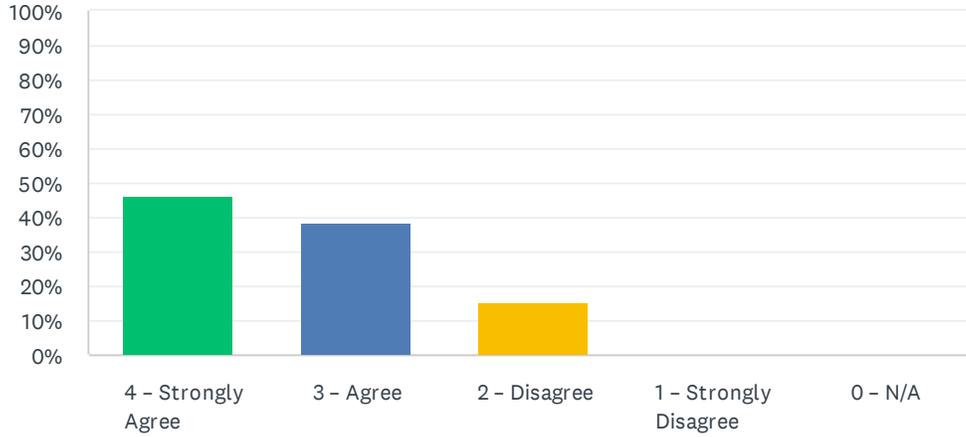
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q10 The board’s ad hoc and standing committees streamline our work process and increase board effectiveness.

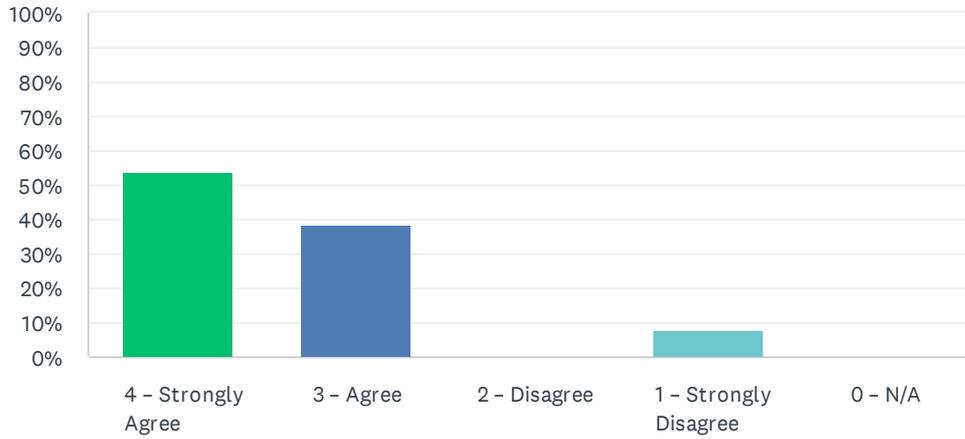
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	38.46%	5
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q11 My committee assignments make good use of my interests and expertise.

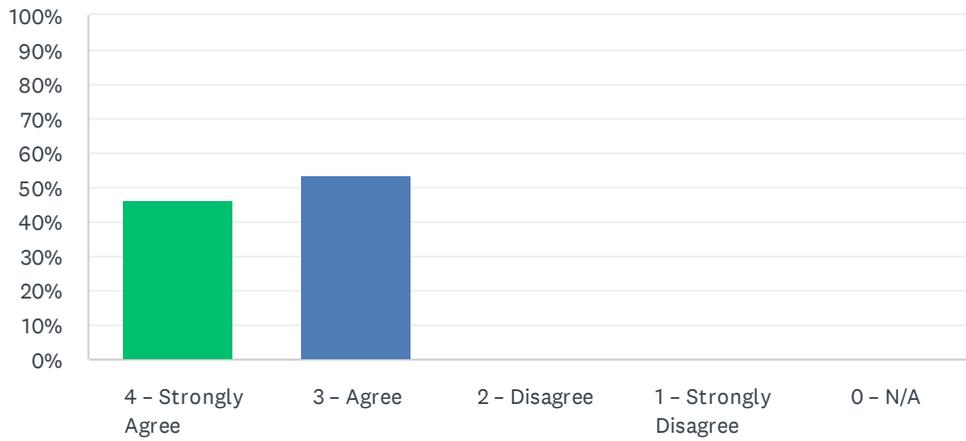
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	0.00%	0
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q12 I am able to attend the majority of my committee meetings.

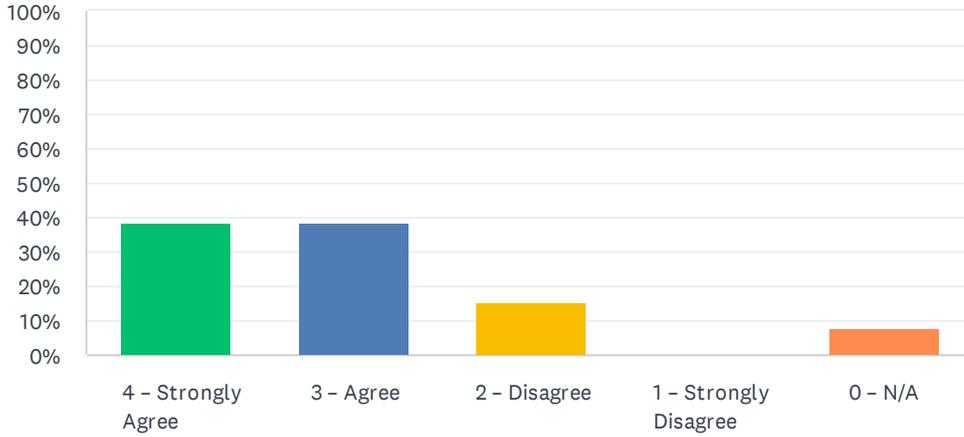
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	53.85%	7
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q13 Each standing committee reviews its charter at the beginning of the year and modifies it as needed.

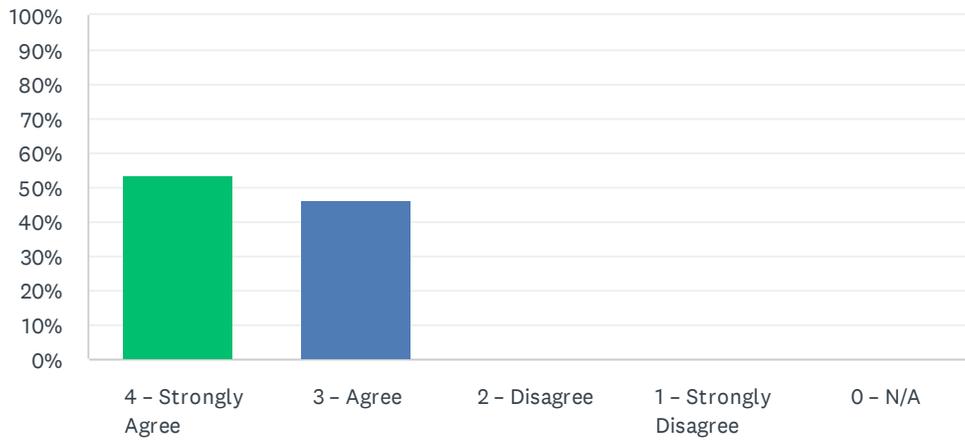
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	38.46%	5
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q14 I understand the function of the different committees.

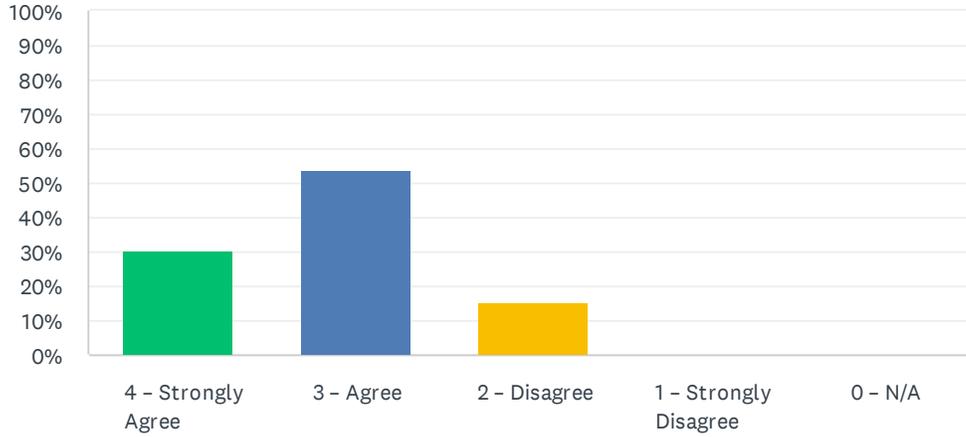
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	46.15%	6
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q15 The committee structure provides adequate contact with administration and staff.

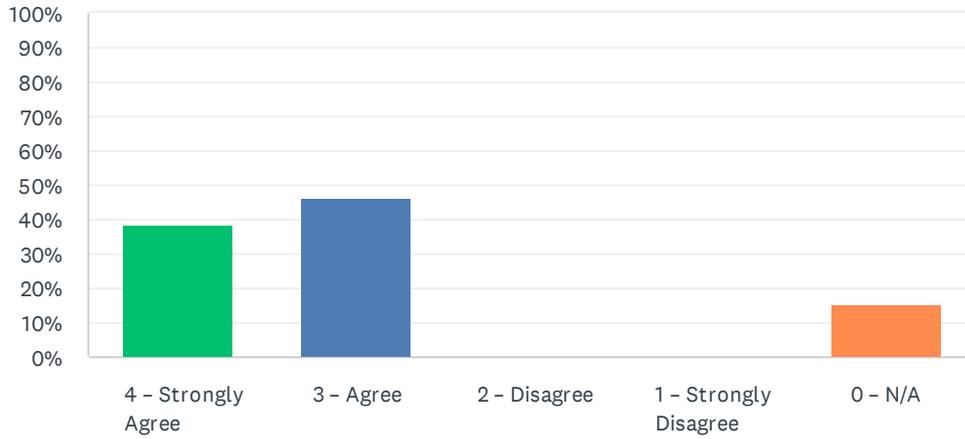
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	53.85%	7
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q16 The Executive Committee meets only when necessary and reports to the board on all actions taken.

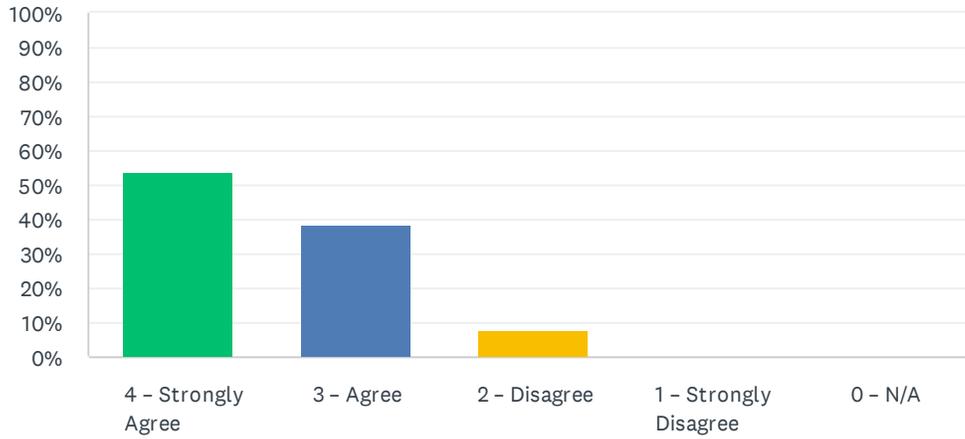
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	15.38%	2
TOTAL		13

Q17 All committees have adequate agendas and minutes for each meeting.

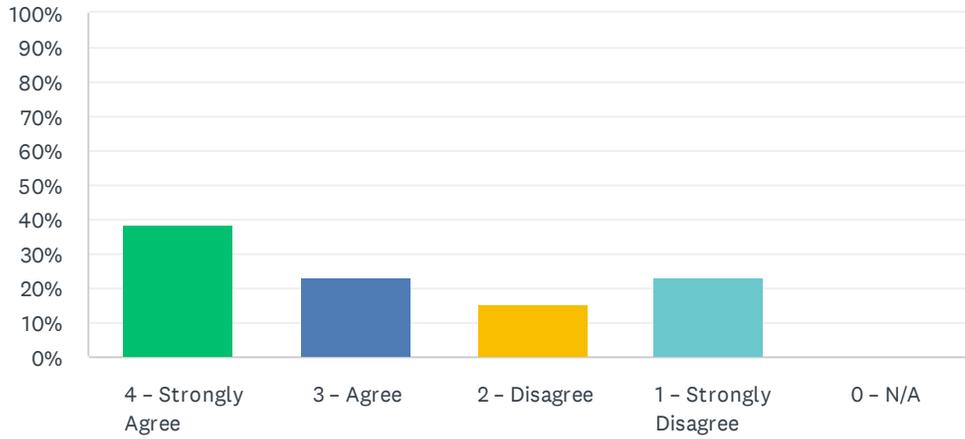
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q18 The number of board meetings is adequate to ensure effective governance.

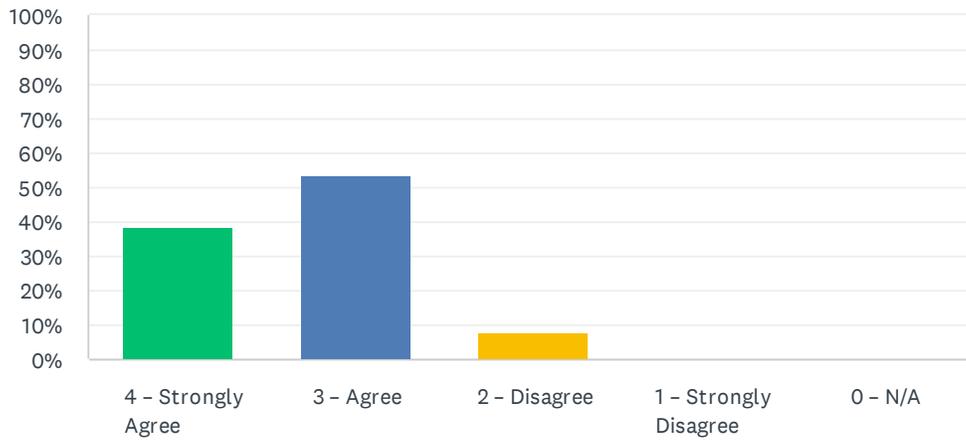
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	23.08%	3
2 – Disagree	15.38%	2
1 – Strongly Disagree	23.08%	3
0 – N/A	0.00%	0
TOTAL		13

Q19 Board meetings are long enough to accomplish the necessary work.

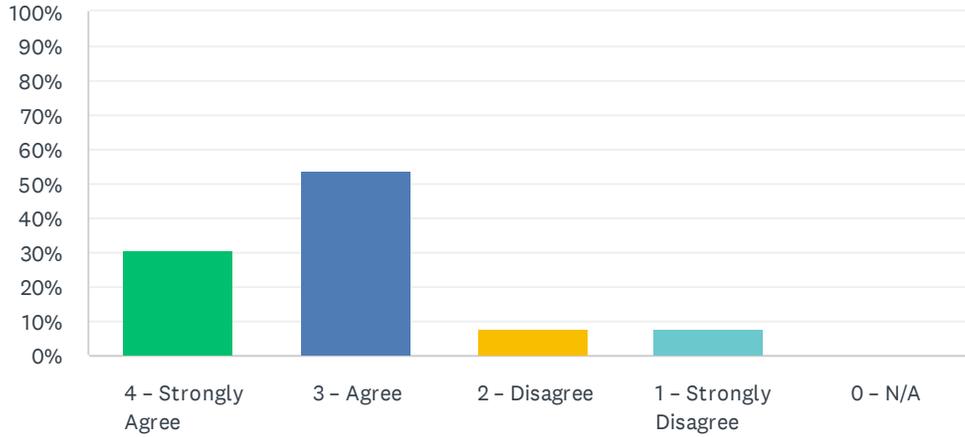
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	53.85%	7
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q20 The agendas of our board meetings and supporting written material are provided in advance of meetings with enough time for adequate advance review.

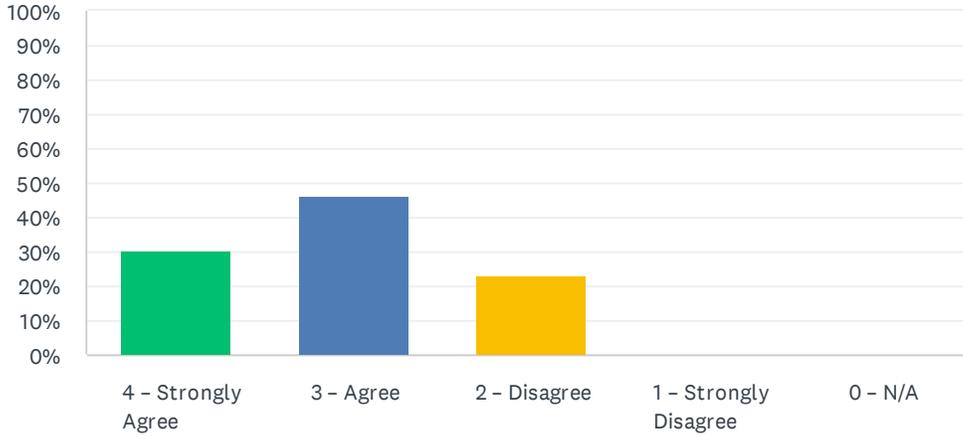
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	53.85%	7
2 – Disagree	7.69%	1
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q21 Board meetings are well attended, with near full turnout at each meeting.

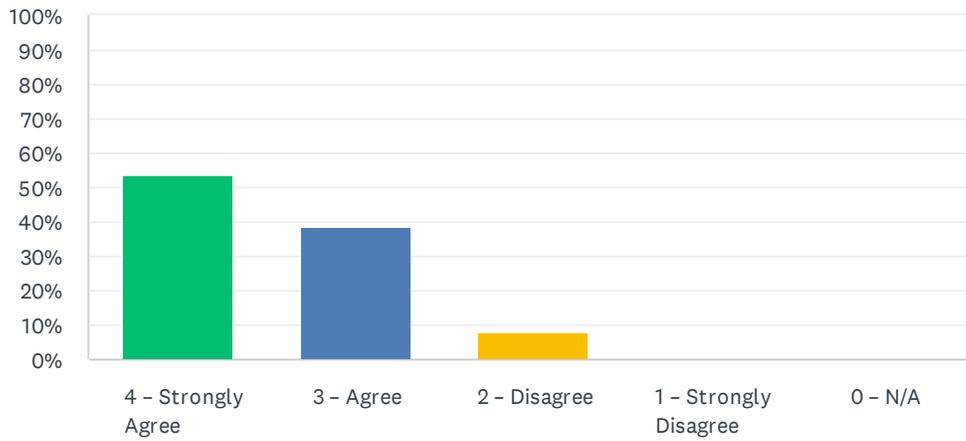
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	46.15%	6
2 – Disagree	23.08%	3
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q22 I am aware of and follow the board meeting attendance policy.

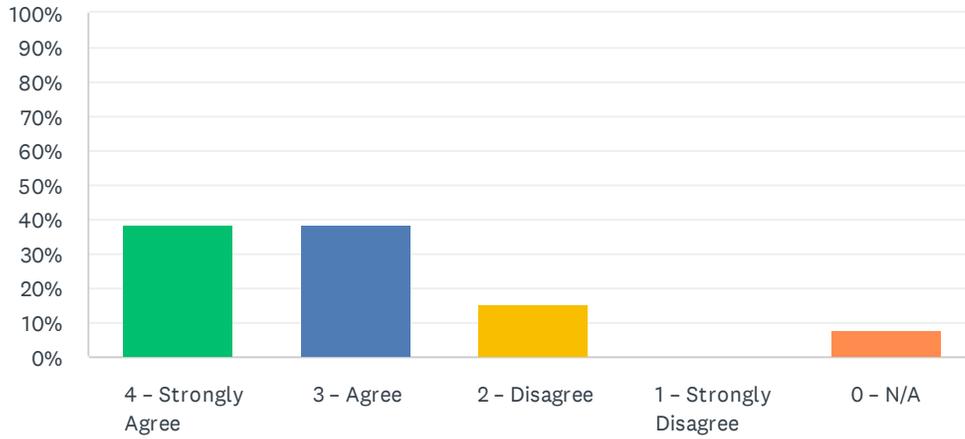
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q23 Our board thoroughly examines the pros and cons of all major issues and makes fully informed decisions.

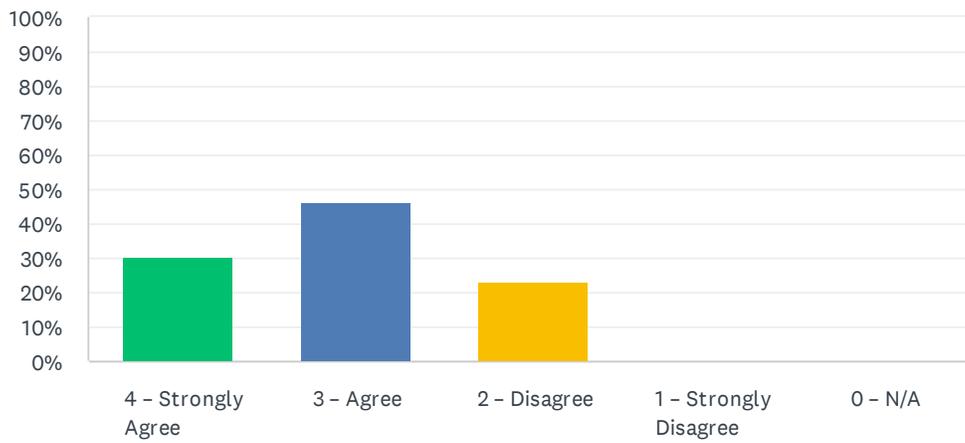
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	38.46%	5
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q24 I am comfortable with the amount of time spent on agenda items.

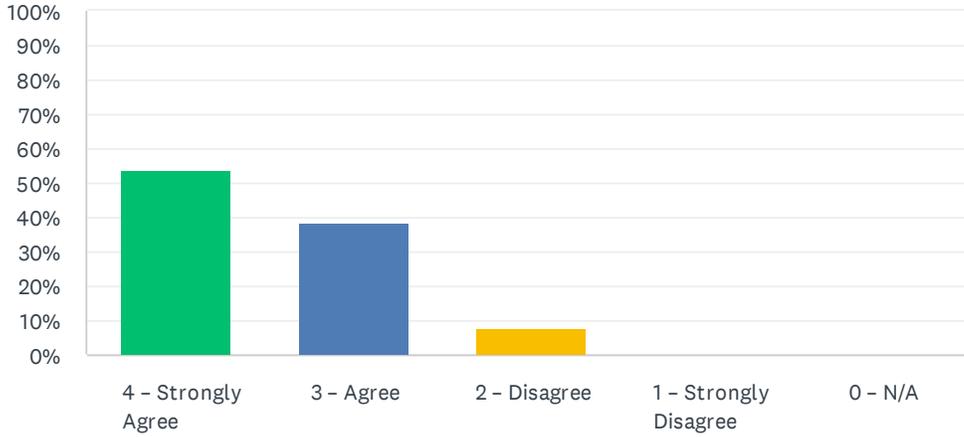
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	46.15%	6
2 – Disagree	23.08%	3
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q25 I understand the process to get more information when there is something I don't understand on the agenda.

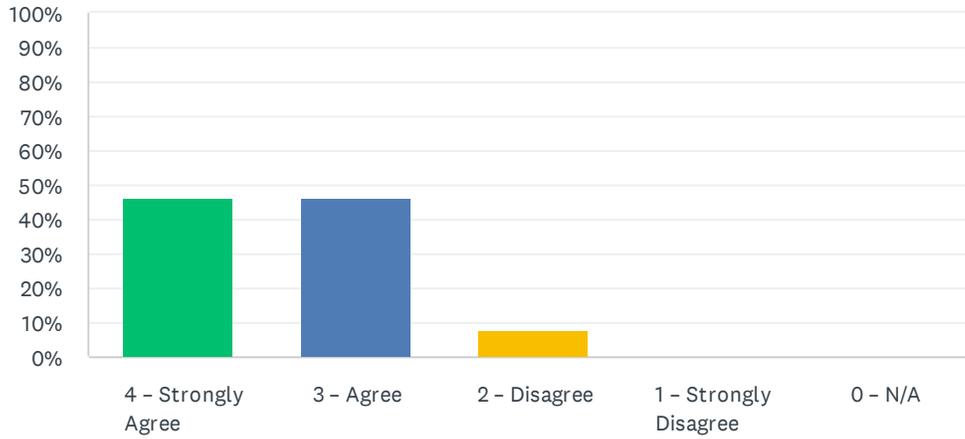
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q26 Commissioners fully participate in discussions around significant issues.

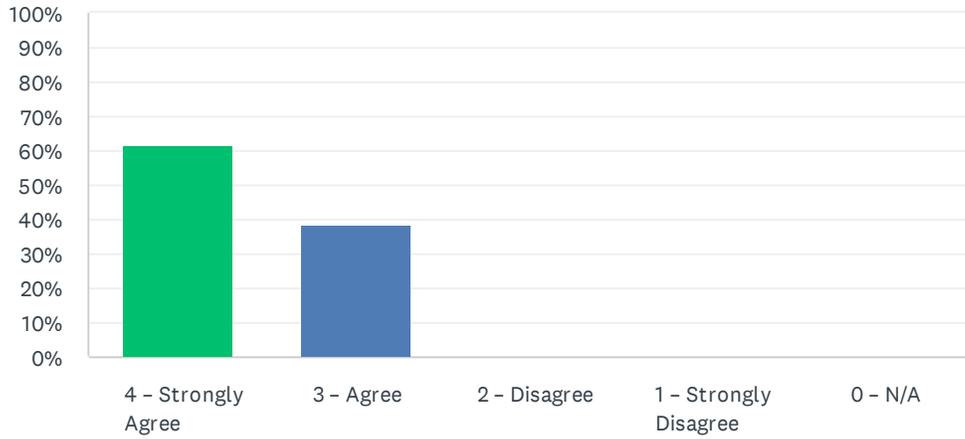
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	46.15%	6
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q27 Our board environment encourages dealing with different points of view.

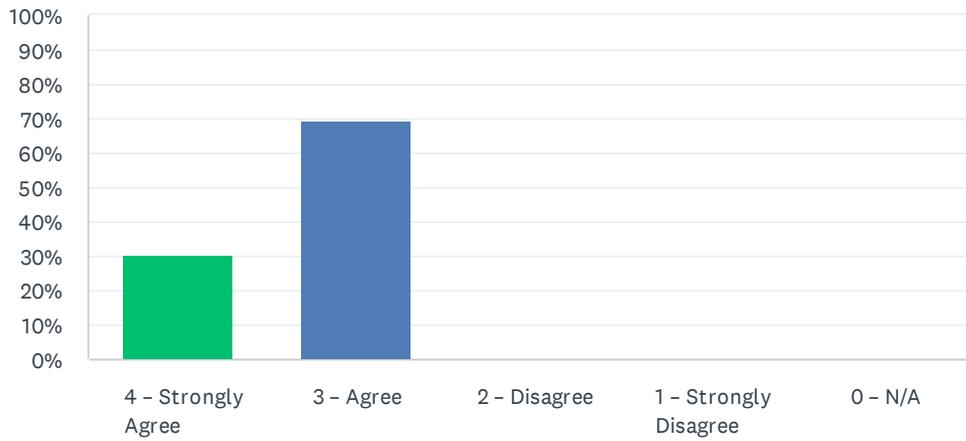
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	61.54%	8
3 – Agree	38.46%	5
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q28 Once a decision is made, we stand behind it as a group.

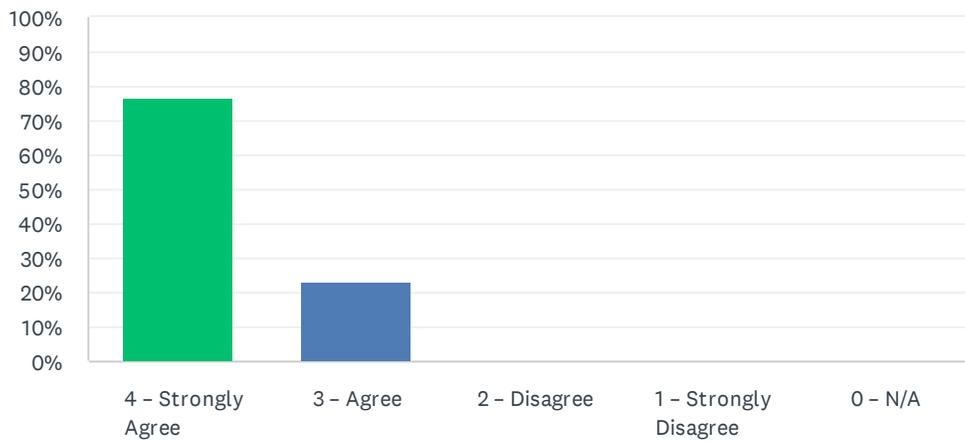
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	69.23%	9
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q29 As a Commissioner, I am aware of what is expected of me.

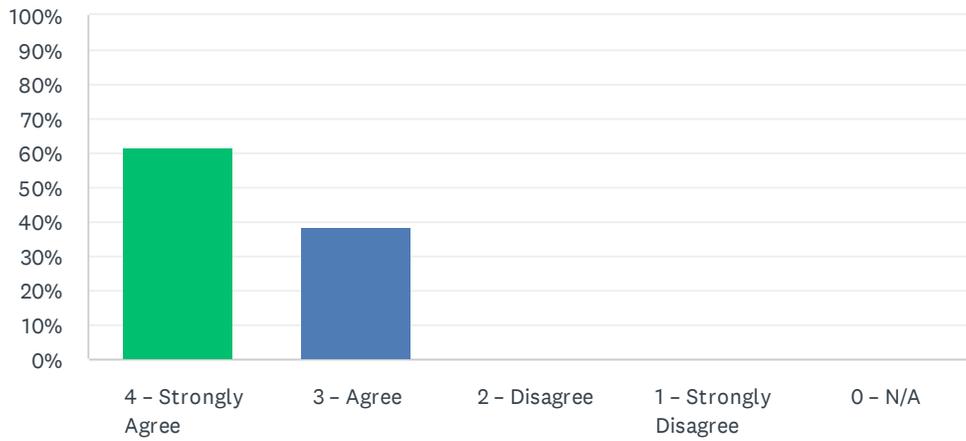
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	76.92%	10
3 – Agree	23.08%	3
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q30 I am satisfied with my participation on the board.

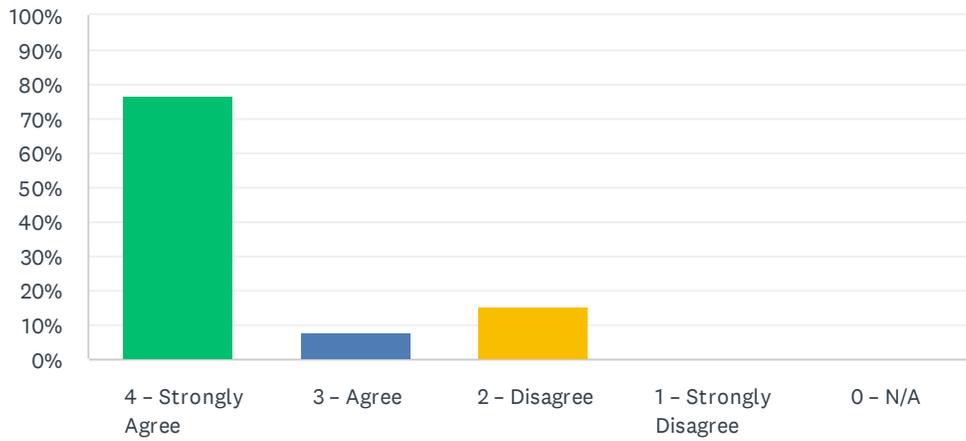
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ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	61.54%	8
3 – Agree	38.46%	5
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q31 I am aware and understand the tri-partite requirement.

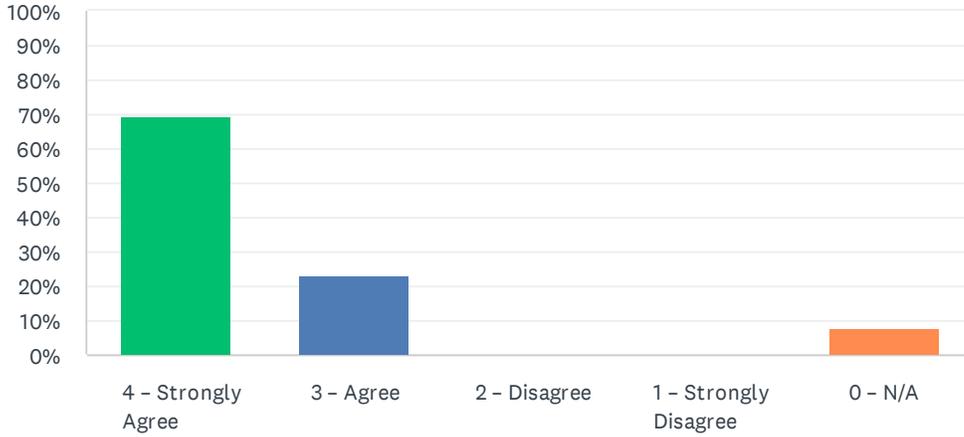
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	76.92%	10
3 – Agree	7.69%	1
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q32 Nomination and appointment of Commissioners follow clearly established procedures using known criteria that I understand.

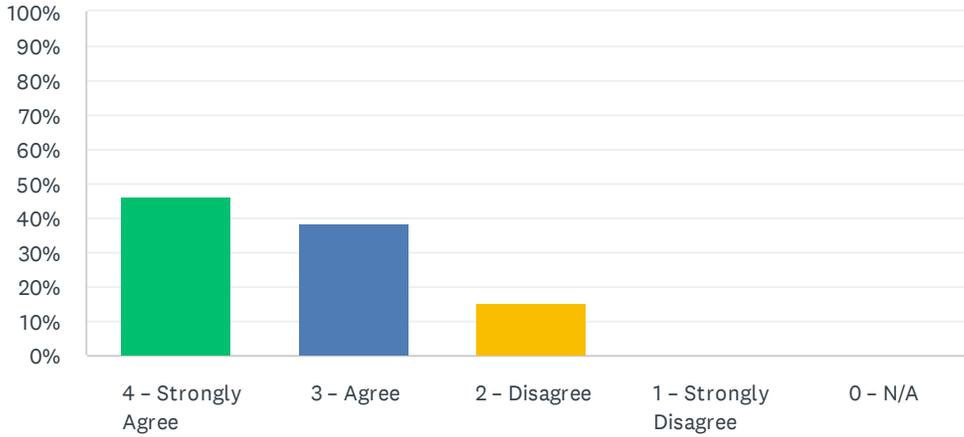
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	23.08%	3
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q33 Our board and staff inform new Commissioners about responsibilities and important organizational information through a structured new member orientation program.

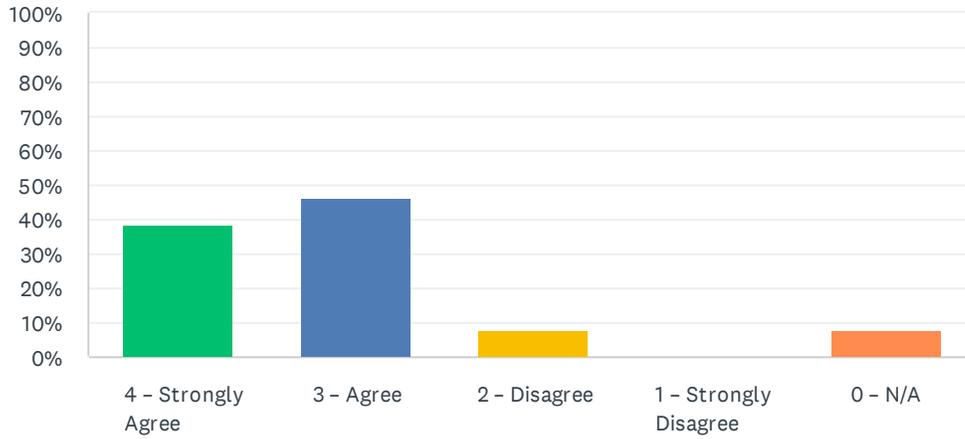
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	38.46%	5
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q34 The new member orientation prepared me to effectively serve as a Commissioner.

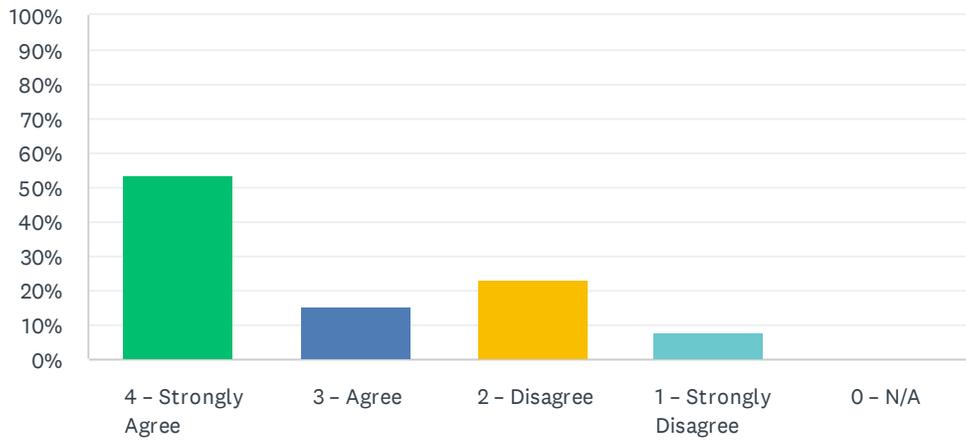
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q35 The board size is adequate to effectively govern the organization.

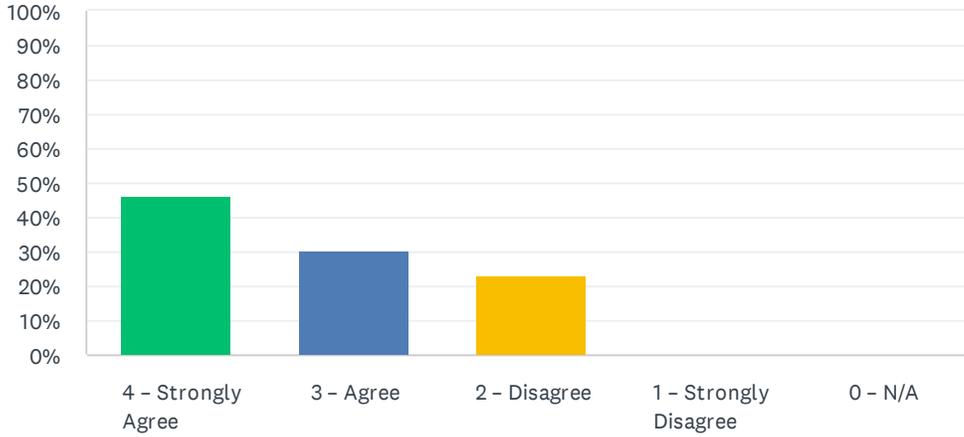
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	15.38%	2
2 – Disagree	23.08%	3
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q36 There is a clear understanding of where the board’s role ends and the Chief Executive Officer’s begins.

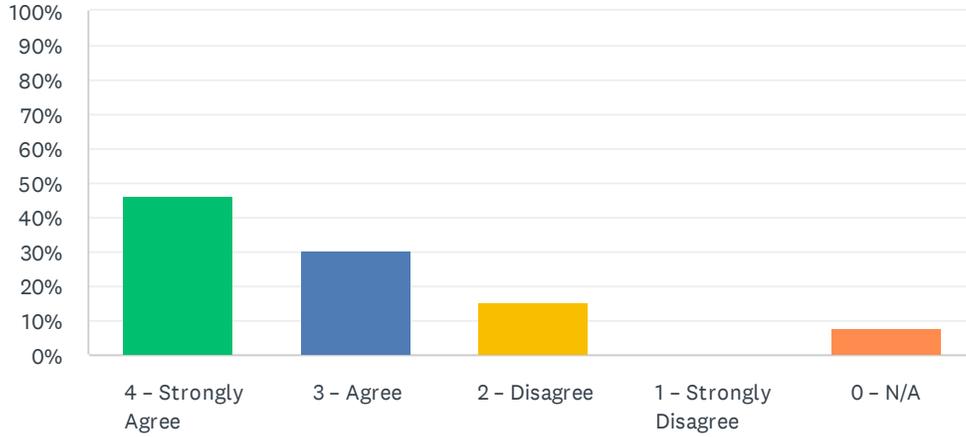
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	30.77%	4
2 – Disagree	23.08%	3
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q37 There is good two-way communication between the board and the CEO.

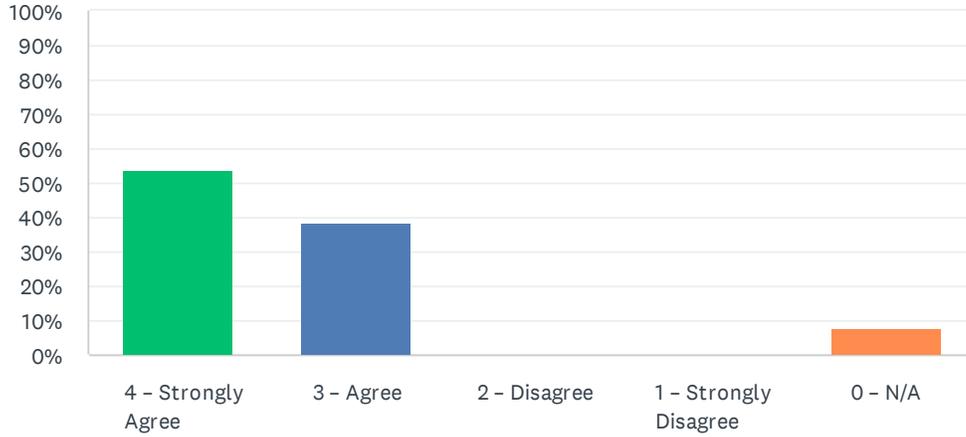
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	46.15%	6
3 – Agree	30.77%	4
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q38 Commissioners provide the necessary support that allows the CEO to carry out the role successfully.

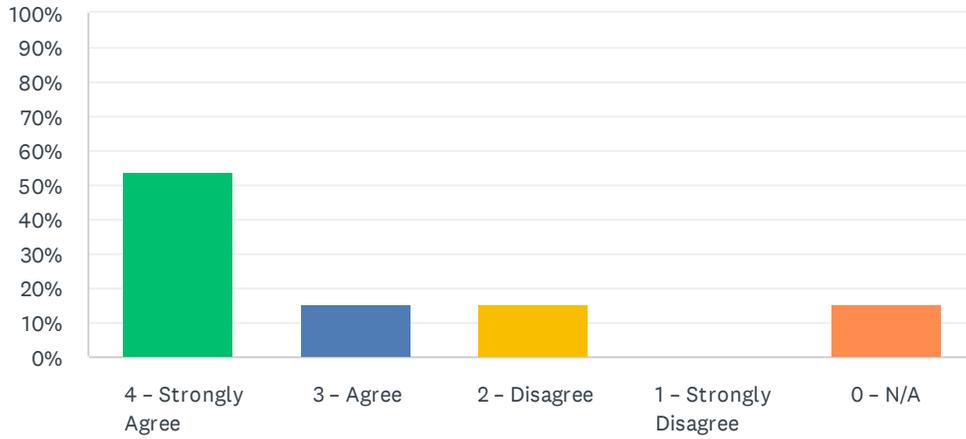
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q39 The board has developed formal criteria and a process for evaluating the CEO.

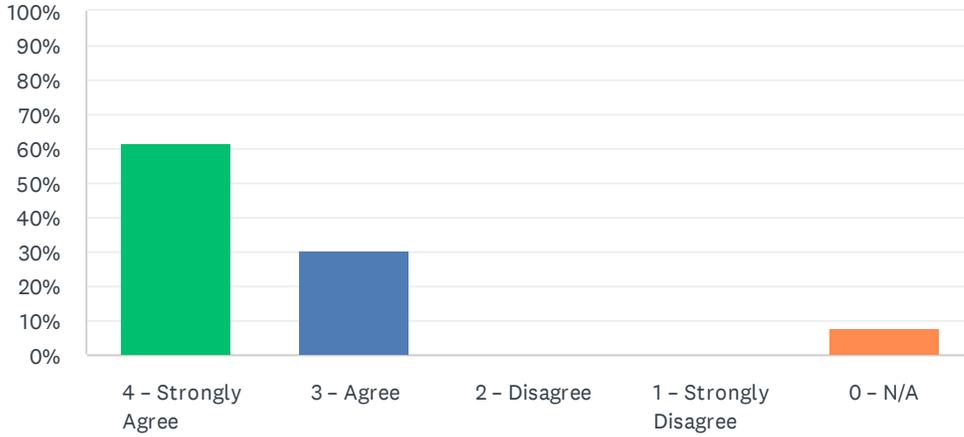
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	15.38%	2
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	15.38%	2
TOTAL		13

Q40 The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.

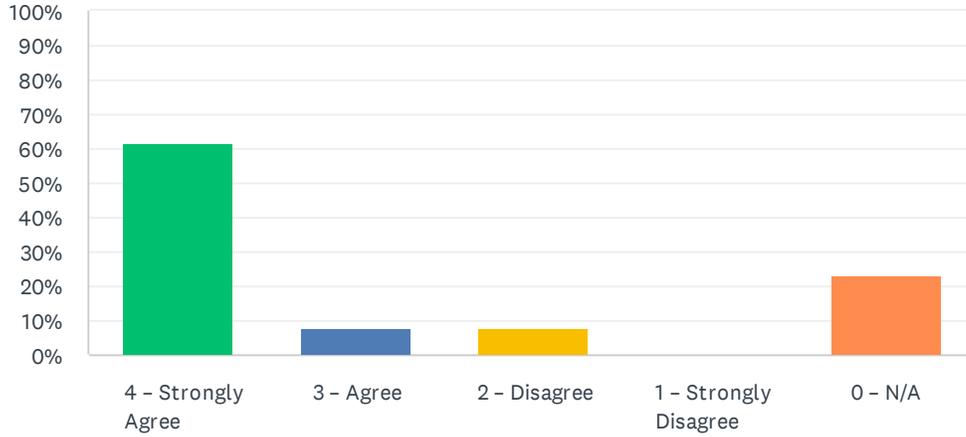
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	61.54%	8
3 – Agree	30.77%	4
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q41 The board evaluates the CEO primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy.

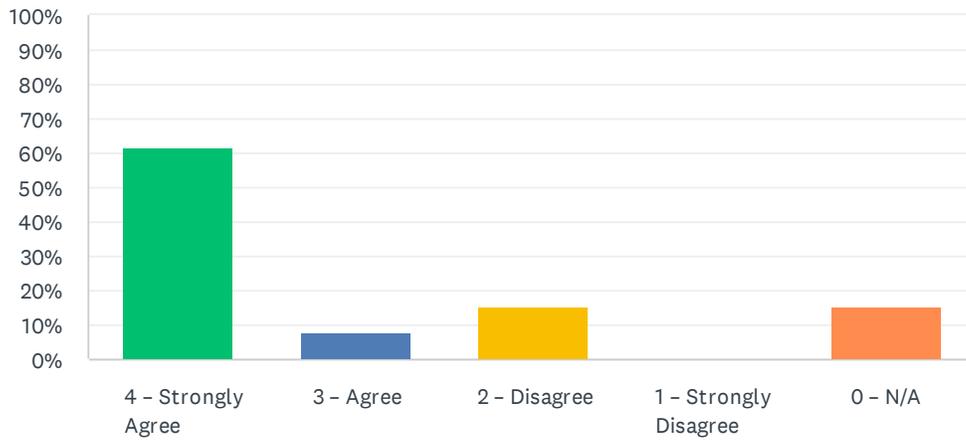
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	61.54%	8
3 – Agree	7.69%	1
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	23.08%	3
TOTAL		13

Q42 The board has discussed the role and responsibilities of the Chair.

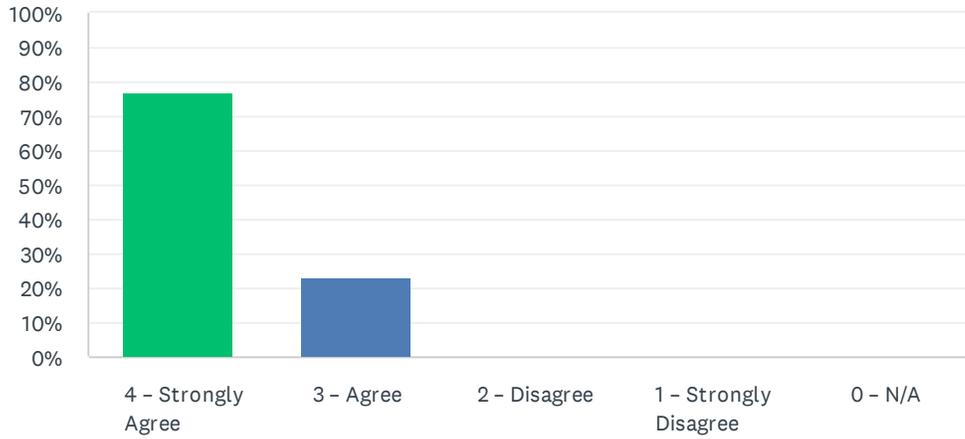
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	61.54%	8
3 – Agree	7.69%	1
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	15.38%	2
TOTAL		13

Q43 The Chair is well prepared for board meetings and helps the board stick to the agenda.

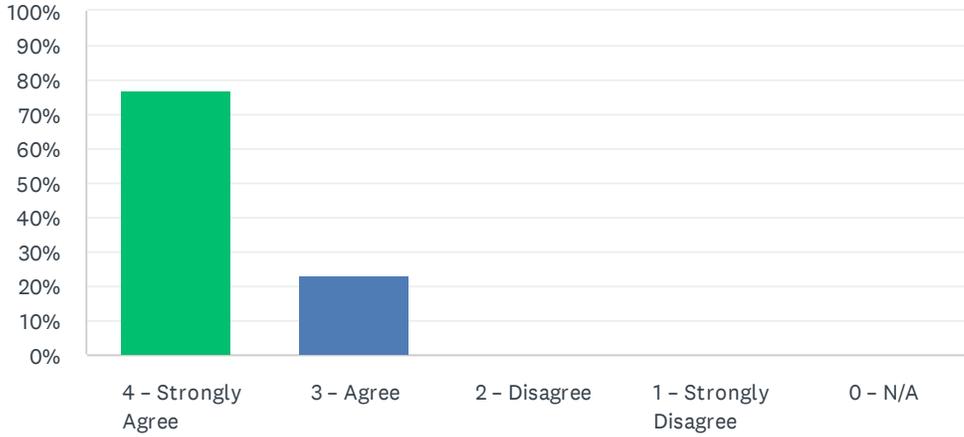
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	76.92%	10
3 – Agree	23.08%	3
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q44 The Chair ensures that every Commissioner has an opportunity to be heard.

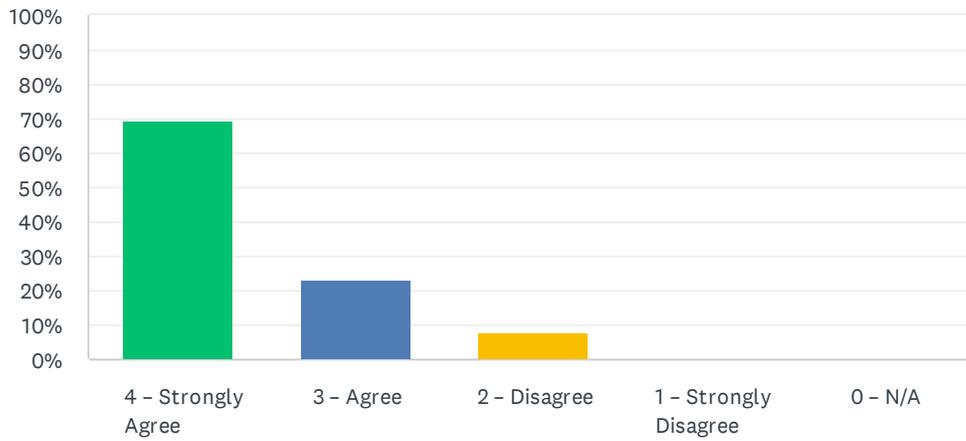
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	76.92%	10
3 – Agree	23.08%	3
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q45 The Chair is skilled at managing different points of view.

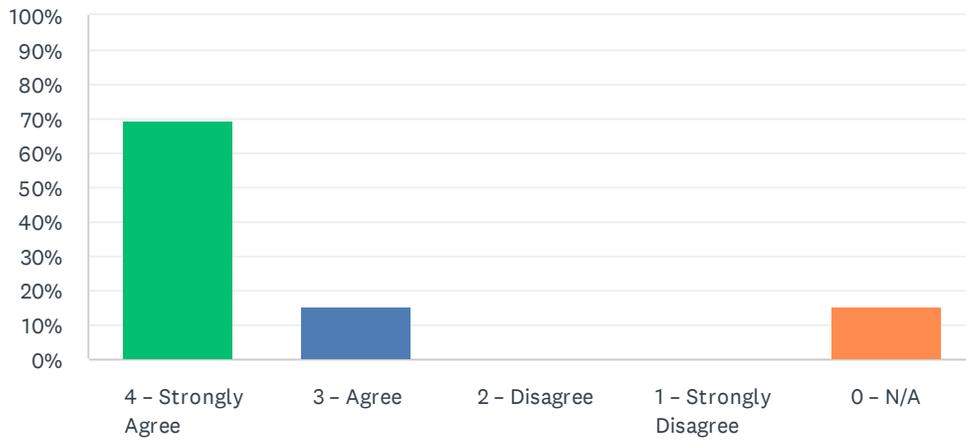
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	23.08%	3
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q46 The Chair helps the board work well together.

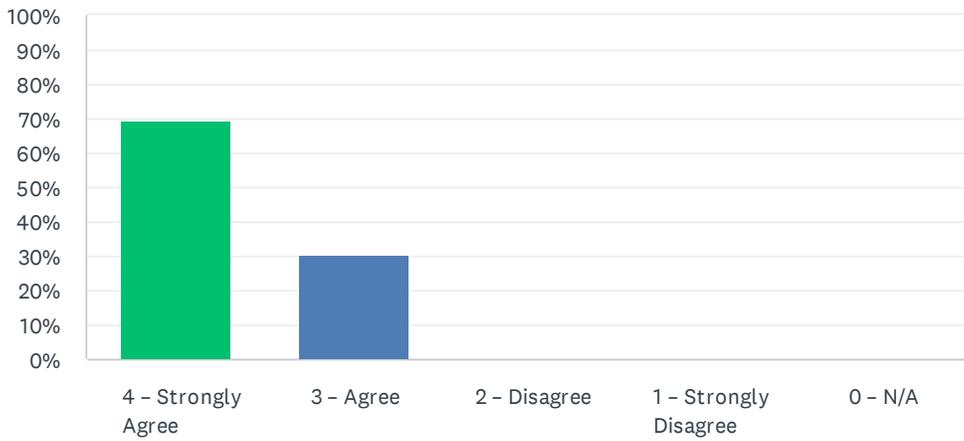
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	15.38%	2
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	15.38%	2
TOTAL		13

Q47 The Chair demonstrates good listening skills.

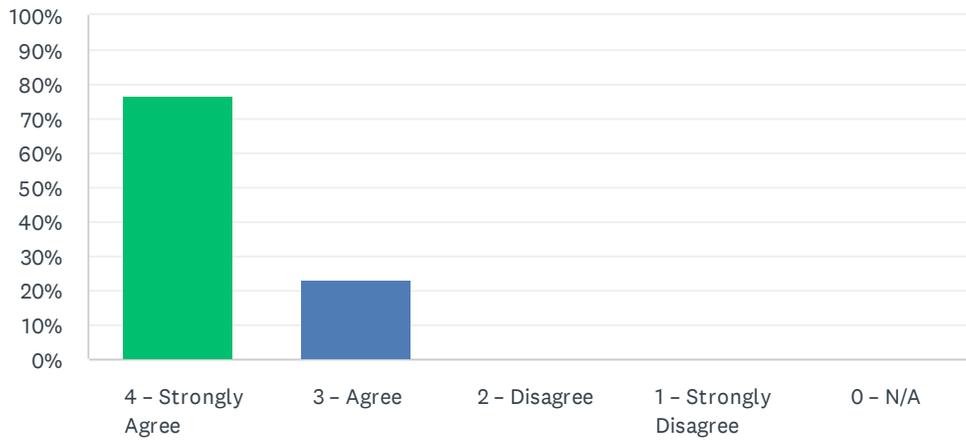
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	30.77%	4
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q48 The board supports the Chair.

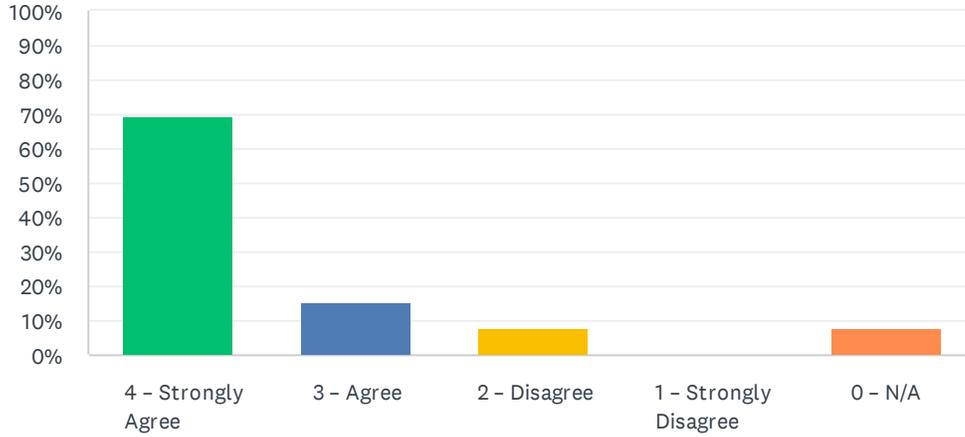
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	76.92%	10
3 – Agree	23.08%	3
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q49 The Chair is effective in delegating responsibility among Commissioners.

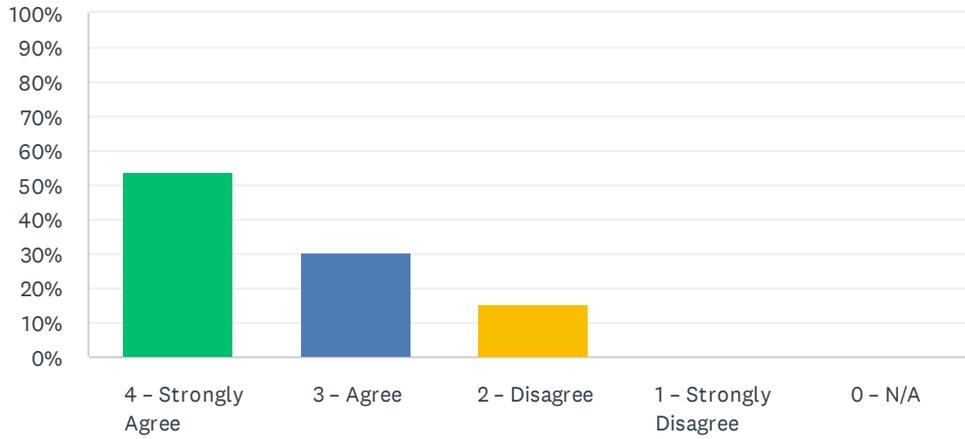
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	69.23%	9
3 – Agree	15.38%	2
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q50 Board members are fully aware of their legal responsibilities for the organization’s fiscal management.

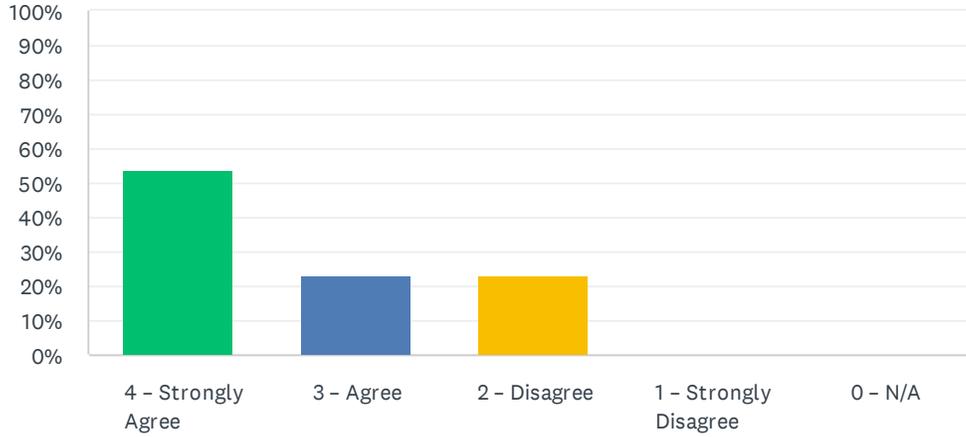
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	30.77%	4
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q51 The board adequately oversees the financial performance and fiduciary accountability of the organization.

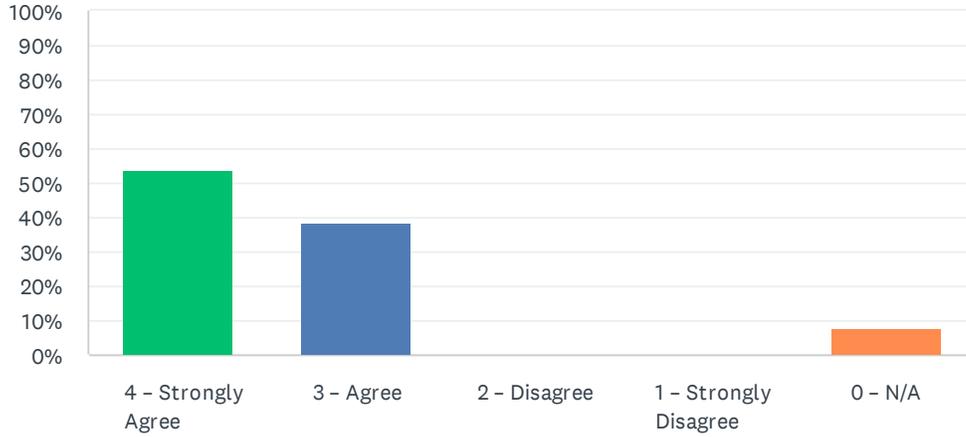
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	23.08%	3
2 – Disagree	23.08%	3
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q52 The board receives regular financial updates and takes necessary steps to ensure the operations of the organization are sound.

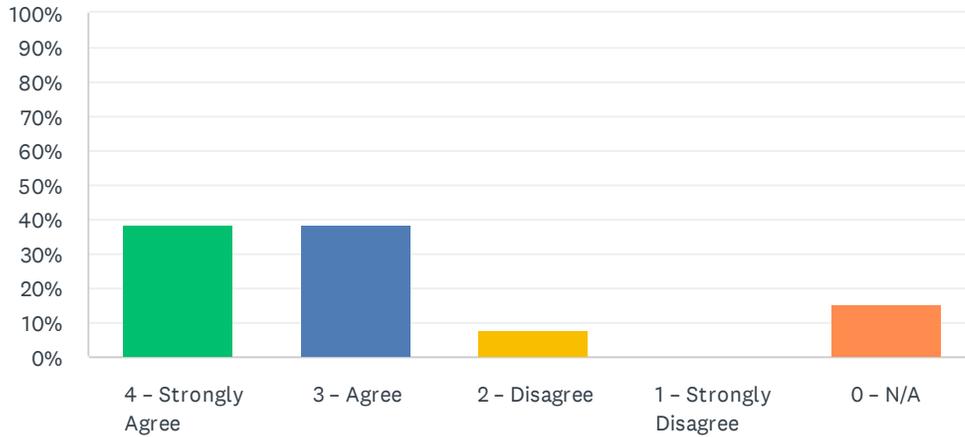
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	38.46%	5
2 – Disagree	0.00%	0
1 – Strongly Disagree	0.00%	0
0 – N/A	7.69%	1
TOTAL		13

Q53 Our organization’s fund raising needs and strategies are understood by the board.

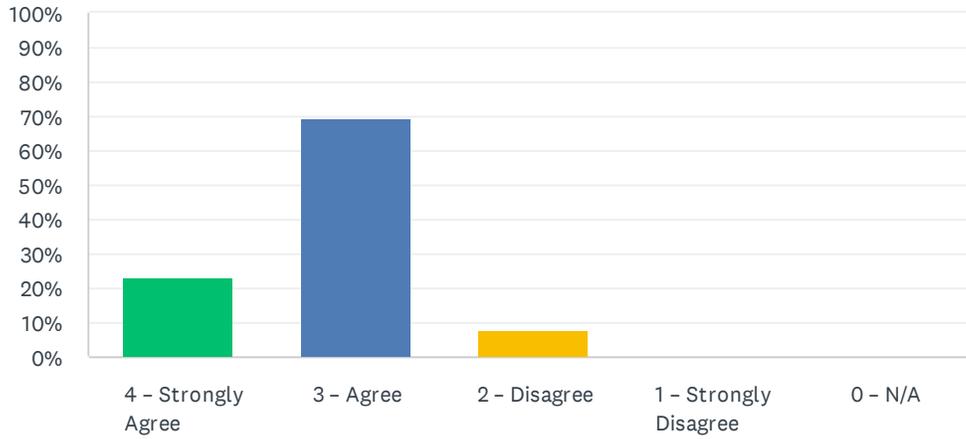
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	38.46%	5
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	15.38%	2
TOTAL		13

Q54 Board members are knowledgeable about the organization’s programs and services.

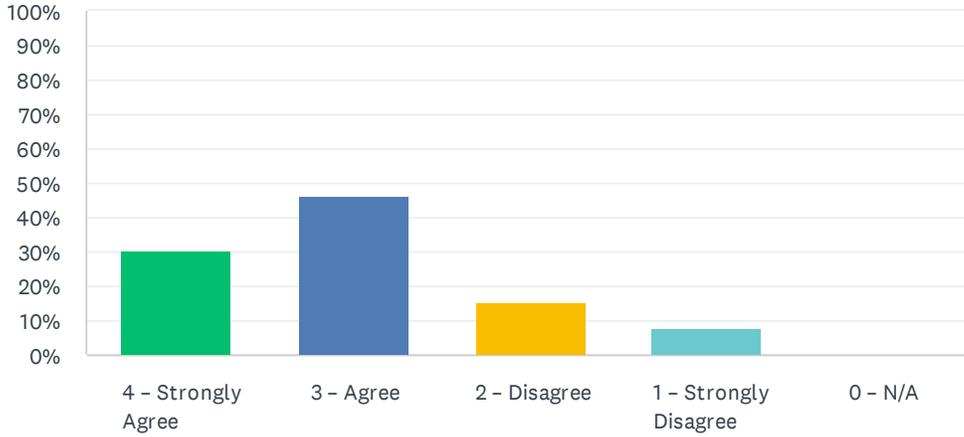
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	23.08%	3
3 – Agree	69.23%	9
2 – Disagree	7.69%	1
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q55 The board has been made aware of and understands its oversight role of the CSBG Organizational Standards.

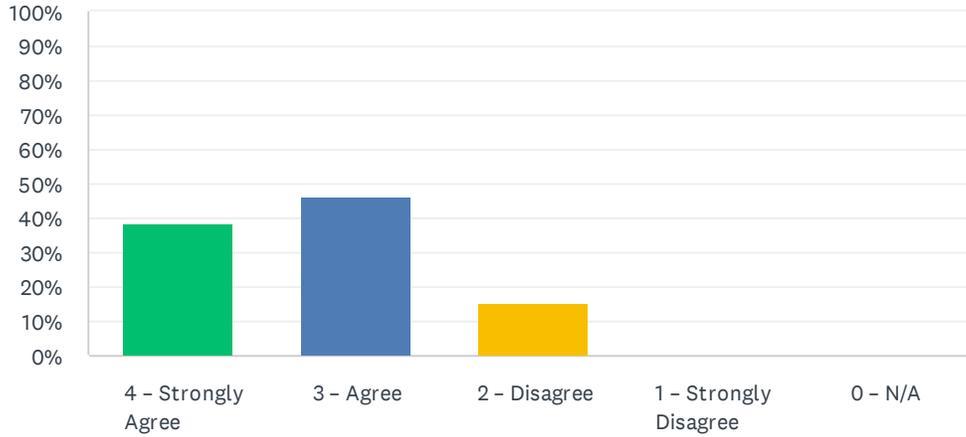
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	30.77%	4
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q56 The board has been made aware of and understands its oversight role of the Head Start Governance, Leadership and Oversight Capacity Screener.

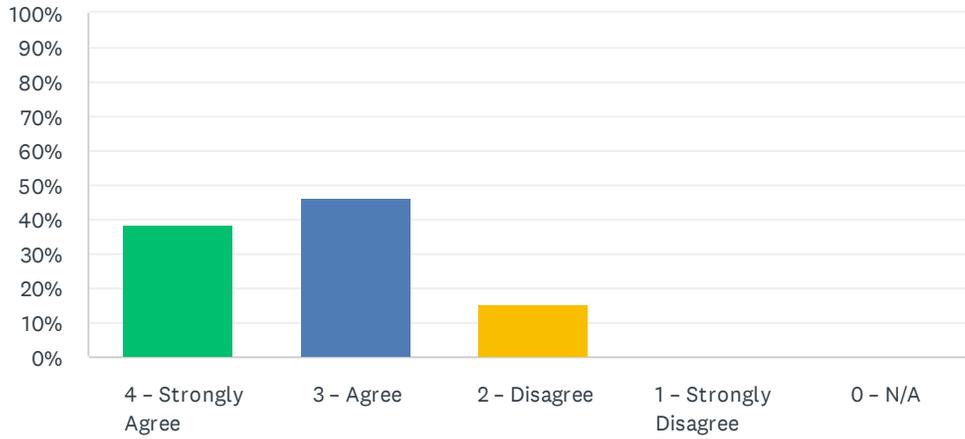
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q57 Our board receives regular reports about the organization’s relationships with external constituents and community groups.

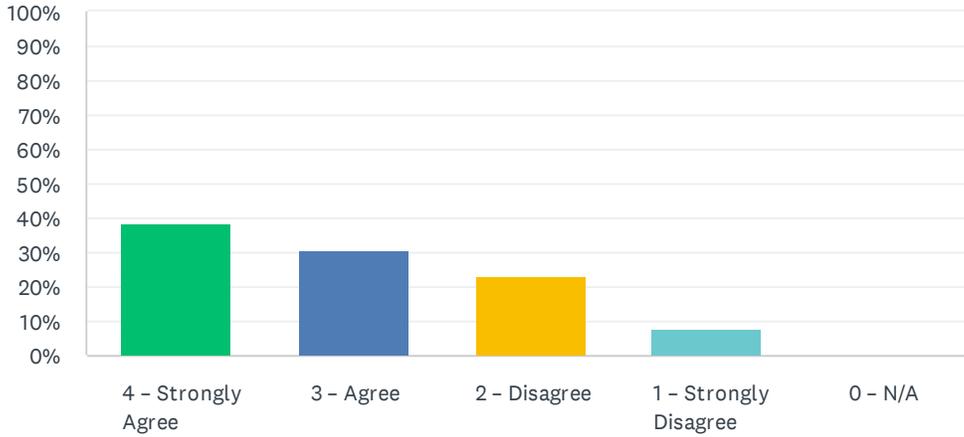
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	46.15%	6
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

Q58 I participate in critical organizational events designed to promote the organization (annual meeting, programmatic kick-off events, openings of major new programs, etc.)

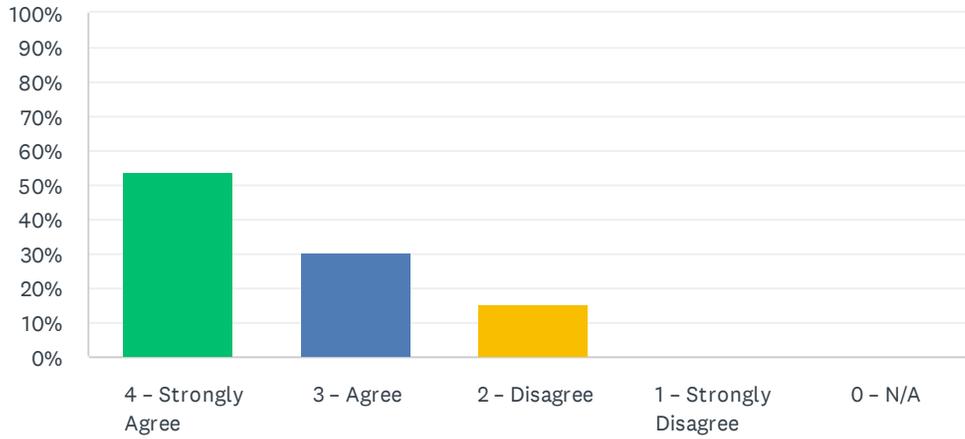
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	38.46%	5
3 – Agree	30.77%	4
2 – Disagree	23.08%	3
1 – Strongly Disagree	7.69%	1
0 – N/A	0.00%	0
TOTAL		13

Q59 Board members are clear about who serves as official spokesperson for the organization.

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
4 – Strongly Agree	53.85%	7
3 – Agree	30.77%	4
2 – Disagree	15.38%	2
1 – Strongly Disagree	0.00%	0
0 – N/A	0.00%	0
TOTAL		13

**FINANCE COMMITTEE MEETING
Tuesday, October 11, 2023
5:00PM
MINUTES**

1. CALL TO ORDER

Charles Garabedian, called the meeting to order at 5:10 pm.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF	STAFF
Charles Garabedian (Committee Chair)	✓	Jay Zapata	Misty Gattie - Blanco
Rey Leon		Steve Warnes	Maria Elizondo
James Martinez	✓	Karina Perez	
Linda Hayes	✓	Jennifer Tillman	
Zina Brown-Jenkins	✓	Angela Riofrio	
Itzi Robles		Greg Streets	
Alena Pacheco	✓	Michelle Tutunjian	

3. APPROVAL OF SEPTEMBER 13, 2023 MINUTES

A. September 13, 2023 Finance Committee Minutes

Public comment: None heard.

Motion by: Linda Hayes **Second by:** Itzi Robles

Ayes: Charles Garabedian, Linda Hayes, Itzi Robles, James Martinez, Alena Pacheco

Nayes: None heard

4. FINANCIAL REPORTS

A. Agency Financial Statements

B. Head Start Financial Status Report

Motion by: Linda Hayes **Second by:** James Martinez

Ayes: Charles Garabedian, Linda Hayes, Itzi Robles, James Martinez, Alena Pacheco

Nayes: None heard

Steve Warnes, Assistant Finance Director, presented the Financial Statements for Year-to Date for August 2023, as well as the approval of the financial status report for the Head Start 0-5 program as of Year-to-Date August 2023. Through August 31, 2023 the Total Revenues and Support are \$106,808,120 and Total Expenditures are 108,739,570.

Jennifer Tillman, Finance Manager for Head start presented the Head Start Financial Status Reports for Year-to Date for August 2023. Through August 2023 the Head Start Basic grant was 54% expended and the Early Head Start Basic grant was 35% expended.

5. VARIANCE REPORTS

A. Advance Peace

Angela Riofrio, Interim Finance Director, presented the Advance Peace Program variance reports.

Public Comment: None heard

No action required

6. HEALTH INSURANCE REPORT

A. Health Insurance Report

Steve Warnes, Assistant Finance Director, presented the health insurance fund reports for August 31st, 2023. The health insurance reserve is at \$6.9 million, which covers approximately 8 months of average expenditures. Contributions from programs and employees for 2023 total \$ 6,937,787 while the Fund paid out \$ 5,626,091 in expenses.

Public Comment: None heard

No Action Required

7. NON-COMPETITIVE PROCUREMENT:

Public comment: None heard.

No Action Required

8. ACCESS PLUS CAPITAL TRANSITION REPORT

Steve Warnes, Assistant Finance Director appraised the Committee on the Access Plus Capital transition. Commissioner Pacheco questioned when Access Plus Capital would no longer be part of Fresno EOC's financial statements. Jay Zapata, Chief Financial Officer, stated Access Plus Capital would remain on EOC financial statements through the end of the year.

Public Comment: None Heard

No Action Required

9. OTHER BUSINESS: Discussion

Public comment: None heard

No Action Required

10. PUBLIC COMMENTS: N/A

Public comment: None heard

No Action Required

11. ADJOURNMENT:

Garabedian adjourned meeting at 5:56 pm

Respectfully Submitted,

Charles Garabedian
Committee Chair



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13C2	Director: Steven Warnes
Subject: Health Insurance Report	Officer: Jay Zapata

Background

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

As of September 30, 2023, the health insurance reserve is at \$6.8 million, which covers approximately 9.3 months of average expenditures. Contributions from programs and employees for 2023 total \$7,766,467 while the Fund paid out \$6,480,261 in expenses

Changes to the health insurance plan in 2022 through 2024 include:

- Effective January 2022: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.
- Effective January 2023: Restructured the wellness program to include more employees; replaced wellness discounted premium by an incentive program available to all employees. 5.5% increase in Employer premiums.
- Effective January 2024: Kaiser HMO plan offered as an alternative to our existing PPO plan. Employer and Employee premiums will increase by 8%.

This table presents a sample of the monthly health insurance premium rates for 2023. Rates vary depending on the level of coverage tier selected. Rates for the PPO and HMO options are shown (a high-deductible option is available to the employees at a 40% lower cost).

	Agency	Employee	Total Premium
Employee Only	\$684	\$162	\$846
EE +Child(ren)	\$1,238	\$291	\$1,529
EE + Family	\$1,643	\$387	\$2,030
EE + Spouse	\$1,374	\$324	\$1,698

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH SEPTEMBER 30, 2023

	2023									2022				
	January	February	March	April	May	June	July	August	September	YTD totals Jan-Sep	Mo. Avg. Prev 12 mos	YTD totals Jan-Sep	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
Beginning Fund Balance	5,493,909	5,464,765	5,865,711	6,054,466	6,355,101	6,660,835	6,712,778	6,592,943	6,581,246					
Income														
Agency Contributions	753,479	747,863	758,762	746,004	744,968	750,773	469,368	730,091	737,693	6,439,001	715,523	6,476,546	8,623,821	718,652
Additional Agency Contr.	-	-	-	-	-	-	-	-	-	-	0	0	0	-
Employee Contributions	193,157	179,182	87,767	185,795	184,966	198,294	102,607	104,711	90,987	1,327,466	160,544	1,364,745	1,963,810	163,651
Total Income	946,636	927,045	846,529	931,799	929,934	949,067	571,975	834,802	828,680	7,766,467	876,067	7,841,291	10,587,631	882,303
Expenses														
Health Claims Paid	597,281	252,921	277,335	258,071	304,953	538,213	322,956	467,555	230,864	3,250,149	407,717	3,546,195	5,188,655	432,388
Dental Claims Paid	47,952	37,885	42,028	52,612	38,170	43,411	47,309	40,230	51,508	401,105	43,561	403,988	525,612	43,801
Prescriptions Paid	161,856	93,451	158,339	153,394	111,262	144,243	148,592	175,789	169,927	1,316,853	143,766	1,356,544	1,764,880	147,073
Vision Claims Paid	6,778	2,036	14,828	1,220	8,412	9,115	6,472	6,625	11,450	66,936	6,919	52,523	68,611	5,718
Stop Loss Premiums	104,348	105,261	108,245	107,933	103,712	103,362	104,699	99,246	106,420	943,226	102,854	920,240	1,211,263	100,939
Stop Loss Claims	-	(22,123)	-	-	(67)	-	-	-	-	(22,190)	(37,171)	(17,082)	(440,948)	(36,746)
Life Insurance Premiums	8,250	8,188	8,240	9,187	9,203	9,170	8,969	9,043	9,125	79,375	9,696	112,780	149,754	12,480
Pinnacle	13,309	13,579	13,580	13,526	13,471	13,508	13,490	13,111	13,291	120,865	13,258	117,723	155,949	12,996
Blue Cross	13,835	13,895	13,994	13,975	13,875	13,955	13,954	13,558	13,696	124,737	13,724	123,386	163,337	13,611
Benefits Consultant	12,083	12,083	12,084	12,083	12,083	12,084	12,083	12,083	12,084	108,750	12,083	106,169	142,419	11,868
Employee Assist. Program	4,537	4,537	4,740	4,740	4,740	4,740	4,740	4,740	4,740	42,254	3,958	16,627	21,865	1,822
Preferred Chiropractors	871	875	881	880	874	879	878	854	863	7,855	872	8,042	10,645	887
TeleDoc	2,474	2,485	2,503	2,499	2,481	3,426	2,996	2,715	4,888	26,467	2,822	22,837	30,232	2,519
Other Expenses	2,206	1,026	977	1,044	1,031	1,018	982	950	955	10,189	1,191	18,491	22,588	1,882
ACA Fees	-	-	-	-	-	-	3,690	-	-	3,690	308	3,750	3,750	313
Total Expenses	975,780	526,099	657,774	631,164	624,200	897,124	691,810	846,499	629,811	6,480,261	725,555	6,792,213	9,018,612	751,551
Current Fund Activity (net)	(29,144)	400,946	188,755	300,635	305,734	51,943	(119,835)	(11,697)	198,869	1,286,206	150,512	1,049,078	1,569,019	130,752
Ending Fund Balance	5,464,765	5,865,711	6,054,466	6,355,101	6,660,835	6,712,778	6,592,943	6,581,246	6,780,115	6,780,115				
Enrollment														
Employee only-Traditional	247	256	256	259	258	260	257	247	251		251		250	
High-Deduct	79	84	86	87	84	86	87	86	89		83		76	
Family coverage-Traditional	337	321	322	320	318	318	320	311	311		326		348	
High-Deduct	34	41	41	38	39	39	39	39	39		38		36	
Dental coverage only	42	54	49	47	49	47	46	45	48		46		40	
Temp/On Call Plan	-	-	-	-	-	-	-	-	-		0		0	
Total employees enrolled	739	756	754	751	748	750	749	728	738		743		750	
Average contributions per employee	1,281	1,226	1,123	1,241	1,243	1,265	764	1,147	1,123		1,179		1,176	
Average expenses per employee	1,320	696	872	840	834	1,196	924	1,163	853		976		1,002	

Estimated # months funded: 9.3

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13C3	Director: Steve Warnes
Subject: Investment Report	Officer: Jay Zapata

Background

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

As of September 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 a \$700,000 loan from Citibank.

	Wells Fargo	Citibank (pledged)	Total
Cash & Cash Equivalents	470,956	\$ 814,170	1,285,126
Corporate Bonds	156,317	-	156,317
Government Bonds	586,526	-	586,526
Certificates of Deposit (CD)	1,652,414	-	1,652,414
Stocks	15,575	-	15,575
Total	\$ 2,881,788	\$ 814,170	\$ 3,695,958
Minus unrealized gains on CDs	(45,372)	-	(45,372)
General Ledger balance	\$ 2,927,161	\$ 814,170	\$ 3,741,331

Total annual interest expected from these fixed income investments is \$76,801 providing an average rate of 3.10%. Interest rates received on the Corporate Fixed Income investment is 4.45%; this holding will mature in 2026. The US Treasury Notes and Certificates of Deposit have interest rates between 2.00% and 4.85%; and a tiered maturity date structure to provide for both shorter-term maturities and longer investments past 2026.

The funds at Self-Help Federal Credit Union are returning 2.96% interest.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Transit Systems/ Food Service
Agenda Item #: 13C4	Director: Thomas Dulin/Jon Escobar
Subject: Variance Report	Officer: Jack Lazzarini

Background

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

The following prepared Variance Report will be presented:

Transit Systems

- Through 75% of the contract period, approximately 63% of budgeted revenues have been received. Through 75% of the contract period, approximately 70% of the budgeted expenses have been used.
- The low revenue is due to the inability to use anticipated transportation funds and the ending of our FUSD contract. Transportation's aging fleet continues to cause an increase in expenses and creates an obstacle to generating revenue.
- By reducing expenses through the fleet electrification project, transit plans to be at a surplus by the end of 2024.

Food Services

- Through 75% of the contract period, approximately 74% of budgeted revenues have been received. Through 75% of the contract period, approximately 76% of budgeted expenses have been used.
- We are showing a deficit due to a decrease in revenue due to school sites being out of session along with an increase in operational costs and wages.
- We expect our revenues and expenses to be balanced at year end and are updating our contract pricing in July to accommodate for the increase in expenses.

**Fresno Economic Opportunities Commission
2023 TRANSIT SYSTEMS VARIANCE REPORT**

Jan - Sept 2023 Variance Report 75%	2023 Budget	Jan - Sept Actuals	Remaining Budget	Percentage Used 67%
REVENUES AND SUPPORT				
Total Grant Revenue	4,688,885	2,259,617.71	2,429,267.40	48.19%
Fee for Service Revenue	7,060,013	5,127,463.48	1,932,549.16	72.63%
Other Program Revenue	1,052,568	680,191.15	372,377.34	64.62%
TOTAL REVENUES AND SUPPORT	12,801,466	8,067,272.34	4,734,193.90	63.02%
EXPENSES				
Personnel Costs	6,661,610	4,916,390.93	1,745,219.37	73.80%
Contract Services	1,386,589	875,482.80	511,105.72	63.14%
Facility Costs	268,508	99,809.36	168,698.45	37.17%
Total Travel, Mileage, & Vehicle C	3,471,146	1,630,699.19	1,840,447.09	46.98%
Equipment Costs	66,404	135,898.82	(69,495.04)	204.66%
Office Expense	396,642	137,420.63	259,221.04	34.65%
Insurance Expense	283,780	238,777.85	45,002.09	84.14%
Program Supplies & Client Costs	234,112	906,301.06	(672,188.92)	387.12%
Other Costs	2,835	382.62	2,452.37	13.50%
TOTAL EXPENSES	12,771,625	8,941,163.26	3,830,462.17	70.01%
NET SURPLUS/(DEFICIT)	29,841	(873,890.92)	903,731.73	66.51%

**Fresno Economic Opportunities Commission
2023 FOOD SERVICES VARIANCE REPORT**

Jan - Sept 2023 Variance Report 75%	2023 Budget	Jan - Sept Actuals	Remaining Budget	Percentage Used 75%
REVENUES AND SUPPORT				
Grant Revenue	2,049,901	1,002,096.12	1,047,804.68	48.89%
Fee for Service Revenue	5,245,558	4,461,747.99	783,810.38	85.06%
Other Program Revenue	2,121,419	1,499,326.68	622,092.54	70.68%
Contributions	-	-	-	0.00%
Other Revenue	-	-	-	0.00%
TOTAL REVENUES AND SUPPORT	9,416,878	6,963,170.79	2,453,707.59	73.94%
EXPENSES				
Personnel Costs	3,553,854	2,730,068.20	823,785.73	76.82%
Contract Services	1,207,726	812,507.15	395,218.97	67.28%
Facility Costs	149,311	94,681.94	54,629.37	63.41%
Total Travel, Mileage, & Vehicle C	32,439	33,431.00	(991.59)	103.06%
Equipment Costs	171,184	95,024.53	76,159.43	55.51%
Office Expense	100,116	66,014.79	34,101.36	65.94%
Insurance Expense	23,156	21,398.23	1,757.74	92.41%
Program Supplies & Client Costs	4,166,245	3,241,355.59	924,889.55	77.80%
Other Costs	-	42,618.38	(42,618.38)	0.00%
TOTAL EXPENSES	9,404,032	7,137,099.81	2,266,932.18	75.89%
NET SURPLUS/(DEFICIT)	12,846	(173,929.02)	186,775.41	74.92%

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Finance
Agenda Item #: 13C5	Director: Chris Erwin
Subject: Non-competitive Procurements	Officer: Jay Zapata

Background

The information presented below is intended to keep the Committee apprised of any procurements made through a non-competitive procurement process. In accordance with the Accounting Policies and Procedures Manual, Non-competitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Non-competitive procurement (purchases and contracts) is 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 non-competitive proposals in response to a written request from the Agency.
- Or after solicitation of several sources, competition is determined to be inadequate.

The key requirement for using non-competitive procurement is that the other procurement methods are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards will 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 over \$150,000 require a formal bid and approval from the Board.
- Purchases over \$10,000 without quotes or bids must be disclosed to the Board.

Vendor	Purpose	Amount	Justification
N/A	September 2023 reporting period	N/A	N/A

PROGRAM PLANNING AND EVALUATION COMMITTEE
1920 Mariposa Street, Suite 310
Fresno, CA 93721
September 25, 20223
12:00 p.m.

MINUTES

1. CALL TO ORDER

Amy Arambula, Chair, called the meeting to order at 12:03 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:

Amy Arambula
Linda Hayes
Alena Pacheco
Sherry Neil

Staff:

Emilia Ryes
Michelle L. Tutunjian
Karina Perez
Jack Lazzarini
Misty Gattie-Blanco
Andy Arredondo
Elisa Sgambellone

Leah Struck
Jon Escobar
Annette Thornton
Jane Thomas
Elionora Vivanco
Ana Medina

Teleconference (T):

N/A

Absent:

Robert Pimentel

3. APPROVAL OF AUGUST 28, 2023, MINUTES

A. August 28, 2023, Program Planning and Evaluation Committee Meeting Minutes

Michelle L. Tutunjian, Chief Operating Officer, stated an email was sent to the Program Planning and Evaluation Committee (PP&E) Committee Members on Commissioner Pacheco's request regarding the average case load per staff member for Sanctuary and Support Services.

Public Comments: None heard.

Motion by: Pacheco **Second by:** Hayes

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

4. LOCAL CONSERVATION CORPS

A. Nature-Based Solutions Grant Program

Elisa Sgambellone, Local Conservation Corps Assistant Director, provided an overview of the Nature-Based Solutions Grant Amendment 1 with the California Conservation Corps (CCC) in the amount of \$1,678,571, for a 7-year period. Commissioner Arambula inquired on the type of projects we are seeking and who is identifying the projects. Sgambellone stated Shawn Riggins, Local Conservation Director is working to identify projects which will be indicated at a later time.

Commissioner Pacheco suggested a potential partnership with Advance Peace Horse Therapy on expanding equitable outdoor access and recreation projects.

Commissioner Arambula inquired on potentially reaching out to local public lands for collaboration, specifically on the impact the creek fires had on Shaver Lake.

Public Comments: None heard.

Motion by: Pacheco **Second by:** Hayes

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

B. California Community Reinvestment Grants Program

Sgambellone provided an overview of the California Community Reinvestment grant application submitted on September 14, 2023, in the amount of \$900,000 to the Governor's Office of Business and Economic Development.

Commissioner Pacheco and Arambula suggested modifying the Staff Report Conclusion section for clarity. Staff stated an updated report will be presented at the October board meeting reflecting the update.

Public Comments: None heard.

Motion by: Pacheco **Second by:** Neil

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

5. **SANCTUARY & SUPPORT SERVICES**

A. FY 2023 Continuum of Care Program

Misty Gattie-Blanco, Sanctuary Director, provided an update of the six Continuum of Care Program grant applications submitted on September 21, 2023, in the amount of \$2,350,438 to the U.S. Department of Housing and Urban Development for a 12-month period starting in 2024.

Commissioner Arambula inquired about the possibility of adding additional information on the type of projects, and the number of units. Gattie-Blanco stated an updated staff report will be presented at the October board meeting with the additional information.

Public Comments: None heard.

Motion by: Hayes **Second by:** Neil

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

B. Project HOPE Bridge Housing Update

Gattie-Blanco provided an update on the Project HOPE Bridge Housing for the month of August.

Public Comments: None heard.

No action required.

6. **FOOD SERVICES**

A. FY 2023-24 Food Service Agreements

Jon Escobar, Food Services Director, provided an overview of the three executed renewal Fiscal Year 2023-24 Food Service agreements, totaling \$3,083,071.

Public Comments: None heard.

Motion by: Neil **Second by:** Hayes

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

B. Food Express Bus Evaluation Report

Escobar provided a detailed presentation of the Food Express Bus Evaluation Report for the Rural and Urban food bus sites data comparison for years 2022-2023.

Commissioner Arambula inquired about the possibility of a partnership with local faith-based organizations and collaborating with elected officials to help promote the program.

Public Comments: None heard.

No action required.

7. **WOMEN, INFANTS AND CHILDREN**

A. 2023-2025 Women, Infants and Children Contract Amendment

Annette Thornton, Women, Infants, and Children (WIC) Director provided an overview of the 2023-2025 WIC Amendment for the additional funding received for the Books for Kids Reading and the Farmers Market Nutrition Program.

Commissioner Pacheco suggested a potential partnership with the Foster Grandparents Program to read to children participating in WIC.

Commissioner Hayes inquired about the possibility of reaching out to the State of California to provide a list of Farmers Market representatives in the Fresno County area to encourage representatives to apply to become a certified Farmers Market.

Public Comments: None heard.

Motion by: Hayes **Second by:** Neil

Ayes: Amy Arambula, Linda Hayes, Sherry Neil, and Alena Pacheco.

Nays: None

8. **FOSTER GRANDPARENT**

A. Foster Grandparent Program Impact Report

Leah Struck, Foster Grandparent Program Coordinator, provided a detailed presentation on the Foster Grandparent Impact Report highlighting the Foster Grandparent Program, Generations Serving Together and the Senior Tech Training program.

Public Comments: None heard.

No action required.

9. HEALTH SERVICES

A. Mendota AMOR Wellness Center Update

Jane Thomas, Health and Dental Services Director provided an update on the AMOR Wellness Center proposal and informed Committee members and staff that the proposal was not accepted; however Health Services, is committed to will be providing a Health Education Program in Mendota, CA.

Public Comments: None heard.

No action required.

10. PROGRAM PLANNING & DEVELOPMENT

A. Grant Tracker

Tutunjian provided an update on the pending Foster Grandparents Outreach and Education/Training Services Agreement with Fresno County Department of Social Services.

Commissioner Arambula requested to remove Fresno Regional Workforce Development Board 2023-2024 Urban East agreement from “Not Funded” to “Funded.” Staff agreed to make the change on the report.

Public Comments: None heard.

No action required.

11. OTHER BUSINESS

Public Comments: None heard.

No action required.

12. PUBLIC COMMENTS

None heard.

13. ADJOURNMENT

The meeting was adjourned.

Respectfully submitted,

Amy Arambula
Committee Chair

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Health Services
Agenda Item: 13D2	Director: Jane Thomas
Subject: Early Childhood Wraparound Services Grant	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Early Childhood Wraparound Services Grant application submitted on October 6, 2023, to the California Department of Health Care Services (DHCS) in the amount of \$1,500,000 over a 24-month project period beginning July 1, 2024.

Background

As part of the Children and Youth Behavioral Health Initiative (CYBHI), DHCS released a Request for Application (RFA) on August 7, 2023, seeking proposals for the third round of grant funding totaling \$60 million.

In round three, DHCS seeks to scale early childhood wraparound services to support relevant skill building among adults who work with infants, young children, expectant and new parents, and caregivers. Wraparound services recognize both the impact of early childhood experiences on behavioral health in the short, medium, and long terms as well as the need to support both professional and personal caregivers in facilitating healthy early childhood social and emotional development.

Health Services In-Home Visitation Services (HVS) is similar to this proposed project. HVS provides services to families with children 0-5, completes assessments, and assists with accessing various services for the family. However, this program does not have a focus on mental health and is scheduled to end in June 2024. If the proposed project is funded, Health Services has the capacity for a seamless transition from HVS to the new project. This new program will implement the "Parents as Teachers" curriculum.

This project will employ four full-time case managers, each case manager will be responsible for maintaining a maximum caseload of 30 families. Families will be eligible to remain in the program for up to six months, unless approved by a mental health professional for extended services. Each case manager will work with a maximum of 60 families annually.

Fiscal Impact

The proposed budget is for \$1,500,000 for two years with no match required.

Budget Categories	Year 1	Year 2
Personnel	\$566,041	\$584,757
Operating Expenses	\$115,177	\$97,061
Indirect	\$68,182	\$68,182
Total	\$750,000	\$750,000

Conclusion

As a result of this funding 240 low-income families will be educated utilizing the Parents as Teachers curriculum, while providing them with additional wraparound services.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Health Services
Agenda Item: 13D3	Director: Jane Thomas
Subject: Rural Education and Development for Youth (READY) Subaward Agreement	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to enter into an agreement with the University of California, San Francisco (UCSF) in the amount of \$345,100 over a 12-month performance period beginning July 1, 2023.

Background

An informational item was presented to the Committee on April 24, 2023 as Agenda Item 8C. The information presented was intended to keep the Board apprised of Health Services partnership with the University of California San Francisco (UCSF) to support Rural Education and Development for Youth (READY).

Health Services and Fresno County Superintendent of Schools (FCSS) were included as contracted partners in UCSF READY grant application for the Advancing Equity in Adolescent Health through Evidence-Based Teen Pregnancy Prevention Programs and Services to the Office of Adolescent Health (OAH) submitted on April 17, 2023, for fiscal years 2023-2028.

This project aims to promote health equity and reduce adolescent pregnancy and STIs in rural communities of Fresno County by implementing evidence-based sexual health education programming, authentically engaging parents/caregivers and communities, and offering supplemental programming for older adolescents. In addition, the program will strengthen referrals to a network of adolescent-friendly supportive services, including clinics and mental health services. UCSF will serve as the monitoring and improvement lead and responsible for administering the grant, while Health Services will oversee activities related to the implementation of READY in partnership with FCSS.

Fiscal Impact

It is anticipated that the total period of performance will extend through June 30, 2028, for an estimated subaward total of \$1,750,000. This estimated amount is not currently committed and will be authorized by future amendment to agreement number 14586sc. UCSF will reimburse Health Services on a cost-reimbursable basis for actual allowable costs in the amount not to exceed \$345,100 for the initial performance period.

HEALTH AND DENTAL SERVICES - Rural Education and Development for Youth						
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Salary	185,385.00	190,760.00	187,679.00	188,089.00	187,248.00	939,161.00
Fringe	57,269.00	59,541.00	59,028.00	60,135.00	60,633.00	296,606.00
Mileage	11,318.00	11,318.00	11,318.00	11,318.00	11,318.00	56,590.00
Training/Conference Fee	9,000.00	12,000.00	12,000.00	10,940.00	11,283.00	55,223.00
Supplies	10,310.00	5,663.00	1,457.00	1,000.00	1,000.00	19,430.00
Other (Rent, Phone, Internet, Incentives for Participants, Food for Participants, Food Incentives for Partners)	44,900.00	38,900.00	46,700.00	46,700.00	46,700.00	223,900.00
Total DC	318,182.00	318,182.00	318,182.00	318,182.00	318,182.00	1,590,910.00
IDC @ 10%	31,818.00	31,818.00	31,818.00	31,818.00	31,818.00	159,090.00
TOTAL PROJECT	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	1,750,000.00

Conclusion

If ratified by the Board, this funding will allow Health Services to provide necessary health education services and programming to approximately 500 adolescents in rural Fresno County.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Health Services
Agenda Item: 13D4	Director: Jane Thomas
Subject: Fresno HOPE Pathways Community HUB Grant	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Fresno HOPE Pathways Community HUB (Fresno HOPE PCH) grant to the Fresno Community Health Improvement Partnership (FCHIP), submitted on November 15, 2023, in the amount of \$325,000 for a project period from December 15, 2023 to July 31, 2024.

Background

The Fresno HOPE (Health, Outreach, Prevention, Equity) PCH seeks to identify specific health inequities and provide sustainable, long term health outcomes to Fresno communities through community-based care coordination. Fresno HOPE PCH is the first Pathways Community HUB in California utilizing the Pathways Community HUB Institute Model (PCHI Model). The evidenced-based PCHI Model encourages Community Health Workers (CHW) to develop trusting relationships with residents to identify and address healthcare access and social needs in a whole-person approach.

Currently, the PCHI Model is implemented in more than 48 communities in 18 states. Communities implementing the PCHI Model build care coordination network, called a Pathways Community HUB (PCH) that leverages the skills of CHW to find and engage those at greatest risk for poor health outcomes. The model includes 21 Standard Pathways that help CHW identify and track risk factors and work with residents to eliminate the risk one by one, pathways cover topics such as medical home, mental health, housing, transportation, medical referral, social services, and pregnancy; all of which have a defined measurable and meaningful outcome.

The target population for this project are Fresno County residents with health and health related social needs that include the following:

1. Adults and families experiencing homelessness.
2. Children and youth involved in child welfare.
3. Older adults with chronic illness.
4. Pregnant and post-partum adults.
5. Rural communities in Fresno County.
6. Migrant and seasonal farmworkers and their families; and
7. Fresno residents identified with unmet health and social needs.

Priority will be given to applicants who have qualified and employed staff to assume the duties within the grant.

Fiscal Impact

If awarded, funding will support personnel and operating costs, three Community Outreach Health Educators and one Project Coordinator will lead the project.

The first three and a half months will be 100% cost-reimbursable based on an approved budget and the remaining contract period will be 100% based on a fee schedule for the care coordination outcomes produced, payments will be made monthly. No match is required.

Conclusion

If ratified by the full Board, this funding allows Health Services to provide necessary health education services to low-income and underserved communities throughout Fresno County.

HOPE Pathways Community HUB Budget		
Partner Entity: Fresno Economic Opportunities Commission		
Date Proposed: November 2023		
Term: December 15, 2023 - July 31, 2024		
Personnel		Budget
Project Coordinator		\$ 56,116.00
3 Community Outreach Health Educators		\$ 116,816.00
Personnel Sub-Total		\$ 172,932.00
Fringe @	43%	\$ 74,742.00
Total Personnel		\$ 247,674.00
Operating Costs		
Facility Rent		\$ 19,200
Mileage		\$ 15,000
Program Supplies		\$ 1,900
Office Supplies		\$ 1,012
Communications - phone, internet, cellphone		\$ 2,450
Insurance		\$ 450
Equipment - 4 Laptops		\$ 6,000
Staff Training		\$ 1,500
Total Operating		\$ 47,512
Direct Costs		\$ 295,186
Indirect Costs @	10%	\$ 29,814
Total Direct and Indirect		\$ 325,000
Grand Total		\$ 325,000.00



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Energy Services
Agenda Item: 13D5	Director: Joseph Amader
Subject: 2024 Low-Income Home Energy Assistance Program Contract	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration to enter into a contract agreement with the State of California Department of Community Services and Development (CSD) for the 2024 Low-Income Home Energy Assistance Program (LIHEAP), totaling \$8,368,217 for a project period from November 1, 2023, to June 30, 2025.

Background

This two-year award is the backbone of Energy Services’ strategic focus area on reducing housing instability for low-income individuals and families. The allocation spreadsheets provide the listing of all the agencies awarded and amounts for the funding cycle.

Fiscal Impact

The total award contract amount of \$8,368,217 includes an allocation of \$4,492,412 for utility assistance payments, \$2,202,162 for Weatherization Services, \$440,432 for emergency heating and cooling. The remaining funds will support other program operating costs.

Conclusion

If ratified by the full Board, this funding is necessary to continue providing utility assistance payments and weatherization services to reach approximately 8,000 low-income households.

ALLOCATION SPREADSHEET

State of California
 Department of Community Services and Development
 Total 2024 LIHEAP Contract
 Facesheet

County/Service Territory

- 1 Alameda County - Spectrum Community Services, Inc.
- 2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA
 - Amador County
 - Calaveras County
 - Tuolumne County
 - Service Territory Total
- 3 Butte County - CAA of Butte County, Inc.
- 4 Colusa Service Territory - Glenn County Community Action Department
 - Colusa County
 - Glenn County
 - Trinity County
 - Service Territory Total
- 5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB
- 6 Del Norte County - Del Norte Senior Center, Inc.
- 7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency
 - Alpine County
 - El Dorado County
 - Service Territory Total
- 8 Fresno County - Fresno County Economic Opportunities Commission
- 9 Humboldt Service Territory - Redwood CAA
 - Humboldt County
 - Modoc Co. (WEATHERIZATION/ASSURANCE 16)
 - Service Territory Total
- 10 Imperial Service Territory - Campesinos Unidos, Inc.
 - Imperial County
 - San Diego County - Area A
 - Service Territory Total
- 11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.
 - Inyo County
 - Mono County
 - Service Territory Total
- 12 Kern County - Community Action Partnership of Kern
- 13 Kings County - Kings Community Action Organization, Inc.
- 14 Lake Service Territory - North Coast Energy Services, Inc.
 - Lake County
 - Mendocino County
 - Napa County
 - Solano County
 - Sonoma County
 - Yolo County
 - Service Territory Total
- 15 Lassen County - Lassen Economic Development Corporation
 - Los Angeles County
- 16 Area A - Maravilla Foundation
- 17 Area B - Pacific Asian Consortium in Employment
- 18 Area C - Long Beach Community Action Partnership
- 19 Madera County - Community Action Partnership of Madera County, Inc.
- 20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)
- 21 Mariposa County - County of Mariposa Health and Human Services Agency

Contract Number	Direct Services								Total Contract Allocation
	Weatherization			Administration/Assurance 16/ECIP/HEAP				Utility Assistance	
	Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal	ECIP FT/HEAP G&E Program Subtotal	
24B-2001	668,709	445,806	1,114,515	222,903	222,903	1,176,928	1,622,734	1,497,908	4,235,157
	38,954	25,969	64,923	12,985	12,985	59,210	85,180	96,605	246,708
	57,627	38,418	96,045	19,209	19,209	108,338	146,756	122,168	364,969
	108,925	72,617	181,542	36,308	36,308	191,708	264,324	243,993	689,859
	205,506	137,004	342,510	68,502	68,502	359,256	496,260	462,766	1,301,536
24B-2002	371,134	247,423	618,557	123,711	123,711	964,949	1,212,371	519,588	2,350,516
	30,657	20,438	51,095	10,219	10,219	39,242	59,680	83,388	194,163
	43,558	29,039	72,597	14,519	14,519	60,982	90,020	113,253	275,870
	32,363	21,575	53,938	10,788	10,788	103,562	125,138	25,891	204,967
	106,578	71,052	177,630	35,526	35,526	203,786	274,838	222,532	675,000
24B-2005	572,681	381,787	954,468	190,894	190,894	458,144	839,932	1,832,577	3,626,977
24B-2006	112,880	75,254	188,134	37,627	37,627	252,852	328,106	198,669	714,909
	4,489	2,993	7,482	1,496	1,496	10,595	13,587	7,362	28,431
	318,617	212,411	531,028	106,206	106,206	751,937	964,349	522,532	2,017,909
	323,106	215,404	538,510	107,702	107,702	762,532	977,936	529,894	2,046,340
24B-2008	1,321,297	880,865	2,202,162	440,432	440,432	792,779	1,673,643	4,492,412	8,368,217
	278,427	185,618	464,045	92,809	92,809	467,757	653,375	645,950	1,763,370
	71,053	47,368	118,421	7,237	11,842	0	19,079	0	137,500
	349,480	232,986	582,466	100,046	104,651	467,757	672,454	645,950	1,900,870
	131,387	87,591	218,978	43,796	43,796	136,642	224,234	388,905	832,117
	719,823	479,882	1,199,705	239,941	239,941	604,651	1,084,533	2,274,640	4,558,878
	851,210	567,473	1,418,683	283,737	283,737	741,293	1,308,767	2,663,545	5,390,995
	36,728	24,485	61,213	12,243	12,243	107,245	131,731	39,666	232,610
	46,167	30,778	76,945	15,389	15,389	162,507	193,285	22,160	292,390
	82,895	55,263	138,158	27,632	27,632	269,752	325,016	61,826	525,000
24B-2012	1,204,680	803,120	2,007,800	401,560	401,560	1,108,306	1,911,426	3,710,414	7,629,640
24B-2013	163,300	108,866	272,166	54,433	54,433	235,152	344,018	418,047	1,034,231
	160,411	106,940	267,351	53,470	53,470	314,405	421,345	327,238	1,015,934
	193,688	129,125	322,813	64,563	64,563	278,911	408,037	495,841	1,226,691
	80,406	53,604	134,010	26,802	26,802	119,001	172,605	202,622	509,237
	211,270	140,847	352,117	70,423	70,423	126,762	267,608	718,318	1,338,043
	337,977	225,318	563,295	112,659	112,659	527,244	752,562	824,663	2,140,520
	168,738	112,492	281,230	56,246	56,246	215,985	328,477	458,969	1,068,676
	1,152,490	768,326	1,920,816	384,163	384,163	1,582,308	2,350,634	3,027,651	7,299,101
24B-2015	87,215	58,144	145,359	29,072	29,072	286,066	344,210	62,795	552,364
24B-2016	2,149,175	1,432,786	3,581,961	716,390	716,389	3,180,781	4,613,560	5,415,924	13,611,445
24B-2017	1,519,242	1,012,828	2,532,070	506,414	506,414	1,215,394	2,228,222	4,861,575	9,621,867
24B-2018	1,325,425	883,617	2,209,042	441,808	441,808	848,272	1,731,888	4,453,428	8,394,358
24B-2019	176,774	117,849	294,623	58,925	58,925	148,490	266,340	558,606	1,119,569
24B-2020	0	0	0	27,430	27,430	111,914	166,774	354,396	521,170
24B-2021	82,895	55,263	138,158	27,632	27,632	198,947	254,211	132,631	525,000

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County/Service Territory	Contract Number	Direct Services							ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
		Weatherization			Administration/Assurance 16/ECIP/HEAP					
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		
22 Merced County - Merced County CAA	24B-2022	331,356	220,904	552,260	110,452	110,452	278,339	499,243	1,047,086	2,098,589
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	24B-2023	0	0	0	16,447	11,842	159,158	187,447	125,053	312,500
24 Orange County - Community Action Partnership of Orange County	24B-2024	881,553	587,702	1,469,255	293,851	293,851	1,269,436	1,857,138	2,256,774	5,583,167
25 Placer Service Territory - Project GO, Inc.										
Nevada County		213,072	142,048	355,120	71,024	71,024	553,985	696,033	298,300	1,349,453
Placer County		251,030	167,353	418,383	83,677	83,677	391,606	558,960	612,512	1,589,855
Service Territory Total	24B-2025	464,102	309,401	773,503	154,701	154,701	945,591	1,254,993	910,812	2,939,308
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		71,324	47,549	118,873	23,775	23,775	231,091	278,641	54,206	451,720
Sierra County		11,571	7,714	19,285	3,857	3,857	36,099	43,813	10,182	73,280
Service Territory Total	24B-2026	82,895	55,263	138,158	27,632	27,632	267,190	322,454	64,388	525,000
27 Riverside County - Community Action Partnership of Riverside County	24B-2027	1,382,388	921,592	2,303,980	460,796	460,796	1,216,502	2,138,094	4,313,052	8,755,126
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		1,047,244	698,163	1,745,407	349,081	349,081	1,466,142	2,164,304	2,722,835	6,632,546
Sutter County		92,651	61,767	154,418	30,884	30,884	129,712	191,480	240,893	586,791
Yuba County		102,311	68,207	170,518	34,104	34,104	167,790	235,998	241,455	647,971
Service Territory Total	24B-2028	1,242,206	828,137	2,070,343	414,069	414,069	1,763,644	2,591,782	3,205,183	7,867,308
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	24B-2029	0	0	0	19,505	19,505	56,368	95,378	275,210	370,588
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	24B-2030	1,377,298	918,199	2,295,497	459,099	459,099	1,707,849	2,626,047	3,801,342	8,722,886
31 San Diego County - Area B - Metropolitan Area Advisory Committee	24B-2031	338,922	225,948	564,870	112,974	112,974	664,289	890,237	691,402	2,146,509
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	24B-2032	632,069	421,380	1,053,449	210,690	210,690	379,243	800,623	2,149,034	4,003,106
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	24B-2033	171,970	114,647	286,617	57,323	57,323	337,062	451,708	350,820	1,089,145
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	24B-2034	279,839	186,559	466,398	93,280	93,280	783,549	970,109	335,807	1,772,314
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	24B-2035	0	0	0	155,269	155,269	527,916	838,454	2,111,666	2,950,120
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		356,372	237,581	593,953	118,791	118,791	299,352	536,934	1,126,133	2,257,020
San Francisco County		320,248	213,499	533,747	106,749	106,749	204,959	418,457	1,076,032	2,028,236
San Mateo County		275,903	183,935	459,838	91,968	91,968	209,686	393,622	893,923	1,747,383
Santa Cruz County		213,168	142,112	355,280	71,056	71,056	179,061	321,173	673,610	1,350,063
Marin County (WEATHERIZATION/ASSURANCE 16)		116,577	77,718	194,295	11,429	11,429	0	22,858	0	217,153
San Benito County (WEATHERIZATION/ASSURANCE 16)		82,895	55,263	138,158	8,127	8,127	0	16,254	0	154,412
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		673,362	448,908	1,122,270	69,185	69,185	53,869	192,239	0	1,314,509
Service Territory Total	24B-2036	2,038,525	1,359,016	3,397,541	477,305	477,305	946,927	1,901,537	3,769,698	9,068,776
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		286,031	190,687	476,718	95,344	95,344	606,385	797,073	537,737	1,811,528
Tehama County		121,590	81,060	202,650	40,530	40,530	257,772	338,832	228,590	770,072
Service Territory Total	24B-2037	407,621	271,747	679,368	135,874	135,874	864,157	1,135,905	766,327	2,581,600
38 Siskiyou County - Great Northern Services	24B-2038	205,261	136,841	342,102	68,420	68,420	435,153	571,993	385,891	1,299,986
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	24B-2039	549,603	366,402	916,005	183,201	183,201	395,715	762,117	1,802,700	3,480,822
40 Tulare County - Community Services & Employment Training, Inc.	24B-2040	761,018	507,345	1,268,363	253,673	253,673	913,222	1,420,568	2,130,850	4,819,781
41 Ventura County - Community Action of Ventura County, Inc.	24B-2041	350,502	233,668	584,170	116,834	116,834	406,582	640,250	995,424	2,219,844
42 Association of California Community and Energy Services (ACCES)		0	0	0	0	0	0	0	0	0
TOTALS		24,323,800	16,215,867	40,539,667	8,107,934	8,107,933	29,683,550	45,899,417	67,611,653	154,050,737

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County/Service Territory	Initial WX	Initial WX	Initial WX	Approved Waiver			ECIP/HEAP	ECIP/HEAP	ECIP/HEAP
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
1 Alameda County - Spectrum Community Services, Inc.	53,497	33,435	33,435	89,161	55,726	55,726	213,987	133,742	53,497
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County	3,116	1,948	1,948	5,194	3,246	3,246	12,465	7,791	3,116
Calaveras County	4,610	2,881	2,881	7,684	4,802	4,802	18,440	11,525	4,610
Tuolumne County	8,714	5,446	5,446	14,523	9,077	9,077	34,856	21,785	8,714
Service Territory Total	16,440	10,275	10,275	27,401	17,125	17,125	65,761	41,101	16,440
3 Butte County - CAA of Butte County, Inc.	29,691	18,557	18,557	49,485	30,928	30,928	118,763	74,227	29,691
4 Colusa Service Territory - Glenn County Community Action Department									
Colusa County	2,453	1,533	1,533	4,088	2,555	2,555	9,810	6,132	2,453
Glenn County	3,485	2,178	2,178	5,808	3,630	3,630	13,939	8,712	3,485
Trinity County	2,589	1,618	1,618	4,315	2,697	2,697	10,356	6,473	2,589
Service Territory Total	8,527	5,329	5,329	14,211	8,882	8,882	34,105	21,317	8,527
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	45,814	28,634	28,634	76,357	47,723	47,723	183,258	114,536	45,814
6 Del Norte County - Del Norte Senior Center, Inc.	9,030	5,644	5,644	15,051	9,407	9,407	36,122	22,576	9,030
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County	359	224	224	599	374	374	1,437	898	359
El Dorado County	25,489	15,931	15,931	42,482	26,551	26,551	101,958	63,723	25,489
Service Territory Total	25,848	16,155	16,155	43,081	26,925	26,925	103,395	64,621	25,848
8 Fresno County - Fresno County Economic Opportunities Commission	105,704	66,065	66,065	176,173	110,108	110,108	422,815	264,260	105,704
9 Humboldt Service Territory - Redwood CAA									
Humboldt County	22,274	13,921	13,921	37,124	23,202	23,202	89,097	55,685	22,274
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	5,684	3,553	3,553	9,474	5,921	5,921	0	0	0
Service Territory Total	27,958	17,474	17,474	46,598	29,123	29,123	89,097	55,685	22,274
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County	10,511	6,569	6,569	17,518	10,949	10,949	42,044	26,277	10,511
San Diego County - Area A	57,586	35,991	35,991	95,976	59,985	59,985	230,343	143,965	57,586
Service Territory Total	68,097	42,560	42,560	113,494	70,934	70,934	272,387	170,242	68,097
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County	2,938	1,836	1,836	4,897	3,061	3,061	11,753	7,346	2,938
Mono County	3,693	2,308	2,308	6,156	3,847	3,847	14,773	9,233	3,693
Service Territory Total	6,631	4,144	4,144	11,053	6,908	6,908	26,526	16,579	6,631
12 Kern County - Community Action Partnership of Kern	96,374	60,234	60,234	160,624	100,390	100,390	385,498	240,936	96,374
13 Kings County - Kings Community Action Organization, Inc.	13,064	8,165	8,165	21,773	13,608	13,608	52,256	32,660	13,064
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County	12,833	8,021	8,021	21,388	13,368	13,368	51,331	32,082	12,833
Mendocino County	15,495	9,684	9,684	25,825	16,141	16,141	61,980	38,738	15,495
Napa County	6,432	4,020	4,020	10,721	6,701	6,701	25,730	16,081	6,432
Solano County	16,902	10,564	10,564	28,169	17,606	17,606	67,606	42,254	16,902
Sonoma County	27,038	16,899	16,899	45,064	28,165	28,165	108,153	67,595	27,038
Yolo County	13,499	8,437	8,437	22,498	14,062	14,062	53,996	33,748	13,499
Service Territory Total	92,199	57,625	57,625	153,665	96,043	96,043	368,796	230,498	92,199
15 Lassen County - Lassen Economic Development Corporation	6,977	4,361	4,361	11,629	7,268	7,268	27,909	17,443	6,977
Los Angeles County									
16 Area A - Maravilla Foundation	171,934	107,459	107,459	286,557	179,098	179,098	687,736	429,835	171,934
17 Area B - Pacific Asian Consortium in Employment	121,539	75,962	75,962	202,566	126,604	126,604	486,158	303,848	121,539
18 Area C - Long Beach Community Action Partnership	106,034	66,271	66,271	176,723	110,452	110,452	424,136	265,085	106,034
19 Madera County - Community Action Partnership of Madera County, Inc.	14,142	8,839	8,839	23,570	14,731	14,731	56,568	35,355	14,142
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	37,305	23,316	9,326
21 Mariposa County - County of Mariposa Health and Human Services Agency	6,632	4,145	4,145	11,053	6,908	6,908	26,526	16,579	6,632

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County/Service Territory	Initial WX	Initial WX	Initial WX	Approved Waiver			ECIP/HEAP	ECIP/HEAP	ECIP/HEAP
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
22 Merced County - Merced County CAA	26,508	16,568	16,568	44,181	27,613	27,613	106,034	66,271	26,509
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	22,737	14,211	5,684
24 Orange County - Community Action Partnership of Orange County	70,524	44,078	44,078	117,540	73,463	73,463	282,097	176,311	70,524
25 Placer Service Territory - Project GO, Inc.									
Nevada County	17,046	10,654	10,654	28,410	17,756	17,756	68,183	42,614	17,046
Placer County	20,082	12,552	12,552	33,471	20,919	20,919	80,329	50,206	20,082
Service Territory Total	37,128	23,206	23,206	61,881	38,675	38,675	148,512	92,820	37,128
26 Plumas Service Territory - Plumas Co. Community Development Commission									
Plumas County	5,706	3,566	3,566	9,510	5,944	5,944	22,824	14,265	5,706
Sierra County	926	579	579	1,543	964	964	3,702	2,314	926
Service Territory Total	6,632	4,145	4,145	11,053	6,908	6,908	26,526	16,579	6,632
27 Riverside County - Community Action Partnership of Riverside County	110,591	69,119	69,119	184,318	115,199	115,199	442,364	276,478	110,591
28 Sacramento Service Territory - Community Resource Project, Inc.									
Sacramento County	83,780	52,362	52,362	139,633	87,270	87,270	335,118	209,449	83,780
Sutter County	7,412	4,633	4,633	12,353	7,721	7,721	29,648	18,530	7,412
Yuba County	8,185	5,116	5,116	13,641	8,526	8,526	32,740	20,462	8,185
Service Territory Total	99,377	62,111	62,111	165,627	103,517	103,517	397,506	248,441	99,377
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	26,526	16,579	6,632
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	110,184	68,865	68,865	183,640	114,775	114,775	440,735	275,460	110,184
31 San Diego County - Area B - Metropolitan Area Advisory Committee	27,114	16,946	16,946	45,190	28,244	28,244	108,455	67,785	27,114
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	50,566	31,603	31,603	84,276	52,672	52,672	202,262	126,414	50,566
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	13,758	8,599	8,599	22,929	14,331	14,331	55,031	34,394	13,758
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	22,387	13,992	13,992	37,312	23,320	23,320	89,548	55,968	22,387
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	211,167	131,979	52,792
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
Monterey County	28,510	17,819	17,819	47,516	29,698	29,698	114,039	71,274	28,510
San Francisco County	25,620	16,012	16,012	42,700	26,687	26,687	102,479	64,050	25,620
San Mateo County	22,072	13,795	13,795	36,787	22,992	22,992	88,289	55,180	22,072
Santa Cruz County	17,053	10,658	10,658	28,422	17,764	17,764	68,214	42,634	17,053
Marin County (WEATHERIZATION/ASSURANCE 16)	9,326	5,829	5,829	15,544	9,715	9,715	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)	6,632	4,145	4,145	11,053	6,908	6,908	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	53,869	33,668	33,668	89,782	56,114	56,114	4,310	2,693	1,077
Service Territory Total	163,082	101,926	101,926	271,804	169,878	169,878	377,331	235,831	94,332
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
Shasta County	22,882	14,302	14,302	38,137	23,836	23,836	91,530	57,206	22,882
Tehama County	9,727	6,080	6,080	16,212	10,133	10,133	38,909	24,318	9,727
Service Territory Total	32,609	20,382	20,382	54,349	33,969	33,969	130,439	81,524	32,609
38 Siskiyou County - Great Northern Services	16,421	10,263	10,263	27,368	17,105	17,105	65,684	41,052	16,421
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	43,968	27,480	27,480	73,280	45,800	45,800	175,873	109,921	43,968
40 Tulare County - Community Services & Employment Training, Inc.	60,881	38,051	38,051	101,469	63,418	63,418	243,526	152,204	60,881
41 Ventura County - Community Action of Ventura County, Inc.	28,040	17,525	17,525	46,734	29,209	29,209	112,160	70,100	28,040
42 Association of California Community and Energy Services (ACCES)									
TOTALS	1,945,902	1,216,192	1,216,192	3,243,176	2,026,987	2,026,987	7,783,617	4,864,763	1,945,903



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Energy Services
Agenda Item: 13D6	Director: Joseph Amader
Subject: 2023 Low Income Home Energy Assistance Program Agreement Amendment 2	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Agreement Number 23B-5008, Amendment 2 to \$10,237,715. This Amendment reflects an increase of \$30,615, changing the maximum amount of this Agreement from \$10,207,100 to \$10,237,715.

Background

The Board approved the 2023 LIHEAP Agreement at the December 14, 2022, meeting, Agenda Item 10-D2 and Amendment 1 at the June 29, 2023, meeting, Agenda Item 11-B9.

The Department of Community Services and Development (CSD) is issuing Amendment 2 to facilitate the final release of the 2023 LIHEAP grant funds to LIHEAP service providers (LSP's). The amount of funds released in this amendment is \$691,904, resulting in a total distribution of \$235,478,572 for the 2023 program year.

Fiscal Impact

Energy Services will receive a full 2023 LIHEAP allocation, ensuring Fresno County low-income families' need for utility assistance is met.

Conclusion

If accepted by the full Board, the additional funding will allow Energy Services to serve approximately 35 additional low-income households with utility assistance in Fresno County.

State of California
 Department of Community Services and Development
 Total 2023 LIHEAP Contract
 Facsheet

ALLOCATION SPREADSHEET

County/Service Territory	Direct Services									
	Weatherization			Administration/Assurance 16/ECIP/HEAP				Utility Assistance	Total Contract Allocation	
	Contract Number	Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		ECIP FT/HEAP G&E Program Subtotal
1 Alameda County - Spectrum Community Services, Inc.	23B-5001	1,077,487	2,794	1,080,281	417,852	417,852	1,416,201	2,251,905	4,590,464	7,922,650
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
Amador County		54,002	36,300	90,302	18,149	18,149	82,644	118,942	134,840	344,084
Calaveras County		79,889	53,700	133,589	26,850	26,850	151,215	204,915	170,519	509,023
Tuolumne County		151,004	101,502	252,506	50,751	50,751	267,582	369,084	340,559	962,149
Service Territory Total		284,895	191,502	476,397	95,750	95,750	501,441	692,941	645,918	1,815,256
3 Butte County - CAA of Butte County, Inc.	23B-5002									
4 Colusa Service Territory - Glenn County Community Action Department	23B-5003	690,016	363,817	1,053,833	231,908	231,908	1,546,629	2,010,445	1,332,801	4,397,079
Colusa County		9,314	0	9,314	10,917	10,917	41,907	63,741	134,053	207,108
Glenn County		32,170	0	32,170	15,511	15,511	65,124	96,146	165,944	294,260
Trinity County		34,288	13,048	47,336	11,524	11,524	110,598	133,646	37,650	218,632
Service Territory Total		75,772	13,048	88,820	37,952	37,952	217,629	293,533	337,647	720,000
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	23B-5005	746,026	501,462	1,247,488	250,731	250,731	190,851	692,313	2,813,408	4,753,209
6 Del Norte County - Del Norte Senior Center, Inc.	23B-5006	171,573	115,328	286,901	57,664	57,664	386,987	502,315	304,062	1,093,278
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
Alpine County		5,459	3,669	9,128	1,835	1,835	12,971	16,641	9,013	34,782
El Dorado County		387,427	260,421	647,848	130,211	130,211	790,665	1,051,087	769,784	2,468,719
Service Territory Total		392,886	264,090	656,976	132,046	132,046	803,636	1,067,728	778,797	2,503,501
8 Fresno County - Fresno County Economic Opportunities Commission	23B-5007	1,606,650	1,079,959	2,686,609	539,979	539,979	970,672	2,050,630	5,500,476	10,237,715
9 Humboldt Service Territory - Redwood CAA										
Humboldt County		379,413	255,033	634,446	127,516	127,516	641,754	896,786	886,233	2,417,465
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		83,880	56,384	140,264	8,589	14,096	0	22,685	0	162,949
Service Territory Total		463,293	311,417	774,710	136,105	141,612	641,754	919,471	886,233	2,580,414
10 Imperial Service Territory - Campesinos Unidos, Inc.										
Imperial County		159,762	107,389	267,151	53,694	53,694	167,304	274,692	476,172	1,018,015
San Diego County - Area A		875,278	588,346	1,463,624	294,173	294,173	740,331	1,328,677	2,785,052	5,577,353
Service Territory Total		1,035,040	695,735	1,730,775	347,867	347,867	907,635	1,603,369	3,261,224	6,595,368
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
Inyo County		38,912	26,157	65,069	13,078	13,078	84,531	110,687	72,361	248,117
Mono County		48,912	32,879	81,791	16,439	16,439	173,548	206,426	23,666	311,883
Service Territory Total		87,824	59,036	146,860	29,517	29,517	258,079	317,113	96,027	560,000
12 Kern County - Community Action Partnership of Kern	23B-5012	1,561,260	1,049,443	2,610,703	524,722	524,722	946,054	1,995,498	5,341,135	9,947,338
13 Kings County - Kings Community Action Organization, Inc.	23B-5013	303,609	204,080	507,689	102,040	102,040	440,263	644,343	782,689	1,934,721
14 Lake Service Territory - North Coast Energy Services, Inc.										
Lake County		298,238	200,469	498,707	100,235	100,235	188,645	389,115	1,012,672	1,900,494
Mendocino County		360,107	242,057	602,164	121,029	121,029	272,191	514,249	1,178,340	2,294,753
Napa County		149,492	100,486	249,978	50,243	50,243	172,798	273,284	429,361	952,623
Solano County		392,795	264,030	656,825	132,015	132,015	137,331	401,361	1,444,874	2,503,060
Sonoma County		628,370	422,379	1,050,749	211,189	211,189	987,134	1,409,512	1,543,980	4,004,241
Yolo County		313,721	210,877	524,598	105,439	105,439	404,378	615,256	859,305	1,999,159
Service Territory Total		2,142,723	1,440,298	3,583,021	720,150	720,150	2,162,477	3,602,777	6,468,532	13,654,330
15 Lassen County - Lassen Economic Development Corporation	23B-5015	106,051	71,285	177,336	35,642	35,642	350,259	421,543	76,886	675,765
Los Angeles County										
16 Area A - Maravilla Foundation	23B-5016	3,266,646	2,195,770	5,462,416	1,097,887	1,097,887	2,868,163	5,063,937	10,289,035	20,815,388
17 Area B - Pacific Asian Consortium in Employment	23B-5017	1,996,929	1,342,290	3,339,219	671,145	671,145	1,608,352	2,950,642	6,433,412	12,723,273
18 Area C - Long Beach Community Action Partnership	23B-5018	2,014,586	1,354,165	3,368,751	677,083	677,082	1,298,272	2,652,437	6,815,931	12,837,119
19 Madera County - Community Action Partnership of Madera County, Inc.	23B-5019	328,660	220,920	549,580	110,459	110,459	228,012	448,930	1,095,852	2,094,362
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	23B-5020	0	0	0	36,882	36,882	145,518	219,282	479,958	699,240
21 Mariposa County - County of Mariposa Health and Human Services Agency	23B-5021	87,824	59,036	146,860	29,518	29,518	212,462	271,498	141,642	560,000

ALLOCATION SPREADSHEET

State of California
 Department of Community Services and Development
 Total 2023 LIHEAP Contract
 Facesheet

County/Service Territory	Direct Services									
	Weatherization			Administration/Assurance 16/ECIP/HEAP				Utility Assistance		Total Contract Allocation
	Contract Number	Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal	ECIP FT/HEAP G&E Program Subtotal	
22 Merced County - Merced County CAA	23B-5022	616,061	414,105	1,030,166	207,052	207,052	521,121	935,225	1,960,410	
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	23B-5023	0	0	0	19,603	14,096	189,393	223,092	148,808	371,900
24 Orange County - Community Action Partnership of Orange County	23B-5024	1,638,992	1,101,701	2,740,693	550,851	550,851	2,376,705	3,478,407	4,225,255	10,444,355
25 Placer Service Territory - Project GO, Inc.										
Nevada County		323,859	217,692	541,551	108,846	108,846	772,871	990,563	531,545	2,063,659
Placer County		381,554	256,473	638,027	128,236	128,236	599,350	855,822	937,447	2,431,296
Service Territory Total	23B-5025	705,413	474,165	1,179,578	237,082	237,082	1,372,221	1,846,385	1,468,992	4,494,955
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		77,326	51,976	129,302	25,988	25,988	252,273	304,249	59,175	492,726
Sierra County		13,987	9,402	23,389	4,701	4,701	43,942	53,344	12,393	89,126
Service Territory Total	23B-5026	91,313	61,378	152,691	30,689	30,689	296,215	357,593	71,568	581,852
27 Riverside County - Community Action Partnership of Riverside County	23B-5027	2,570,151	1,727,609	4,297,760	863,804	863,804	2,277,600	4,005,208	8,075,127	16,378,095
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		1,947,047	1,308,770	3,255,817	654,385	654,385	2,744,989	4,053,759	5,097,837	12,407,413
Sutter County		172,258	115,789	288,047	57,895	57,895	142,852	258,642	551,012	1,097,701
Yuba County		190,218	127,862	318,080	63,931	63,931	264,146	392,008	502,063	1,212,151
Service Territory Total	23B-5028	2,309,523	1,552,421	3,861,944	776,211	776,211	3,151,987	4,704,409	6,150,912	14,717,265
29 San Benito Co. - HSSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	23B-5029	0	0	0	20,865	20,865	60,198	101,928	293,906	395,834
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	23B-5030	2,093,430	1,407,163	3,500,593	703,582	703,582	2,613,848	4,021,012	5,817,919	13,339,524
31 San Diego County - Area B - Metropolitan Area Advisory Committee	23B-5031	630,128	423,561	1,053,689	211,780	211,780	1,667,276	1,294,480	4,015,445	4,015,445
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	23B-5032	768,574	516,620	1,285,194	258,310	258,310	464,340	980,960	2,631,264	4,897,418
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	23B-5033	261,386	175,700	437,086	87,850	87,850	515,870	691,570	536,925	1,665,581
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	23B-5034	340,274	228,725	568,999	114,363	114,363	959,373	1,188,099	411,159	2,168,257
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	23B-5035	0	0	0	291,363	291,363	988,393	1,571,119	3,953,570	5,524,689
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		524,446	1,322	525,768	182,050	182,050	458,156	822,256	2,103,537	3,451,561
San Francisco County		332,767	1,188	333,955	163,596	163,596	313,687	640,879	2,126,858	3,101,692
San Mateo County		419,360	121,885	541,245	140,943	140,943	320,923	602,809	1,528,141	2,672,195
Santa Cruz County		324,005	37,790	361,795	108,895	108,895	274,052	491,842	1,210,954	2,064,591
Marin County (WEATHERIZATION/ASSURANCE 16)		155,316	104,399	259,715	15,318	15,318	0	30,636	0	290,351
San Benito County (WEATHERIZATION/ASSURANCE 16)		87,824	59,036	146,860	8,653	8,653	0	17,306	0	164,166
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		1,251,923	841,520	2,093,443	129,397	129,397	100,857	359,651	0	2,453,094
Service Territory Total	23B-5036	3,095,641	1,167,140	4,262,781	748,852	748,852	1,467,675	2,965,379	6,969,490	14,197,650
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		401,581	269,935	671,516	134,967	134,967	787,180	1,057,114	830,141	2,558,771
Tehama County		170,710	114,748	285,458	57,373	57,373	334,383	449,129	353,133	1,087,720
Service Territory Total	23B-5037	572,291	384,683	956,974	192,340	192,340	1,121,563	1,506,243	1,183,274	3,646,491
38 Siskiyou County - Great Northern Services	23B-5038	311,988	209,712	521,700	104,856	104,856	635,997	845,709	620,602	1,988,011
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	23B-5039	705,195	474,016	1,179,211	237,008	237,008	511,161	985,177	2,328,624	4,493,012
40 Tulare County - Community Services & Employment Training, Inc.	23B-5040	925,370	622,016	1,547,386	311,008	311,008	1,118,142	1,740,158	2,608,998	5,896,542
41 Ventura County - Community Action of Ventura County, Inc.	23B-5041	426,198	286,482	712,680	143,241	143,241	497,815	784,297	1,218,789	2,715,766
42 Association of California Community and Energy Services (ACCES)	22B-4042	0	0	0	0	0	195,125	195,125	0	195,125
TOTALS		36,501,678	22,762,672	59,264,350	12,393,609	12,393,608	40,679,804	65,467,021	110,442,201	235,173,572

ALLOCATION SPREADSHEET

State of California
 Department of Community Services and Development
 Total 2023 LIHEAP Contract
 Facsheet

County/Service Territory	Initial			Approved Waiver			ECIP/HEAP		
	WX Intake 8%	WX Outreach 5%	WX Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
1 Alameda County - Spectrum Community Services, Inc.	86,199	53,874	53,874	86,422	54,014	54,014	480,533	300,333	120,133
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County	4,320	2,700	2,700	7,224	4,515	4,515	17,399	10,874	4,350
Calaveras County	6,391	3,994	3,994	10,687	6,679	6,679	25,739	16,087	6,435
Tuolumne County	12,080	7,550	7,550	20,200	12,625	12,625	48,651	30,407	12,163
Service Territory Total	22,791	14,244	14,244	38,111	23,819	23,819	91,789	57,368	22,948
3 Butte County - CAA of Butte County, Inc.	55,201	34,501	34,501	84,307	52,692	52,692	230,354	143,972	57,589
4 Colusa Service Territory - Glenn County Community Action Department									
Colusa County	745	466	466	745	466	466	14,077	8,798	3,519
Glenn County	2,574	1,609	1,609	2,574	1,609	1,609	18,485	11,553	4,621
Trinity County	2,743	1,714	1,714	3,787	2,367	2,367	11,860	7,412	2,965
Service Territory Total	6,062	3,789	3,789	7,106	4,442	4,442	44,422	27,763	11,105
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSSB	59,682	37,301	37,301	99,799	62,374	62,374	240,341	150,213	60,085
6 Del Norte County - Del Norte Senior Center, Inc.	13,726	8,579	8,579	22,952	14,345	14,345	55,284	34,552	13,821
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County	437	273	273	730	456	456	1,759	1,099	440
El Dorado County	30,994	19,371	19,371	51,828	32,392	32,392	124,836	78,022	31,209
Service Territory Total	31,431	19,644	19,644	52,558	32,848	32,848	126,595	79,121	31,649
8 Fresno County - Fresno County Economic Opportunities Commission	128,532	80,333	80,333	214,929	134,330	134,330	517,692	323,557	129,423
9 Humboldt Service Territory - Redwood CAA									
Humboldt County	30,353	18,971	18,971	50,756	31,722	31,722	122,239	76,399	30,560
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	6,710	4,194	4,194	11,221	7,013	7,013	0	0	0
Service Territory Total	37,063	23,165	23,165	61,977	38,735	38,735	122,239	76,399	30,560
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County	12,781	7,988	7,988	21,372	13,358	13,358	51,478	32,174	12,870
San Diego County - Area A	70,022	43,764	43,764	117,090	73,181	73,181	282,031	176,269	70,508
Service Territory Total	82,803	51,752	51,752	138,462	86,539	86,539	333,509	208,443	83,378
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County	3,113	1,946	1,946	5,206	3,253	3,253	12,551	7,845	3,138
Mono County	3,913	2,446	2,446	6,543	4,090	4,090	15,777	9,861	3,944
Service Territory Total	7,026	4,392	4,392	11,749	7,343	7,343	28,328	17,706	7,082
12 Kern County - Community Action Partnership of Kern	124,901	78,063	78,063	208,856	130,535	130,535	502,975	314,359	125,744
13 Kings County - Kings Community Action Organization, Inc.	24,289	15,180	15,180	40,615	25,384	25,384	97,836	61,148	24,459
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County	23,859	14,912	14,912	39,897	24,935	24,935	96,105	60,066	24,026
Mendocino County	28,809	18,005	18,005	48,173	30,108	30,108	116,042	72,527	29,011
Napa County	11,959	7,475	7,475	19,998	12,499	12,499	48,173	30,108	12,043
Solano County	31,424	19,640	19,640	52,546	32,841	32,841	126,576	79,110	31,644
Sonoma County	50,270	31,419	31,419	84,060	52,537	52,537	202,489	126,556	50,622
Yolo County	25,098	15,686	15,686	41,968	26,230	26,230	101,095	63,184	25,274
Service Territory Total	171,419	107,137	107,137	286,642	179,150	179,150	690,480	431,551	172,620
15 Lassen County - Lassen Economic Development Corporation	8,484	5,303	5,303	14,187	8,867	8,867	34,172	21,357	8,543
Los Angeles County									
16 Area A - Maravilla Foundation	261,332	163,332	163,332	436,993	273,121	273,121	1,052,576	657,860	263,144
17 Area B - Pacific Asian Consortium in Employment	159,754	99,846	99,846	267,138	166,961	166,961	643,341	402,088	160,835
18 Area C - Long Beach Community Action Partnership	161,167	100,729	100,729	269,500	168,438	168,438	649,136	405,710	162,284
19 Madera County - Community Action Partnership of Madera County, Inc.	26,293	16,433	16,433	43,966	27,479	27,479	105,909	66,193	26,477
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	50,038	31,274	12,510
21 Mariposa County - County of Mariposa Health and Human Services Agency	7,026	4,391	4,391	11,749	7,343	7,343	28,328	17,705	7,082

ALLOCATION SPREADSHEET

State of California
 Department of Community Services and Development
 Total 2023 LIHEAP Contract
 Facesheet

County/Service Territory	Initial WX	Initial WX	Initial WX	Approved Waiver			ECIP/HEAP	ECIP/HEAP	ECIP/HEAP
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
22 Merced County - Merced County CAA	49,285	30,803	30,803	82,413	51,508	51,508	198,522	124,077	49,631
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	27,056	16,910	6,764
24 Orange County - Community Action Partnership of Orange County	131,119	81,950	81,950	219,255	137,035	137,035	528,157	330,098	132,039
25 Placer Service Territory - Project GO, Inc.									
Nevada County	25,909	16,193	16,193	43,324	27,078	27,078	104,353	65,221	26,088
Placer County	30,524	19,078	19,078	51,042	31,901	31,901	122,944	76,840	30,736
Service Territory Total	56,433	35,271	35,271	94,366	58,979	58,979	227,297	142,061	56,824
26 Plumas Service Territory - Plumas Co. Community Development Commission									
Plumas County	6,186	3,866	3,866	10,344	6,465	6,465	24,916	15,572	6,229
Sierra County	1,119	699	699	1,871	1,169	1,169	4,507	2,817	1,127
Service Territory Total	7,305	4,565	4,565	12,215	7,634	7,634	29,423	18,389	7,356
27 Riverside County - Community Action Partnership of Riverside County	205,612	128,508	128,508	343,821	214,888	214,888	828,218	517,636	207,055
28 Sacramento Service Territory - Community Resource Project, Inc.									
Sacramento County	155,764	97,352	97,352	260,465	162,791	162,791	627,426	392,141	156,857
Sutter County	13,761	8,613	8,613	23,044	14,402	14,402	55,509	34,693	13,877
Yuba County	15,217	9,511	9,511	25,446	15,904	15,904	61,297	38,310	15,324
Service Territory Total	184,762	115,476	115,476	308,955	193,097	193,097	744,232	465,144	186,058
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	28,328	17,705	7,082
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	167,474	104,672	104,672	280,047	175,030	175,030	674,541	421,588	168,635
31 San Diego County - Area B - Metropolitan Area Advisory Committee	50,410	31,506	31,506	84,295	52,684	52,684	203,056	126,910	50,764
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	61,486	38,429	38,429	102,816	64,260	64,260	247,648	154,780	61,912
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	20,911	13,069	13,069	34,967	21,854	21,854	84,224	52,640	21,056
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	27,222	17,014	17,014	45,520	28,450	28,450	109,643	68,527	27,411
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	395,357	247,096	98,839
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
Monterey County	41,956	26,222	26,222	42,061	26,288	26,288	204,935	128,085	51,234
San Francisco County	26,621	16,638	16,638	26,716	16,698	16,698	195,244	122,027	48,811
San Mateo County	33,549	20,968	20,968	43,300	27,062	27,062	147,925	92,453	36,981
Santa Cruz County	25,920	16,200	16,200	28,944	18,090	18,090	118,800	74,250	29,700
Marin County (WEATHERIZATION/ASSURANCE 16)	12,425	7,766	7,766	20,777	12,986	12,986	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)	7,026	4,391	4,391	11,749	7,343	7,343	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	100,154	62,596	62,596	167,475	104,672	104,672	8,069	5,043	2,017
Service Territory Total	247,651	154,781	154,781	341,022	213,139	213,139	674,973	421,858	168,743
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
Shasta County	32,126	20,079	20,079	53,721	33,576	33,576	129,386	80,866	32,346
Tehama County	13,657	8,536	8,536	22,837	14,273	14,273	55,001	34,376	13,750
Service Territory Total	45,783	28,615	28,615	76,558	47,849	47,849	184,387	115,242	46,096
38 Siskiyou County - Great Northern Services	24,959	15,599	15,599	41,736	26,085	26,085	100,528	62,830	25,132
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	56,416	35,260	35,260	94,337	58,961	58,961	227,183	141,989	56,796
40 Tulare County - Community Services & Employment Training, Inc.	74,030	46,269	46,269	123,791	77,369	77,369	298,171	186,357	74,543
41 Ventura County - Community Action of Ventura County, Inc.	34,096	21,310	21,310	57,014	35,634	35,634	137,328	85,830	34,332
42 Association of California Community and Energy Services (ACCES)									
TOTALS	2,920,135	1,825,085	1,825,085	4,741,146	2,963,215	2,963,215	12,074,149	7,546,341	3,018,539

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Local Conservation Corps
Agenda Item: 13D7	Director: Shawn Riggins
Subject: 2023-2024 YouthBuild AmeriCorps Education Subgrantee Award	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the 2023-2024 YouthBuild AmeriCorps Subgrantee Award Agreement from YouthBuild USA in the amount of \$200,000 for a 12-month period beginning August 15, 2023.

Background

Overseen by the Corporation for National and Community Service, AmeriCorps is a national service program that engages more than 75,000 Americans each year in service opportunities that address critical needs in education, healthy futures, clean energy/environment, veteran affairs, economic opportunity, disaster relief and other unmet human needs. YouthBuild AmeriCorps members build or rehabilitate low-income housing, which is already a primary component of the YouthBuild program model, and which makes AmeriCorps a natural overlay to the YouthBuild program. YouthBuild programs are already serving communities, developing leaders, and providing educational opportunities for young people. Becoming a YouthBuild AmeriCorps program gives recognition to the service-orientation of those activities and gives YouthBuild AmeriCorps members the opportunity to see themselves as service providers in their community.

YouthBuild AmeriCorps grants provide YouthBuild programs with AmeriCorps slots (awards) for their YouthBuild students accompanied by a small operating grant to cover YouthBuild AmeriCorps program expenses needed to ensure compliance with the grant requirements. YouthBuild AmeriCorps grants are only awarded to YouthBuild programs that are members of YouthBuild USA's Affiliated Network.

The education awards will provide the following:

- Two (2) Full-Time members (1700 hours) at a value of \$6,895.00
- Two (2) Half-Time members (900 hours) at a value of \$3,447.50

- 30 Reduced Half-time members (675 hours) at a value of \$2,300.00

Fiscal Impact

A portion of the funding will cover the salaries of several Local Conservation Corps staff members and the costs of operating the facility. A match of \$108,000 is required.

Matching funds for the grant are generated from several sources, including the state funded Non-Residential grant, which provides funding for the Local Conservation Corps Food Pantry and graduation services, and donations from Amazon, which provides hundreds of thousands of dollars in donations to the agency on an annual basis.

Conclusion

If accepted by the full Board, this funding will provide access to employment and post-secondary education for Local Conservation Corps members ages 16 to 24 who are currently enrolled in the program.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Sanctuary and Support Services
Agenda Item: 13D8	Director: Misty Gattie-Blanco
Subject: Project HOPE Bridge Housing Update	Officer: Jack Lazzarini

Background

The information presented is intended to keep the Board apprised of the eight (8) rooms for Project HOPE Bridge Housing located at N Street, funded by the City of Fresno and Fresno City College.

2023 Month	No. of Households* Entered Project	No. of Individuals Entered Project			No. of Households* Exited Project	No. of Individuals Exited Project
		Ages 18 – 24	Over Age 25	Under Age 18		
January	6	4	2	4	3	3
February	9	4	5	2	6	10
March	4	3	1	2	3	3
April	3	0	3	2	4	8
May	5	3	2	2	8	10
June	4	0	5	4	2	2
July	2	1	1	0	2	2
August	6	2	4	0	5	10
September	3	1	2	0	4	6
October	7	2	6	2	8	11

**Households can include a single individual adult; more than one adult; and/or adults with children.*

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Training and Employment
Agenda Item: 13D9	Director: Patrick Turner
Subject: Workforce Connection Young Adult Program – Urban East Project	Officer: Jack Lazzarini

Background

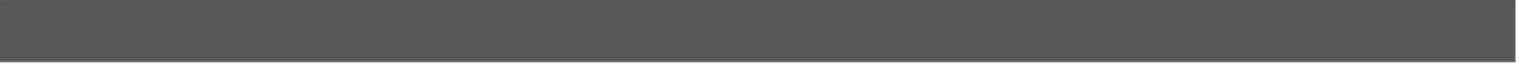
The information presented is intended to keep the Board apprised of the Workforce Connection Young Adult Program-Urban East Project, its transition of staff to new location and outcome measures for the first four months of the contract.

The Training and Employment Workforce Connection Young Adult Services was awarded the eastern portion of Urban Fresno. A new chapter in our long history of serving youth of Fresno County began on July 1, 2023, with the relocation of staff to the new Fresno Regional Workforce Development Board's American Job Center of California.

The Program Year of 2022-2023 (July 2022 to June 2023) saw a shift in the service delivery regions by the Fresno Regional Workforce Development Board (FRWDB), as part of their re-procurement of service providers. For the past fifteen years Training and Employment Services had served the South Urban Area from Shields Avenue to the end of the Fresno Metropolitan area (American avenue including Washington Union) encompassing Southwest and Southeast Fresno. As part of the re-procurement, the new dividing line for Urban services is Highway 41 of which bisects the city north to south.

In anticipation of the new center and a focus on East Fresno, Training and Employment management and staff provided a “warm handoff” of our long-term partnerships in the West Fresno area including Edison High School to the new provider Equus. We have had a long and successful partnership with Equus, managed by Joseph Oaxaca, whose philosophy on serving the community is very similar to that of Fresno EOC.

In partnership with our existing partners and East Fresno High Schools, our team has successfully engaged both in-school and out-of-school youth populations without negatively impacting services or enrollment. We are currently working to establish



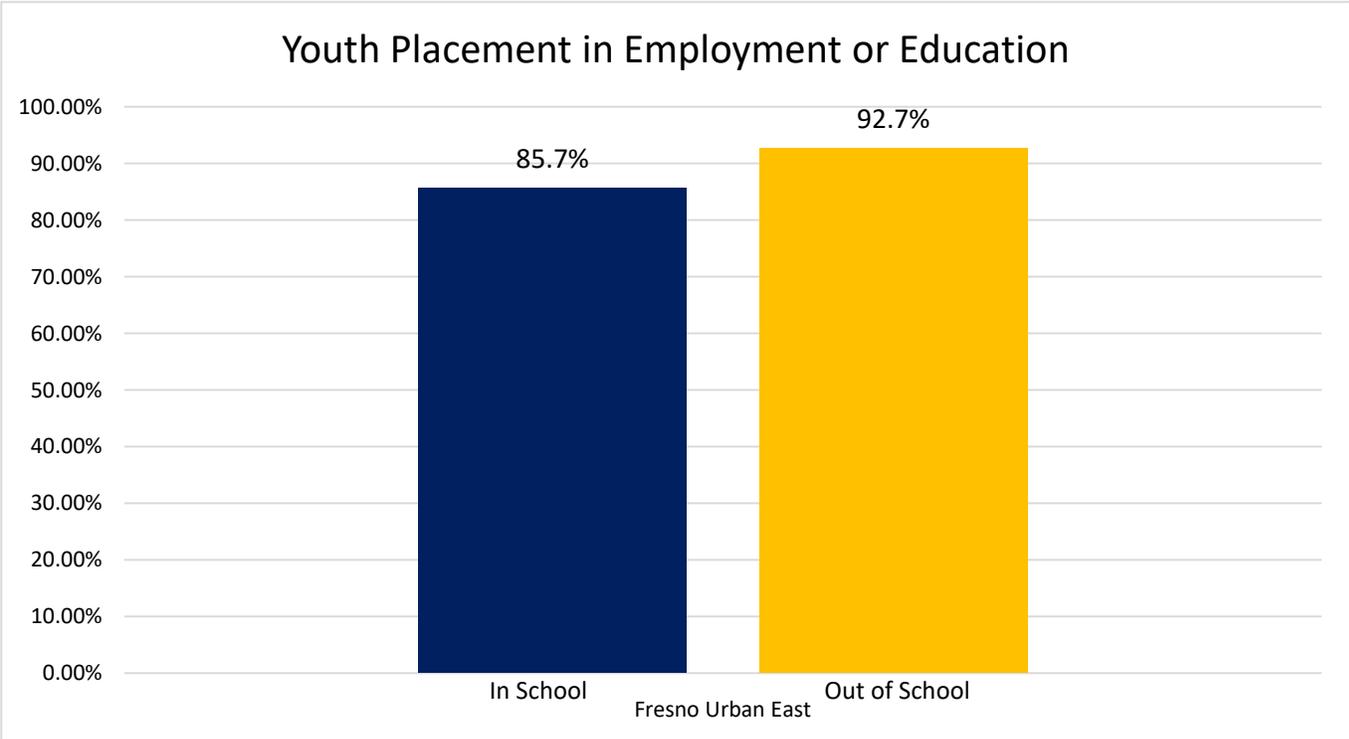
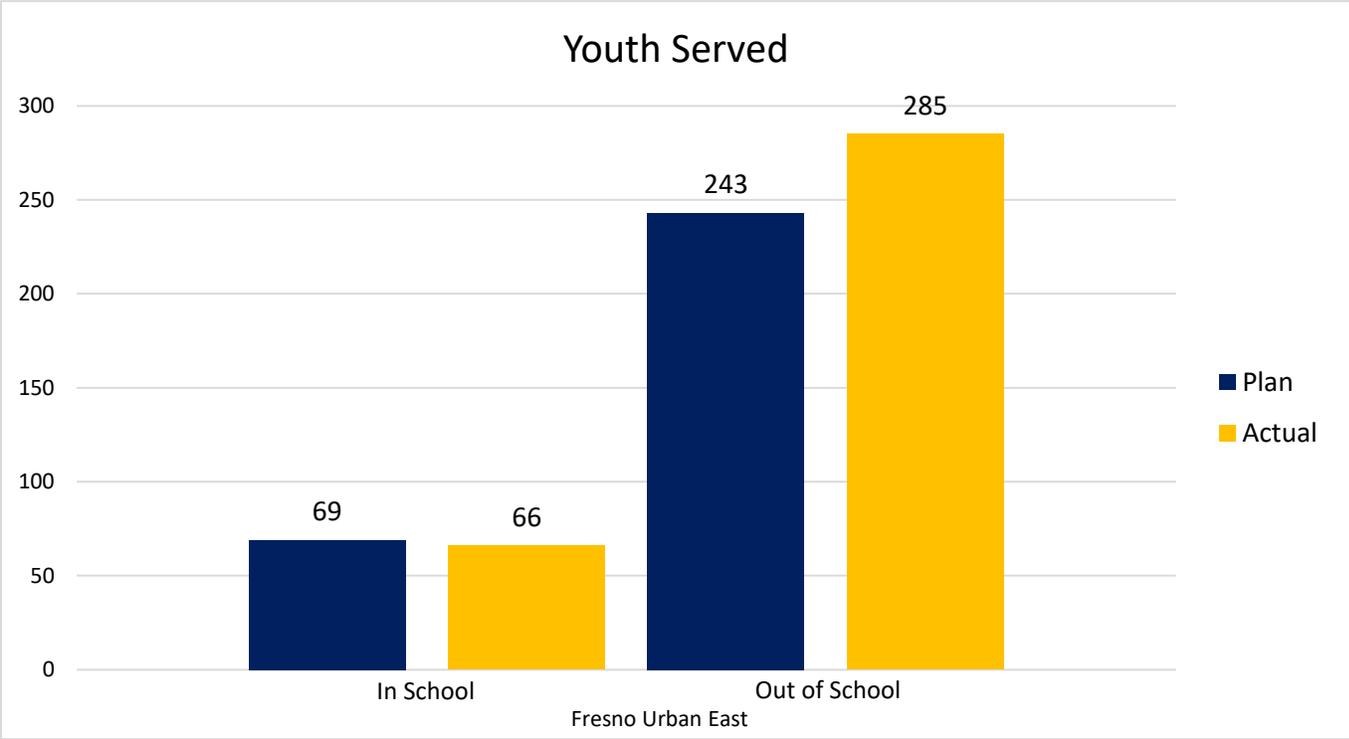
partnerships in the northern portion of our new service area with Duncan Polytechnic and Hoover High School in addition to developing new pathways with Clovis High School.

Our Job Developer is working diligently to create new employment and short-term work experience opportunities for East Fresno's youth while also serving the existing community partners.

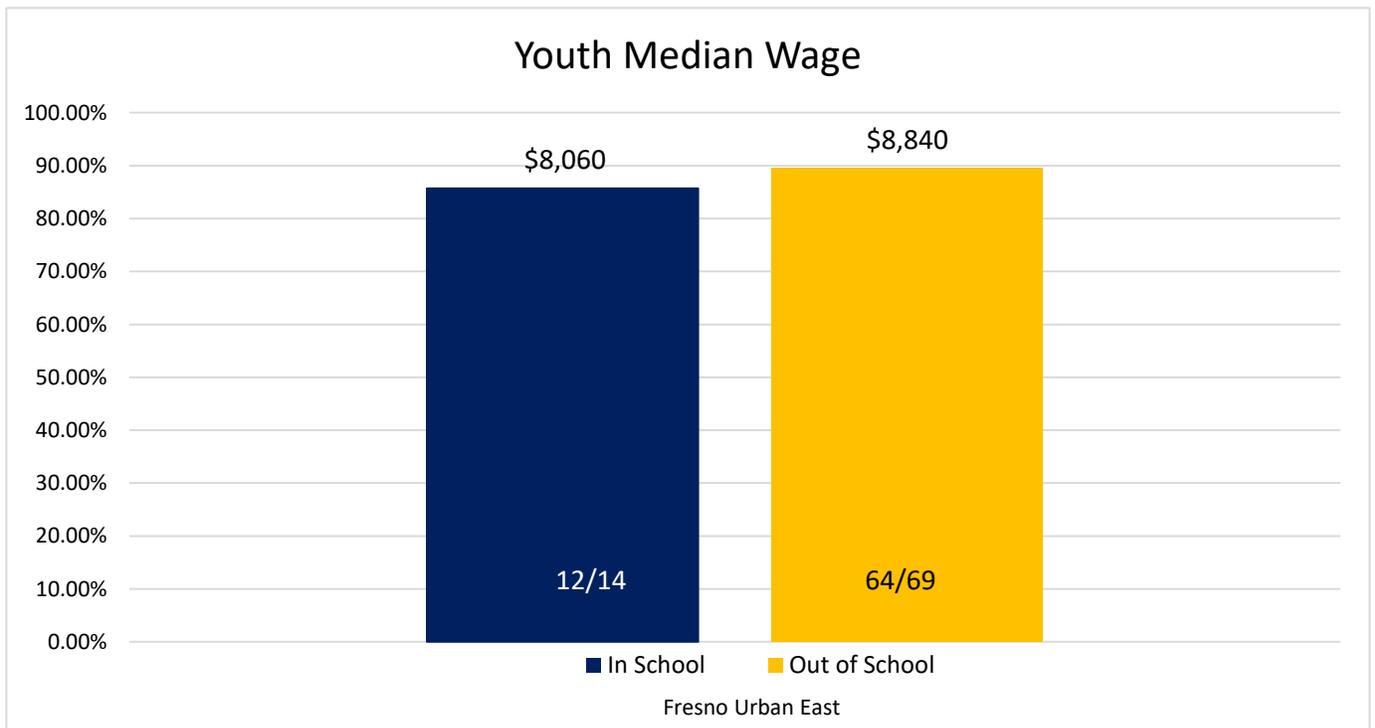
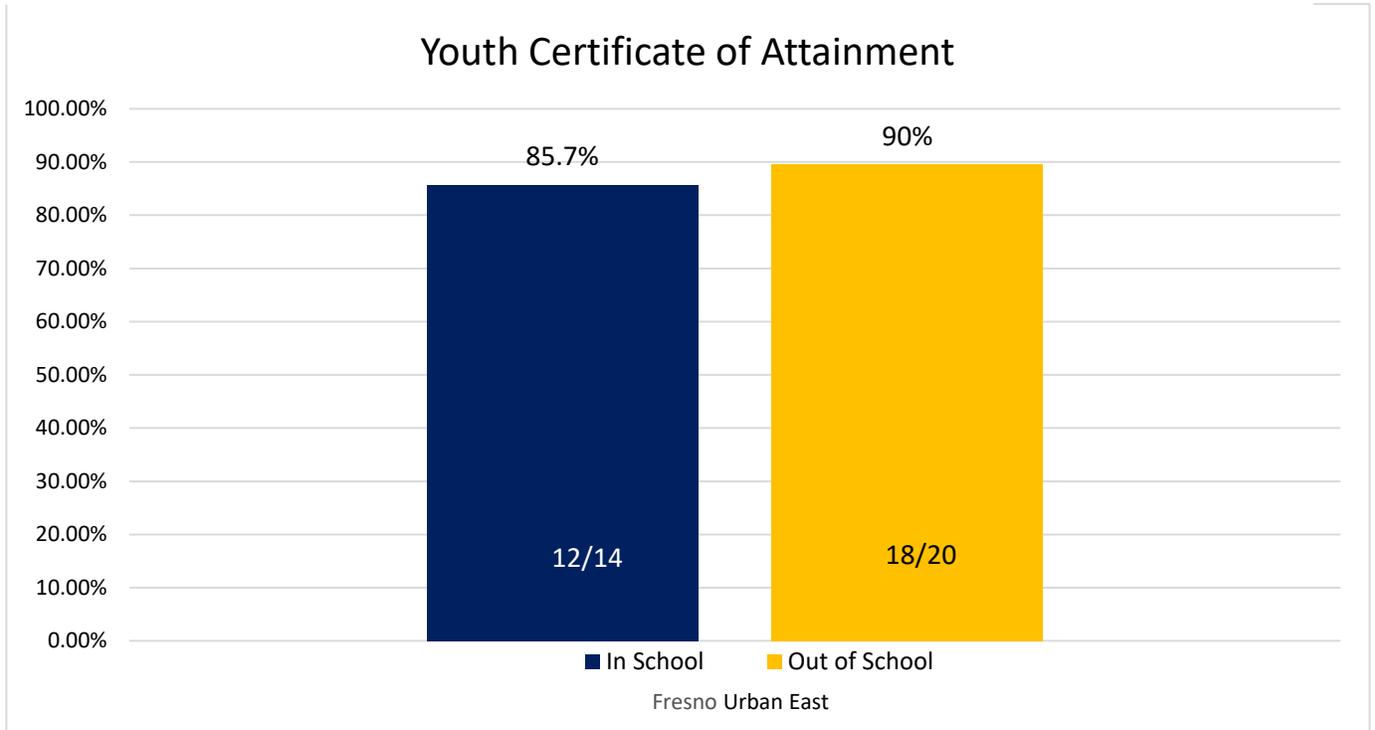
The overall transfer has been relatively smooth due to the forward thinking of our management team and staff who are working together to ensure our youth have all the resources necessary to achieve the success they seek in the program.

The data below pertains to the local performance outcome measures for the program.

Fresno EOC
 Workforce Connection Young Adult Program – Local Performance Outcome Measures
 July – October 2023



Fresno EOC
Workforce Connection Young Adult Program – Local Performance Outcome Measures
July – October 2023





BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Program Planning & Development
Agenda Item: 13D10	Director: Ana Medina
Subject: Grant Tracker	Officer: Jack Lazzarini

Background

The information presented in the Grant Tracker is intended to keep the Board apprised of program grant activity for Fresno EOC.

Fresno County Economic Opportunities Commission
Grant Tracker 2023
Monday, November 27, 2023

2023 FUNDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
8/15/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	Population-Based Community Needs Assessment	County of Fresno	\$25,000	Funding will support a community needs assessment for LGBT youth and LGBT foster youth.	8/28/2023	TBA	\$25,000
8/31/2023	Sanctuary and Support Services - Homeless Services	Homeless Housing Assistance and Prevention Program	City of Fresno	\$139,429	Funding will support operating costs for shelters, service coordination, and street outreach.	8/28/2023	10/12/2023	\$139,429
6/23/2023	Sanctuary and Support Services - CVAHT	Sisters of the Presentation Grant	Sisters of the Presentation	\$25,000	Will support therapy for CVAHT clients and emergency shelter through the form of hotel vouchers, as well as, increased outreach efforts to identify victims of human trafficking.	6/26/2023	10/13/2023	\$25,000
N/A	Training and Employment - Valley Apprenticeship Connections (VAC)	RWD ValleyBuild	Fresno Regional Workforce Development Board	\$57,266	Will provide paid work experience for 22 trainees enrolled in ValleyBuild Apprenticeship Readiness program.	N/A	10/5/2023	\$57,266
10/23/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	LGBTQ+ Pop-up Groups for Suicide Prevention	County of Fresno - DBH	\$20,000	One-year extension of funding to support 20 Pop Up events for LGBTQ+ youth and adults. This funding will help build support systems, guide participants to resources, and help create a safe space while promoting wellness.	N/A	9/20/2023	\$20,000
5/25/2023	Advance Peace	Community Based Violence Intervention and Prevention	Bureau of Justice Assistance	\$2,000,000	Will fund comprehensive case management, LifeMAP stipends, and transformative travel expenses for youth adults at the center of gun violence.	6/26/2023	TBA	\$2,000,000
6/13/2023	Sanctuary and Support Services - CVAHT	Integrated Services for Minor Victims of Human Trafficking	Office for Victims of Crime	\$618,230	Will provide comprehensive case management support for minor victims of human trafficking of all forms.	5/22/2023	10/1/2023	\$618,230
5/3/2023	Training and Employment - Valley Apprenticeship Connections (VAC)	Construction Apprenticeship Program	County of Fresno	\$258,720	Will provide for job training and industry-required certifications for adults who are reentering into society, creating a pathway to a sustainable career in construction.	6/26/2023	6/23/2023	\$255,305
5/22/2023	Training and Employment - Summer Youth Internship Program	Year Round Internship Program	Wells Fargo	\$20,000	To pay 5 interns their wages.	7/24/2023	6/12/2023	\$20,000
4/10/2023	Health Services - AFLP	AFLP 2023	CA Dept of Public Health	\$2,010,000	Funding for AFLP for the next 3 years.	3/27/2023	5/30/2023	\$1,644,525
3/3/2023	Food Services - Food Distributions	Food for Life Initiative - Food Distribution	Kaiser Permanente	\$25,000	Food distribution in rural areas.	3/27/2023	5/24/2023	\$25,000
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Urban East)	Department of Labor	\$891,800	Continued funding for Workforce Connection in 2023-24.	3/27/2023	TBA	\$891,800
4/10/2023	Health Services	Public Awareness and Community Outreach Campaign Services	Governor's Office of Planning and Research	\$250,000	Community health outreach for the State of California on COVID-19, water conservation, and extreme heat.	3/27/2023	5/8/2023	\$250,000
11/1/2022	Sanctuary and Support Services - CVAHT	Slave 2 Nothing	Slave 2 Nothing Foundation	\$30,000	CVAHT Emergency Apartment.	4/18/2023	4/1/2023	\$30,000

7/13/2022	Health Services - African American Coalition	Covid Disparities Grant	Fresno County	\$1,000,000	To provide COVID testing and vaccinations to priority population.	N/A	TBA	\$500,000
2/6/2023	LCC - YouthBuild	YouthBuild Fresno	Department of Labor	\$1,500,000	YouthBuild employment and training program.	5/22/2023	TBA	\$1,500,000

2023 NOT FUNDED

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
11/1/2023	Food Services - Food Distributions	Walmart Local Community Grants	Walmart	\$5,000	Funding food distributions for 2023.	7/24/2023	12/31/2023
11/1/2023	EOC Other	Walmart Local Community Grant	Walmart	\$5,000	Funds food for community members attending Transform Fresno Artfest event.	N/A	12/31/2023
8/31/2023	Health Services - Dental Care for Kids	Wonderful Community Grants	Wonderful Pistachios	\$100,000	Dental outreach in Mendota.	8/28/2023	10/31/2023
7/10/2023	Advance Peace, Training and Employment - Other	Helping Justice-Involved Reenter Employment (HIRE)	California Workforce Development Board	\$850,960	To provide justice-involved individuals with employment services	5/22/2023	9/30/2023
6/21/2023	Foster Grandparent Program	Advancing Innovation in Aging	Next 50 Initiative	\$513,800	Will support basic digital literacy courses for low-income older adults in rural and urban areas in Fresno County.	6/26/2023	10/15/2023
7/31/2023	Sanctuary and Support Services - Homeless Services	Runaway and Homeless Youth Prevention Demonstration Program	Health and Human Services	\$300,000	Funding comprehensive services for youths at risk of homelessness and their families.	8/28/2023	10/13/2023
4/11/2023	Health Services - African American Coalition	Racial and Ethnic Approaches to Community Health (REACH)	CDC	\$1,000,000	Programs in Physical Activity, Nutrition, Breastfeeding, and Vaccinations.	3/27/2023	9/6/2023
11/1/2023	Head Start 0 to 5	Walmart Local Community Grant	Walmart	\$5,000	Funding for Head Start in-service meeting.	N/A	12/31/2023
6/30/2023	Health Services - Dental Care for Kids	Community and Care Transformation Initiative	CareQuest Institute for Oral Health	\$125,000	Hiring a case manager for dental referrals and clinical linkages.	7/24/2023	9/20/2023
2/13/2023	Sanctuary and Support Services - CVAHT	Stop the Hate: Services for Survivors and Prevention	California Department of Social Services	\$800,000	Will provide support for LGBT victims of hate crimes, fund hate prevention workshops, and increase awareness of resources for low-income areas.□	3/27/2023	7/31/2023
6/6/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	Youth Suicide Prevention Media and Outreach Campaign	Sierra Health Foundation	\$500,000	Will serve youth and practice ongoing youth engagement in leadership; prioritize public health solutions; develop suicide prevention strategies and messaging, work with other organizations in a collaborative effort.	5/22/2023	7/28/2023
6/30/2023	Sanctuary and Support Services - CVAHT	Domestic Victims of Human Trafficking Services and Outreach Program	Office on Trafficking in Persons	\$300,000	To build and expand community capacity to deliver services to adult and minor victims of human trafficking.	8/22/2023	10/1/2023
2/6/2023	Health Services - Dental Care for Kids	ComPASS Program	National Institutes of Health	\$9,827,841	Implementation of a data system and support from community health workers to connect families in the SBSP program to needed services.□	3/27/2023	5/31/2023
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Urban West)	Department of Labor	\$891,800	Continued funding for Workforce Connection in 2023-24.□	3/27/2023	TBA
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Rural East)	Department of Labor	\$446,880	Continued funding for Workforce Connection in 2023-24.□	3/27/2023	TBA

2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Rural West)	Department of Labor	\$433,160	Continued funding for Workforce Connection in 2023-24. □	3/27/2023	TBA
2/21/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	PPIR Initiative	California Department of Public Health	\$1,200,000	Will increase access for HIV diagnosis and treatment for low-income LGBT folks in Fresno through HIV screening, increase LGBT Competency Trainings for medical providers, and provide ongoing client support. □	3/27/2023	TBA
3/13/2023	Health Services - African American Coalition	Thriving Families Partnerships (AAC)	First 5 Fresno County	\$120,000	Vaccine clinic, home visits, community outreach and awareness. □	3/27/2023	4/28/2023
3/13/2023	Women, Infants, and Children (WIC)	Thriving Families Partnerships (WIC)	First 5 Fresno County	\$120,000	Hiring a referral coordinator to connect WIC participants with other needed resources and services. □	3/27/2023	4/28/2023
3/3/2023	Health Services - Dental Care for Kids	Pioneering Ideas: Exploring the Future to Build a Culture of Health	Robert Wood Johnson Foundation	\$2,258,348	Implementation of a data system and support from community health workers to connect families in the SBSP program to needed services. □	3/27/2023	TBA
3/1/2023	Health Services - African American Coalition	Vaccine Uptake Grant	National Council on Aging	\$150,000	Vaccine clinic, home visits, community outreach and awareness. □	3/27/2023	3/8/2023
2/13/2023	Health Services	INCHES Initiative	Central Valley Community Foundation	\$130,000	To participate in the CVCF Inches Initiative.	3/27/2023	TBA
4/29/2022	Health Services - African American Coalition	Access Plus Capital	Cal Money Smart	\$131,974	COVID-19 vaccinations and testing	N/A	TBA
9/2/2022	Health Services - African American Coalition	Together We CAN Grow	Bristol Myers Squibb	\$750,000	COVID-19 vaccinations and testing	N/A	TBA

PENDING GRANTS

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
Grants In Progress							
TBA	Transit Systems	Volkswagen Environmental Mitigation Trust for California	Volkswagen	TBA	Replacing current transit vehicles with electric vehicles.	N/A	TBA
11/27/2023	Training and Employment - Valley Apprenticeship Connections (VAC)	Career Skills Training	Department of Energy	TBA	Funding for job training to gain industry-recognized certifications in energy efficiency sector.	N/A	2/20/2024
Grants Submitted							
9/28/2023	Sanctuary and Support Services - Homeless Services	FY23 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants	US Department of Housing and Urban Development	TBA	To quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.	N/A	TBA
10/6/2023	Health Services	Early Childhood Wraparound Services	CA Dept of Health Care Services	\$1,500,000	Funding for childhood wraparound services, could include home visitation or prenatal care.	8/28/2023	1/31/2024
9/18/2023	LCC - Local Conservation Corps (LCC)	California Community Reinvestment Grants (CalCRG) Program	Governor's Office of Business and Economic Development (GO-Biz)	\$900,000	Advancing economic justice for individuals directly impacted by the War on Drugs.	8/28/2023	5/31/2024

9/15/2023	Training and Employment - Summer Youth Internship Program	US Bank Letter of Interest	US Bank	\$75,000	Funding salaries for interns.	N/A	TBA
8/18/2023	Foster Grandparent Program	Outreach and Education/Training Services for Access to Technology Program	Fresno County DSS	\$786,543	Funding will provide education, digital literacy training, and ongoing technical support for older adults.	8/28/2023	TBA
8/16/2023	Foster Grandparent Program	Advancing Equity in Aging	Next 50 Initiative	\$97,050	Funding will provide support to organizations who serve historically marginalized older adults.	8/28/2023	TBA
8/7/2023	Food Services - Food Distributions	Sierra Grant Program	Bank of the Sierra	\$5,000	Funding food distributions for 2023.	7/24/2023	10/7/2023
8/8/2023	Food Services - Food Distributions	Costco Charitable Giving Grant	Costco Wholesale	\$7,500	Funding food distributions for 2023.	7/24/2023	9/18/2023
11/1/2023	Sanctuary and Support Services - CVAHT	Slave 2 Nothing Grant	Slave 2 Nothing Foundation	\$45,000	Funding will support low-barrier emergency housing for victims of human trafficking.	N/A	5/3/2024
11/15/2023	Health Services	Fresno HOPE	Fresno HOPE Pathways Community Hub	\$325,000		11/27/2023	11/24/2023
9/27/2023	Sanctuary and Support Services - Homeless Services	Better Together Giving	PG&E	\$2,000	Support the 30th Annual Making Spirits Bright event	N/A	11/1/2023
9/8/2023	LCC - Local Conservation Corps (LCC)	CCC Non-Residential Grant	California Conservation Corps	\$24,000	Funding will support training and job-readiness for corps members.	N/A	TBA
7/31/2023	LCC - Public Lands Conservation and Maintenance	Costa Earmark Request	Congressman Costa	\$500,000	Funding to purchase heavy equipment that will be used on public lands/forestry projects.	8/28/2023	TBA
7/28/2023	Health Services - Dental Care for Kids	UniHealth Foundation LOI	UniHealth Foundation	\$2,258,348	Implementation of a data system and support from community health workers to connect families in the SBSP program to needed services. □	8/28/2023	9/30/2023
6/27/2023	Health Services - Community Health Center	Community-Based Approaches to Reducing Sexually Transmitted Diseases	CDC	\$325,000	STI Testing on Community College Campuses, and free transportation to clinic if treatment is needed.	5/22/2023	8/31/2023
6/13/2023	Training & Employment	One Fresno Youth Jobs Corps Program Worksites	City of Fresno	\$300,000	Provision of work experience for Fresno youth.	6/26/2023	10/13/2023
5/11/2023	Sanctuary and Support Services - CVAHT	Services for Victims of Human Trafficking	Office for Victims of Crime	\$1,212,980	Will increase support for labor and sex trafficking victims, and increase trainings/public awareness	5/22/2023	9/30/2023

BYLAWS COMMITTEE
1920 Mariposa Street, Suite 310
Monday, November 6, 2023 at 5:00 PM

MINUTES

1. CALL TO ORDER

Jimi Rodgers, Chair, called the meeting to order at 5:04 PM.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:

Jimi Rodgers
Linda Hayes
Lisa Mitchell
Oliver Baines
Bruce McAlister

Other Commissioners:

Amy Arambula

Staff:

Emilia Reyes
Karina Perez
Jay Zapata
Nelson Dible
Ian Matthews
Elionora Vivanco

Teleconference:

Kenneth Price, Legal Council

Absent:

Lupe Jaime-Mileham

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. September 21, 2023 By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: McAlister **Second by:** Mitchell

Ayes:. All in favor.

Nays: None heard

B. October 16, 2023 By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: Hayes **Second by:** McAlister

Ayes:. All in favor.

Nays: None heard

4. TARGET AREA D ELECTIONS - REQUEST TO EXCUSE APPLICATION MISTAKE

Kenneth Price, Legal Counsel, provided a brief overview of the Target Area D Election application.

Commissioner Arambula inquired simplifying the Nomination Election form to one application form and clearly stating what needs to be submitted.

Emilia Reyes, Chief Executive Officer, stated she and Board Chair Hayes had the opportunity to attend the Executive Director and Board Chair Symposium and provided input on how to revise the election process to make it more efficient, easier, and friendly while still being in compliance.

Public Comment: None heard.

No action required.

5. TARGET AREA CANDIDATES

Committee Chair Rodgers provided an overview of the Target Area Candidates nominees.

Karina Perez, Chief of Staff, recommend changing the Ballots Opened date to Monday, December 4, 2023, at 12 noon instead of Friday, December 1, 2023, to allow enough time to receive the mailing ballots.

Public Comment: None heard.

Motion by: Baines **Second by:** Hayes

Ayes:. All in favor.

Nayes: None heard.

Abstain: Lisa Mitchell

6. COMMUNITY SECTOR APPLICATIONS

Committee Chair Rodgers provided an overview of the completed Community Sector applications.

Public Comment: None heard.

Motion by: Baines **Second by:** Hayes

Ayes:. All in favor.

Nayes: None heard.

7. BYLAWS REVISIONS

Price provided an overview of the redline Bylaws revisions with recommended changes. Upon further review, the Committee decided to make the following additional changes.

➤ Article X. Committees

- Section 1. Executive Committee

The Executive Committee shall be composed of the nine (9) elected Board members, consisting of the Chair of the Board, the Vice Chair of the Board, Treasure and six (6) Board members. Except for the Chair, the Executive Committee shall consist of two (2) Public Sector Commissioners, two (2) Target Area Commissioners, and two (2) Community Sector Commissioners.

- Removing Appoint Alternate

The Board may appoint alternative standing Committee members so long as such alternates are from the same sector as the sitting Board member.

Commissioner Baines inquired about the possibility to further discuss at a future Bylaws Committee Meeting extending the Board Election Term to four (4) years instead of two (2) years to better serve the community. Board Chair Hayes stated extending the Officers terms as well for future discussion.

Commissioners Baines and Hayes made the motion to approve the Bylaws with recommended revision.

Public Comment: None heard.

Motion by: Baines **Second by:** Hayes

Ayes: All in favor.

Nays: None heard.

EXCESSIVE ABSENCES POLICY

Price provided an overview of the redline Excessive Absences Policy. Upon further review, the Committee decided to make the following additional changes.

➤ **Petition for Reinstatement Process**

- A. The Commissioner will have the opportunity to petition the Board of Commissioner for reinstatement at the next Board of Commissioners meeting. Such petition may be in writing or made verbally during the Board of Commissioners meeting.
- C. After the Board's grant of a petition, any additional absences by that Commissioner during the calendar year shall result in an automatic vacancy and will not be subject to be reinstated.

Public Comment: None heard.

Motion by: Hayes **Second by:** Baines

Ayes: All in favor.

Nays: None heard

8. BOARD SELF-ASSESSMENT

Committee Chair Rodgers provided an overview of the Board Self-Assessment questionnaire results.

Board Chair Hayes recommended due to the lack of Commissioners completing the survey at the next Board Meeting have Commissioners complete a form stating their Personal Preference Email to send out notification regarding EOC matters.

Reyes recommend Commissioners to complete the Board Self-Assessment during the Board Retreat.

Public Comment: None heard.

No action required.

9. OTHER BUSINESS

Commissioner Arambula inquired the possibility to receive reminders the day before for all Board and Committee Meetings and send notifications to all Committee Members.

Committee Chair Rodgers inquired about the possibility of including the BoardEffect link or attaching the packet when staff are sending reminders to Committee members. Also, sending the Meeting schedule calendar for the whole year in advance due to other commitments.

Public Comment: None heard.

No action required.

10. PUBLIC COMMENTS

Public Comment: None heard.

No action required.

11. ADJOURNMENT



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13E2	Director: N/A
Subject: Bylaws Revisions	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the Agency’s Bylaws.

CSBG Organizational Standard

The organization’s bylaws have been reviewed by an attorney within the past 5 years per Category 5, Standard 5.3.

Background

The Bylaws Committee has continuously met to make revision to the agency’s bylaws for full Board consideration. The following material updates are presented for review and approval:

Article VII - Section 2. Vacancies: Added clarifying language for Commissioner to serve unexpired/remaining terms.

Article VII - Section 4: Removal: Added language to state a Commissioner shall be deemed to have vacated that Commissioner’s Board seat after three (3) absences of regular meetings and contains a process for Commissioners to request to be reinstated. If a Commissioner fails to follow the reinstatement process, the Board would not have the option of reinstating the Commissioner.

Article VII - Section 7: Employment of Commissioners: Section renamed to *Revolving Door Prohibition* and narrows the provisions to comply with state law.

Article VIII – Section 2: Regular Meetings: Regular Board meeting shall now not exceed ten (10) times per year upon a schedule as approved by the Board.

Article IX – Section 1C: Secretary: Added clarifying section to note the Secretary of the Board is not a voting member of the Board.

Article X – Committees: Consolidated the Program, Planning & Evaluation, Human Resources, and Finance Committee into the Executive Committee. Audit Committee and Bylaws Committee are still stand-alone Committees even though the Audit

Committee composition mirrors the Executive Committee. This Section also expanded the Executive Committee to nine members consisting of the Chair, Vice Chair, Treasurer, and two Target Area, two Community Sector and two Public Sector Commissioners.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the full Board, the agency's Bylaws will be effective, January 1, 2024.



REDLINE VERSION

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION

BYLAWS

MODIFIED OCTOBER 20242023

BYLAWS

ARTICLE I. NAME

The corporation's name shall be the Fresno County Economic Opportunities Commission. The corporation may be referred to herein as "Corporation" or "Agency."

ARTICLE II. PURPOSES & LIMITATIONS

1. Purposes: This Corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 01(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law. The specific and primary purposes of this Corporation are to undertake various charitable endeavors related to (i) developing, conducting and administering programs as a Community Act Agency formed under the Economic Opportunity Act of 1964, as subsequently amended; (ii) identifying areas of poverty in Fresno County; (iii) encouraging, stimulating and assisting in the development of anti-poverty projects, as well as promote self-sufficiency, by non-profit and public organizations; and (iv) implementing various economic development and service programs in Fresno County in such as areas as transportation, education, job training, nutrition, and related activities. This Corporation is also authorized to receive contributions and grants and to make donations to, and otherwise aid and support, legally permissible undertakings consistent with the above-stated purposes.

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

ARTICLE III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

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

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

ARTICLE IV. COMPOSITION OF THE BOARD

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

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

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

Target Area Commissioners. One-third of the Tripartite Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that these

Commissioners are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the Corporation's programs; and

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

Section 2: Head Start Board Composition Requirements

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

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

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

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

ARTICLE V. SELECTION OF COMMISSIONERS

Each prospective Commissioner from each sector shall complete the Corporation's application prior to appointment. For Public Sector Commissioners, the appointing agency shall supply the application to the prospective Commissioner and provide a completed application to the Corporation prior to appointment. After each prospective Commissioner has been selected to serve on the Board through the appropriate selection process described in the policies and procedures for the sector in which he or she proposes to serve, and has been determined by the Board (or a Committee thereof) to meet the qualifications set by the Board from time to time for service as a Commissioner, the Board shall vote whether to elect him or her to the Board. Each Commissioner must (i) be a resident of Fresno County; and (ii) have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.

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

One Commissioner appointed by the Mayor of the City of Fresno;

Two Commissioners appointed by the Fresno County Board of Supervisors;
One Commissioner appointed by the Fresno County Superior Court Presiding Judge sitting in the Juvenile Department;

One Commissioner appointed by the State Center Community College District Board of Trustees;

One Commissioner appointed by a member of the California Assembly;
One Commissioner appointed by a member of the California Senate; and
One Commissioner appointed by a member of the U.S. Congress.

B. Target Area Commissioners. Target Area Commissioners shall be elected by members of the respective areas hereinafter "Target Area" in accordance with Policies and

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

- C. Community Sector Commissioners.** Community Sector Commissioners may consist of representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations (each a "Community Sector Organization") that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency. The Community Sector Commissioners shall be selected in accordance with the written policies and procedures established from time-to-time by the Commission. The proposed Community Sector Commissioner must be affiliated with the Community Sector Organization recommending that appointment. For the purposes of the appointment of Community Sector Commissioners, "affiliated" shall be limited to individuals who actively participate in the affairs of, or serves as an employee or active volunteer of, the Community Sector Organization recommending the appointment.

ARTICLE VI. TERMS OF OFFICE

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

ARTICLE VII. COMMISSIONERS

Section 1. Powers

- A. General Corporate Powers.** Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation, the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Commission.
- B. Organizational Jurisdiction.** For the purposes of California law, the jurisdiction of the Corporation shall be Fresno County. Notwithstanding the foregoing, the Corporation may conduct business outside of Fresno County.
- C. Specific Powers.** Without prejudice to these general powers, and subject to the same limitations, the Commissioners shall have the power to:
1. Appoint or remove a Chief Executive Officer according to the policies set forth by the Commission.
 2. Prescribe any and all powers and duties in the Chief Executive Officer that are consistent with law, with the Articles of Incorporation, and with these Bylaws, and fix the compensation of the Chief Executive Officer.
 3. Approve all programs and budgets and shall oversee the enforcement of grant conditions. The Commission shall comply with any and all requirements of the applicable Federal and State Law including, but not limited to, those laws requested by its funding sources, and any regulations promulgated thereunder.

4. Change the principal executive office or the principal business office in the State of California from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within the Corporation's jurisdiction for the holding of any meeting or meetings of the Board, including annual meetings.
5. Adopt, make and use a corporate seal; prescribe the forms of membership certificates, if applicable; and alter the form of the seal and certificates.
6. Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.

Section 2. Vacancies

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

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

A.B. _____

B.C. Target Area Commissioners. Vacancies in the target area sector shall be filled using the same democratic process originally used to fill the seat of the Target Area Commissioners. Any election to fill a Target Area Commissioner seat shall be for the remainder of the unexpired term of the vacating Target Area Commissioner.

C.D. Community Sector Commissioners. When a vacancy occurs in a seat held by an individual designated by a Community Sector Organization, the Board shall ask the Community Sector Organization that designated that individual to designate another individual, subject to approval by the Board, to fill the vacancy. Should that Community Sector Organization fail, within the period specified by the Board, to designate an individual to fill the vacancy, the Board shall select another Private Sector Organization to designate an individual, subject to approval of the Board, to fill the vacancy. After a vacancy, each Community Sector Organization shall have thirty (30) days to provide a name of a proposed Community Sector Commissioner. The AnEach appointed Community Sector Commissioner shall serve for for the remainingthe remaining term of the original-vacating Community Sector Commissioner.

Section 3. Resignation

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

Section 4. Removal

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

B. Grounds for Removal by the Board. The Board may remove a Commissioner from the Board or any Committee and from any office for the following reasons:

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

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

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

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

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

5. Excessive Absences. ~~The Board shall remove a~~ Commissioner shall be deemed to have vacated that Commissioner's Board seat by resolution, after three (3) absences of regular meetings ~~during~~ a calendar year. No later than five (5) days before the next Board of Commissioners' meeting after the vacancy, a Commissioner may ~~timely petition request in writing to the Chair and Clerk of the Board that~~ the Board to ~~retain~~ restore the Commissioner's Board seat during the -Board meeting immediately following the deemed vacancy his or her Board seat- so long as the Board takes such action upon a determinations, ~~in its~~ the Board's sole discretion, that there is good cause to excuse the excessive absences. - If the Commissioner fails to timely request restoration or is not present at the Board meeting in which the Board considers such request, the Board will not have the discretion to restore the Commissioner's Board seat. If the Board reinstates a Commissioner under this paragraph, any additional absence during the same calendar year will result in the Commissioner's seat being vacated without the option of Board reinstatement.

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

Section 5. Conflicts of Interest

Subject to the articles of incorporation, bylaws and any applicable law, the Board shall adopt and implement a conflict of interest policy covering the Corporation's Commissioners, Officers and such employees and other persons as may be specified in the policy. The conflict of interest policy, which may be revised by the Board of Commissioners from time-to-time, shall comply with California Government Code sections 1090 and 87100 *et seq.*, and Head Start regulations. However, under no circumstances shall the Commissioners have a financial conflict of interest with the organization or its delegate agencies; be employees of the Head Start or Early Head Start programs; or be immediate family members of any employees of the Head Start or Early Head Start programs. For this purpose, the term "immediate family member" means: a spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members. Commissioners who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the organization in its dealings with any federal government departments or agencies.

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

Section 6. Compensation of Commissioners

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

Section 7. ~~Revolving Door Prohibition~~ Employment of Commissioners

No ~~Commissioner shall be eligible to be employed by the association no less than one (1) year after the term or period of services as a Commissioner has terminated.~~ Likewise, no person who was a Commissioner, ~~as an individual or executive of another organization,~~ may contract with the Agency for a period of one-year after the term or period of services as a Commissioner has terminated, unless provided by law. ~~A member of an advisory board of the Commission shall be ineligible to accept employment contract with the Agency until three (3) months after terminating service on any association advisory board.~~ However, any individual falling below the California or federal poverty guideline is automatically shall be exempt from the above "waiting period" requirement, so long as that individual resigns from the Commission ~~or advisory board~~ at the time of acceptance of employment and such employment does not violate California or federal conflicts of interest law.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting

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

Section 2. Regular Meetings

Meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year. Regular meetings of the Board shall not exceed six-ten (106) times per year, ~~generally on the fourth Wednesday of the month upon a schedule as approved by the Board.~~ At any regular meeting the agenda shall provide an opportunity for any person to present discussion regarding any matter of public interest that is within

the subject matter jurisdiction of the Agency. Nothing shall prevent the Board of Commissioners from meeting via special meeting on a case-by-case basis.

Section 3. Open Meetings

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

Section 4. Notice

Written notice of the time, date, location and agenda of each meeting of the Board shall be given to each Commissioner and made available to the public at least 72 hours before regular meetings or 24 hours before a special meeting.

Section 5. Quorum

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

Section 6. Voting and Action by the Board

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

Section 7. Parliamentary Procedure

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

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

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

Section 9. Action without a Meeting

No action by the Board may be taken without a meeting.

Section 10. Special Meetings

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

Section 11. Adjourned Meeting

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

ARTICLE IX. OFFICERS

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

Section 1. Duties of Officers

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

- A. Chair.** The Chair shall: (1) be the chief volunteer officer of the Corporation, subject to the direction and control of the Board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special Committees with the approval of the Commission; (4) be ex-officio a member of all Committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission. The Chair shall be counted to determine the existence of a quorum.
- B. Vice Chair.** In the absence of the Chair or the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.
- C. Secretary.** The Commission shall appoint the Chief Executive Officer, who shall serve as the Chief Administrative Officer and as Secretary to the Commission. The secretary shall be responsible for the recording and maintenance of records of all proceedings of the Board. This shall include the attendance of Commissioners at meetings, record of votes of all motions of all meetings of the Commission, and all Commission Committees. These records shall be kept in electronic or print files which shall be kept at the principal office of the Commission. The records shall be open at all reasonable times to the inspection of any Commissioner. Such files shall also contain the Commission's articles of incorporation and bylaws (as well as any amendments thereto) and the names of all Commissioners and the address of each. The secretary or his or her delegate shall give all notices that may be required by law or by these bylaws. The secretary shall perform such other duties and have such other powers as the commissioners shall determine from time to time. The Secretary shall not be a voting member of the Board.
- D. Treasurer.** The treasurer shall: (1) oversee the Corporation's financial management practices, subject to the direction and control of the Board; (2) ensure that the Commissioners understand the financial situation of the Corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the Corporation's principal office); (3) serve as Chair of the Finance Committee; (4) serve as an Authorized Check Signatory when the Chair is unavailable; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.

Section 2. Delegation of Duties

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

individual.

Section 3. Election

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

Section 4. Term of Office

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

Section 5. Removal of Officers

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

Section 6. Resignation of Officers

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

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

Section 7. Vacancies

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

Section 8. Chief Executive Officer

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

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

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

ARTICLE X. COMMITTEES

The Board may establish one or more Committees (standing and/or ad hoc) and may delegate to any such Committee or Committees any or all of its powers, except the powers specified in section 5212 of the California Corporations Code. Any Committee to which the powers of the Commissioners are delegated

shall consist solely of Commissioners and shall, to the extent possible, reflect the Tripartite composition of the full Board unless expressly provided for herein. Committee members and Chairs shall be appointed by the Board Chair and be approved by the Board and shall serve at the pleasure of the Board.

Each Committee shall keep a record of its actions and proceedings and, when required by the Board, shall make a report of those actions and proceedings to the Board. Unless the commissioners otherwise designate, Committees shall conduct their affairs in the same manner as is provided in these Bylaws ~~for the conduct of the affairs of the Board of Commissioners~~, with such changes in the context of such provisions as are necessary to substitute the Committee and its members for the Board and its members; ~~provided, however, that the time of regular meetings of Committees may be determined either by resolution of the Board or by resolution of the Committee, and that special meetings of a Committee may also be called by resolution of the Board~~. A quorum for any meeting shall be 50 percent of that Committee. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions of these bylaws. Each standing Committee shall comply with the Brown Act. There shall be the following standing Committees: Executive, ~~Human Resources/Pension ("Human Resources"), Finance/Infrastructure ("Finance"), Bylaws, and Audit, Program Planning and Evaluation Committee and Infrastructure~~. The Board Chair shall appoint the Chair of each Committee who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended. The ~~C~~ommittee shall determine the frequency and meeting dates for each committee meeting.

Section 1. Executive Committee

The Executive Committee shall be composed of the ~~four~~ seventeen (974) elected ~~officers-Board members, consisting of the Chair, Vice Chair, Treasurer, and two (2) Public Sector Commissioners, two (2) Target Area Commissioners, and two (2) Community Sector Commissioners~~. ~~The Executive~~ Committee shall have all the powers and authority of the Board of Commissioners, as allowed by law in the intervals between meetings of the Board, and is subject to the direction and control of the full Board. ~~The Executive Committee shall meet as necessary as determined by the Chair. An Executive Committee meeting may be called by the Chair or upon the written request of two (2) Executive Committee members with 48 hours' notice. The Executive Committee's decision(s) are subject to approval by the Board. The Executive Committee shall make a report of its actions and proceedings to the Board at the next meeting of the Board held after such actions or proceedings. The Executive Committee shall have the following responsibilities:~~

A. Administrative Matters.

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

Section 2. Finance Committee

B. Finance Matters.

The ~~Finance Committee shall be composed of the Treasurer, who shall be its Chair, and four (4) other Commissioners, at least one from each Tripartite sector. The Finance~~ Executive Committee shall: (1) advise the Chief Executive Officer in the preparation and administration of the operating budget; (2) oversee the administration, collection, and disbursement of the financial resources of the Corporation; (3) advise the Board with respect to significant financial decisions, including the integrity of the financial statements of the Corporation; (4) ~~(12) have such other powers and perform such other duties as the Board may specify from time to time. Additionally, the Finance Committee~~ (54) establish outcome statements for meeting the agency's infrastructure needs, and periodically monitor performances towards meeting these statements; (62) review, discuss and make recommendations to the Board of Commissioners relative to the agency's plans for real estate acquisitions/development, property maintenance,

and technology advancements, and procurement activities; ~~(73)~~ meet the community and agency staff's infrastructure needs; ~~(84)~~ provide employment opportunities for clients, students, and corps members by creating relationships among the agency's education and employment training programs; ~~(95)~~ promote procurement opportunities to small proprietors, women, and minority operated businesses and those certified as a Disadvantaged Business Enterprise (DBE) as it pertains to facilities management/maintenance, IT network, telecommunications, and real estate activities.

C. ~~Program, Planning & Evaluation.~~

The Executive Committee shall: (1) oversee implementation of the Agency's community needs assessment and strategic planning processes approved by the Board and conduct periodic reviews to determine to what degree the Corporation is addressing the needs and goals identified through these processes; (2) discuss, review and recommend grant applications; (3) track the progress of the Agency's programs in meeting identified goals and objectives; (4) oversee the Agency's processes for outcome reporting for its programs; (5) review monitoring reports, evaluations, and other feedback on the Agency's programs provided by funding sources and other interested parties; (6) work with the Agency's staff and full Board to ensure that monitoring findings are addressed in a timely way; and (7) oversee the regular evaluation of the Agency's programs by the Agency's Board and staff.

D. ~~Human Resources.~~

The Executive Committee shall (1) periodically review the Agency's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the Agency's compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the Agency's employee benefits package; (4) receive information from the Agency's staff and attorneys on legal proceedings involving its employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis, review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; and (6) provide employees with a diversified slate of investment options and make changes to the funds offered as needed.

Section ~~23~~. Audit Committee

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

Section ~~43~~. Bylaws Committee

The Bylaws Committee shall be composed of five (5) Commissioners, with at least one from each Tripartite sector. The Bylaws Committee shall: (1) oversee Board member recruitment (including administering the target area Board member democratic selection process, recommending candidates for Public and Community Sector Board seats, and ensuring that the Board fills vacancies promptly), orientation, and training; (2) coordinate the Board's periodic evaluation process of itself and the organization's governance structure, policies and procedures; (3) coordinate periodic review of the Corporation's articles of incorporation and bylaws; and (4) have such other powers and perform such other duties as the Board may specify from time to time. An ad hoc committee of the Bylaws Committee shall be appointed by the Chair of the Bylaws Committee to interview all prospective Community Sector Commissioners.

Section 5. Program Planning and Evaluation Committee

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

Section 6. Human Resources Committee

~~The Human Resources Committee shall be composed of five (5) Commissioners, with at least one from each Tripartite sector, two elected employee representatives, and two Pension Plan Trustees and shall (1) periodically review the Corporation's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the Corporation's compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the Corporation's employee benefits package; (4) receive information from the Corporation's staff and attorneys on legal proceedings involving the Corporation's employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis, review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; (6) provide employees with a diversified slate of investment options and make changes to the funds offered as needed; and (7) have such other powers and perform such other duties as the Board may specify from time to time.~~

ARTICLE XI. POLICIES AND PROCEDURES

Section 1. Annual Statement of Certain Transactions and Indemnifications

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

Section 2. Fiscal Year

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

Section 3. Execution of Instruments

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

or for any amount.

Section 4. Agents

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

ARTICLE XII. BONDING

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

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

Section One. Actions Other Than By the Corporation.

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

Section Two. Actions By the Corporation.

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

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

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

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

Section Three. Successful Defense By Agent.

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

Section Four. Required Approval

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

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

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

Section Five. Advance of Expenses.

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

Section Six. Other Contractual Rights

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

Section Seven. Limitations.

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

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

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

Section Eight. Insurance.

The Corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its agents, against any liability asserted against or incurred by any agent in such capacity

or arising out of the agent's status as such, regardless of whether the Corporation would have the power to indemnify the agent against the liability under the provisions of this Article VIII; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the California Corporations Code.

ARTICLE XIV. EFFECTIVE DATE/AMENDMENT OF BYLAWS

These bylaws shall be effective as of January 1, 2022. These bylaws may be altered, amended or repealed at any meeting of the Commissioners; provided that notice of the meeting must be provided to the Commissioners at least 14 days before the date of the meeting and must include the text of the proposed alteration, amendment or repeal.

ARTICLE XV. DISSOLUTION

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



CLEAN VERSION

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION

BYLAWS

MODIFIED NOVEMBER 2023

BYLAWS

ARTICLE I. NAME

The corporation's name shall be the Fresno County Economic Opportunities Commission. The corporation may be referred to herein as "Corporation" or "Agency."

ARTICLE II. PURPOSES & LIMITATIONS

1. Purposes: This Corporation is a California nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 01(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law. The specific and primary purposes of this Corporation are to undertake various charitable endeavors related to (i) developing, conducting and administering programs as a Community Act Agency formed under the Economic Opportunity Act of 1964, as subsequently amended; (ii) identifying areas of poverty in Fresno County; (iii) encouraging, stimulating and assisting in the development of anti-poverty projects, as well as promote self-sufficiency, by non-profit and public organizations; and (iv) implementing various economic development and service programs in Fresno County in such as areas as transportation, education, job training, nutrition, and related activities. This Corporation is also authorized to receive contributions and grants and to make donations to, and otherwise aid and support, legally permissible undertakings consistent with the above-stated purposes.

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

ARTICLE III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

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

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

ARTICLE IV. COMPOSITION OF THE BOARD

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

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

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

Target Area Commissioners. One-third of the Tripartite Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that these

Commissioners are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the Corporation's programs; and

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

Section 2: Head Start Board Composition Requirements

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

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

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

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

ARTICLE V. SELECTION OF COMMISSIONERS

Each prospective Commissioner from each sector shall complete the Corporation's application prior to appointment. For Public Sector Commissioners, the appointing agency shall supply the application to the prospective Commissioner and provide a completed application to the Corporation prior to appointment. After each prospective Commissioner has been selected to serve on the Board through the appropriate selection process described in the policies and procedures for the sector in which he or she proposes to serve, and has been determined by the Board (or a Committee thereof) to meet the qualifications set by the Board from time to time for service as a Commissioner, the Board shall vote whether to elect him or her to the Board. Each Commissioner must (i) be a resident of Fresno County; and (ii) have an strong awareness of poverty in the community in which they live and a desire to implement solutions to address poverty.

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

One Commissioner appointed by the Mayor of the City of Fresno;

Two Commissioners appointed by the Fresno County Board of Supervisors;
One Commissioner appointed by the Fresno County Superior Court Presiding Judge sitting in the Juvenile Department;

One Commissioner appointed by the State Center Community College District Board of Trustees;

One Commissioner appointed by a member of the California Assembly;
One Commissioner appointed by a member of the California Senate; and
One Commissioner appointed by a member of the U.S. Congress.

B. Target Area Commissioners. Target Area Commissioners shall be elected by members of the respective areas hereinafter "Target Area" in accordance with Policies and

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

- C. Community Sector Commissioners.** Community Sector Commissioners may consist of representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations (each a "Community Sector Organization") that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency. The Community Sector Commissioners shall be selected in accordance with the written policies and procedures established from time-to-time by the Commission. The proposed Community Sector Commissioner must be affiliated with the Community Sector Organization recommending that appointment. For the purposes of the appointment of Community Sector Commissioners, "affiliated" shall be limited to individuals who actively participate in the affairs of, or serves as an employee or active volunteer of, the Community Sector Organization recommending the appointment.

ARTICLE VI. TERMS OF OFFICE

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

ARTICLE VII. COMMISSIONERS

Section 1. Powers

- A. General Corporate Powers.** Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation, the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Commission.
- B. Organizational Jurisdiction.** For the purposes of California law, the jurisdiction of the Corporation shall be Fresno County. Notwithstanding the foregoing, the Corporation may conduct business outside of Fresno County.
- C. Specific Powers.** Without prejudice to these general powers, and subject to the same limitations, the Commissioners shall have the power to:
1. Appoint or remove a Chief Executive Officer according to the policies set forth by the Commission.
 2. Prescribe any and all powers and duties in the Chief Executive Officer that are consistent with law, with the Articles of Incorporation, and with these Bylaws, and fix the compensation of the Chief Executive Officer.
 3. Approve all programs and budgets and shall oversee the enforcement of grant conditions. The Commission shall comply with any and all requirements of the applicable Federal and State Law including, but not limited to, those laws requested by its funding sources, and any regulations promulgated thereunder.

4. Change the principal executive office or the principal business office in the State of California from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within the Corporation's jurisdiction for the holding of any meeting or meetings of the Board, including annual meetings.
5. Adopt, make and use a corporate seal; prescribe the forms of membership certificates, if applicable; and alter the form of the seal and certificates.
6. Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.

Section 2. Vacancies

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

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

B. Target Area Commissioners. Vacancies in the target area sector shall be filled using the same democratic process originally used to fill the seat of the Target Area Commissioners. Any election to fill a Target Area Commissioner seat shall be for the remainder of the unexpired term of the vacating Target Area Commissioner.

C. Community Sector Commissioners. When a vacancy occurs in a seat held by an individual designated by a Community Sector Organization, the Board shall ask the Community Sector Organization that designated that individual to designate another individual, subject to approval by the Board, to fill the vacancy. Should that Community Sector Organization fail, within the period specified by the Board, to designate an individual to fill the vacancy, the Board shall select another Private Sector Organization to designate an individual, subject to approval of the Board, to fill the vacancy. After a vacancy, each Community Sector Organization shall have thirty (30) days to provide a name of a proposed Community Sector Commissioner. Each appointed Community Sector Commissioner shall serve for the remaining term of the vacating Community Sector Commissioner.

Section 3. Resignation

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

Section 4. Removal

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

B. Grounds for Removal by the Board. The Board may remove a Commissioner from the Board or any Committee and from any office for the following reasons:

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

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

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

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

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

5. Excessive Absences. A Commissioner shall be deemed to have vacated that Commissioner's Board seat after three (3) absences of regular meetings during a calendar year. No later than five (5) days before the next Board of Commissioners' meeting after the vacancy, a Commissioner may request in writing to the Chair and Clerk of the Board that the Board to restore the Commissioner's Board seat during the Board meeting immediately following the deemed vacancy so long as the Board takes such action upon a determination, in the Board's sole discretion, that there is good cause to excuse the excessive absences. If the Commissioner fails to timely request restoration or is not present at the Board meeting in which the Board considers such request, the Board will not have the discretion to restore the Commissioner's Board seat. If the Board reinstates a Commissioner under this paragraph, any additional absence during the same calendar year will result in the Commissioner's seat being vacated without the option of Board reinstatement.

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

Section 5. Conflicts of Interest

Subject to the articles of incorporation, bylaws and any applicable law, the Board shall adopt and implement a conflict of interest policy covering the Corporation's Commissioners, Officers and such employees and other persons as may be specified in the policy. The conflict of interest policy, which may be revised by the Board of Commissioners from time-to-time, shall comply with California Government Code sections 1090 and 87100 *et seq.*, and Head Start regulations. However, under no circumstances shall the Commissioners have a financial conflict of interest with the organization or its delegate agencies; be employees of the Head Start or Early Head Start programs; or be immediate family members of any employees of the Head Start or Early Head Start programs. For this purpose, the term "immediate family member" means: a spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members. Commissioners who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the organization in its dealings with any federal government departments or agencies.

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

Section 6. Compensation of Commissioners

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

Section 7. Revolving Door Prohibition

No person who was a Commissioner may contract with the Agency for a period of one-year after the term or period of services as a Commissioner has terminated, unless provided by law. However, any individual falling below the California or federal poverty guideline shall be exempt from the above "waiting period" requirement, so long as that individual resigns from the Commission at the time of acceptance of employment and such employment does not violate California or federal conflicts of interest law.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting

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

Section 2. Regular Meetings

Meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year. Regular meetings of the Board shall not exceed ten (10) times per year, upon a schedule as approved by the Board. At any regular meeting the agenda shall provide an opportunity for any person to present discussion regarding any matter of public interest that is within the subject matter jurisdiction of the Agency. Nothing shall prevent the Board of Commissioners from meeting via special meeting on a case-by-case basis.

Section 3. Open Meetings

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

Section 4. Notice

Written notice of the time, date, location and agenda of each meeting of the Board shall be given to each Commissioner and made available to the public at least 72 hours before regular meetings or 24 hours before a special meeting.

Section 5. Quorum

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

Section 6. Voting and Action by the Board

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

Section 7. Parliamentary Procedure

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

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

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

Section 9. Action without a Meeting

No action by the Board may be taken without a meeting.

Section 10. Special Meetings

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

Section 11. Adjourned Meeting

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

ARTICLE IX. OFFICERS

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

Section 1. Duties of Officers

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

- A. Chair.** The Chair shall: (1) be the chief volunteer officer of the Corporation, subject to the direction and control of the Board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special Committees with the approval of the Commission; (4) be ex-officio a member of all Committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission. The Chair shall be counted to determine the existence of a quorum.
- B. Vice Chair.** In the absence of the Chair or the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.
- C. Secretary.** The Commission shall appoint the Chief Executive Officer, who shall serve as the Chief Administrative Officer and as Secretary to the Commission. The secretary shall be responsible for the recording and maintenance of records of all proceedings of the Board. This shall include the attendance of Commissioners at meetings, record of votes of all motions of all meetings of the Commission, and all Commission Committees. These records shall be kept in electronic or print files which shall be kept at the principal office of the Commission. The records shall be open at all reasonable times to the inspection of any Commissioner. Such files shall also contain the Commission's articles of incorporation and bylaws (as well as any amendments thereto) and the names of all Commissioners and the address of each. The secretary or his or her delegate shall give all notices that may be required by law or by these bylaws. The secretary shall perform such other duties and have such other powers as the commissioners shall determine from time to time. The Secretary shall not be a voting member of the Board.
- D. Treasurer.** The treasurer shall: (1) oversee the Corporation's financial management practices, subject to the direction and control of the Board; (2) ensure that the Commissioners understand the financial situation of the Corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the Corporation's principal office); (3) serve as Chair of the Finance Committee; (4) serve as an Authorized Check Signatory when the Chair is unavailable; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.

Section 2. Delegation of Duties

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

Section 3. Election

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

Section 4. Term of Office

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

Section 5. Removal of Officers

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

Section 6. Resignation of Officers

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

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

Section 7. Vacancies

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

Section 8. Chief Executive Officer

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

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

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

ARTICLE X. COMMITTEES

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

the Board Chair and be approved by the Board and shall serve at the pleasure of the Board.

Each Committee shall keep a record of its actions and proceedings and, when required by the Board, shall make a report of those actions and proceedings to the Board. Unless the commissioners otherwise designate, Committees shall conduct their affairs in the same manner as is provided in these Bylaws, with such changes in the context of such provisions as are necessary to substitute the Committee and its members for the Board and its members. A quorum for any meeting shall be 50 percent of that Committee. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions of these bylaws. Each standing Committee shall comply with the Brown Act. There shall be the following standing Committees: Executive, Bylaws, and Audit. The Board Chair shall appoint the Chair of each Committee who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended. The Committee shall determine the frequency and meeting dates for each committee meeting.

Section 1. Executive Committee

The Executive Committee shall be composed of the nine (9) elected Board members, consisting of the Chair, Vice Chair, Treasurer, and two (2) Public Sector Commissioners, two (2) Target Area Commissioners, and two (2) Community Sector Commissioners. The Executive Committee shall have all the powers and authority of the Board of Commissioners, as allowed by law in the intervals between meetings of the Board, and is subject to the direction and control of the full Board. The Executive Committee shall meet as necessary as determined by the Chair. An Executive Committee meeting may be called by the Chair or upon the written request of two (2) Executive Committee members with 48 hours' notice. The Executive Committee's decision(s) are subject to approval by the Board. The Executive Committee shall make a report of its actions and proceedings to the Board at the next meeting of the Board held after such actions or proceedings. The Executive Committee shall have the following responsibilities:

A. *Administrative Matters.*

The Executive Committee shall act on interim matters that cannot wait until the next Board meeting. The Executive Committee shall also review the next full Board agenda.

B. *Finance Matters.*

The Executive Committee shall: (1) advise the Chief Executive Officer in the preparation and administration of the operating budget; (2) oversee the administration, collection, and disbursement of the financial resources of the Corporation; (3) advise the Board with respect to significant financial decisions, including the integrity of the financial statements of the Corporation; (4) establish outcome statements for meeting the agency's infrastructure needs, and periodically monitor performances towards meeting these statements; (5) review, discuss and make recommendations to the Board of Commissioners relative to the agency's plans for real estate acquisitions/development, property maintenance, and technology advancements, and procurement activities; (6) meet the community and agency staff's infrastructure needs; (7) provide employment opportunities for clients, students, and corps members by creating relationships among the agency's education and employment training programs; (8) promote procurement opportunities to small proprietors, women, and minority operated businesses and those certified as a Disadvantaged Business Enterprise (DBE) as it pertains to facilities management/maintenance, IT network, telecommunications, and real estate activities.

C. *Program, Planning & Evaluation.*

The Executive Committee shall: (1) oversee implementation of the Agency's community needs assessment and strategic planning processes approved by the Board and conduct periodic reviews to determine to what degree the Corporation is addressing the needs and goals identified through these processes; (2) discuss, review and recommend grant applications; (3) track the progress of the Agency's programs in meeting identified goals and objectives; (4) oversee the Agency's processes for outcome reporting for its programs; (5) review monitoring reports, evaluations, and other feedback on the Agency's programs provided by funding sources and other interested parties; (6) work with the Agency's staff and full Board to ensure

that monitoring findings are addressed in a timely way; and (7) oversee the regular evaluation of the Agency's programs by the Agency's Board and staff.

D. *Human Resources.*

The Executive Committee shall (1) periodically review the Agency's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full Board; (2) periodically review the Agency's compensation schedule and implementation thereof, recommend any changes to the Board; (3) review and make recommendations to the Board regarding the Agency's employee benefits package; (4) receive information from the Agency's staff and attorneys on legal proceedings involving its employees and make recommendations and reports to the Board on those matters; (5) on a quarterly basis, review and approve quarterly financial reports and investment performance reports of the retirement plans; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan; and (6) provide employees with a diversified slate of investment options and make changes to the funds offered as needed.

Section 2. Audit Committee

The Audit Committee shall be composed of the Executive Committee members. The Audit Committee shall assist the Board of Commissioners in fulfilling its oversight responsibilities by monitoring: (1) the overall systems of internal control and risk mitigation; (2) the integrity of the financial statements of the organization; (3) compliance by the organization with legal and regulatory requirements and ethical standards; (4) at the close of each fiscal year shall present to the Commission a financial report for the year audited by a licensed Certified Public Accountant; and (5) the selection, independence and performance of the organization's independent auditors. In addition, the Audit Committee shall oversee the internal audit department and have such other powers and perform such other duties as the Board may specify from time to time.

Section 3. Bylaws Committee

The Bylaws Committee shall be composed of five (5) Commissioners, with at least one from each Tripartite sector. The Bylaws Committee shall: (1) oversee Board member recruitment (including administering the target area Board member democratic selection process, recommending candidates for Public and Community Sector Board seats, and ensuring that the Board fills vacancies promptly), orientation, and training; (2) coordinate the Board's periodic evaluation process of itself and the organization's governance structure, policies and procedures; (3) coordinate periodic review of the Corporation's articles of incorporation and bylaws; and (4) have such other powers and perform such other duties as the Board may specify from time to time. An ad hoc committee of the Bylaws Committee shall be appointed by the Chair of the Bylaws Committee to interview all prospective Community Sector Commissioners.

ARTICLE XI. POLICIES AND PROCEDURES

Section 1. Annual Statement of Certain Transactions and Indemnifications

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

Section 2. Fiscal Year

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

Section 3. Execution of Instruments

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

Section 4. Agents

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

ARTICLE XII. BONDING

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

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

Section One. Actions Other Than By the Corporation.

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

Section Two. Actions By the Corporation.

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

In respect of any claim, issue or matter as to which that person shall have been adjudged to be liable to this Corporation in the performance of that person's duty to this

Corporation, unless, and only to the extent that, the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for the expenses and then only to the extent that the court shall determine;

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

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

Section Three. Successful Defense By Agent.

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

Section Four. Required Approval

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

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

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

Section Five. Advance of Expenses.

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

Section Six. Other Contractual Rights

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

Section Seven. Limitations.

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

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

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

Section Eight. Insurance.

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

ARTICLE XIV. EFFECTIVE DATE/AMENDMENT OF BYLAWS

These bylaws shall be effective as of January 1, 2022. These bylaws may be altered, amended or repealed at any meeting of the Commissioners; provided that notice of the meeting must be provided to the Commissioners at least 14 days before the date of the meeting and must include the text of the proposed alteration, amendment or repeal.

ARTICLE XV. DISSOLUTION

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



BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13E3	Director: N/A
Subject: Excessive Absences Policy	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the Excessive Absence Policy.

Background

The Procedure for Removal of Commissioner for Excessive Absences Policy has been updated to reflect the updates to the agency Bylaws.

The agency’s legal counsel, Kenneth Price, will provide a red line version of the Excessive Absence Policy during the Committee Meeting for review and discussion.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the full Board, the Excessive Absences Policy will be finalized and effective December 7, 2023.

PROCEDURE FOR REMOVAL OF A COMMISSIONER FOR EXCESSIVE ABSENCES

PURPOSE:

The purpose of this policy is to define the process for removal of Commissioners for Excessive Absences.

DEFINITIONS:

- A. "Notification in Writing": a written letter sent via the US Post Office or electronic mail.
- B. Excessive Absences: 3 absences

POLICY/PROCEDURE

Article VII, Section 4, Number 5 of the Bylaws provides that "A Commissioner shall be deemed to have vacated that Commissioner's Board seat after three (3) absences of regular meetings during a calendar year. A Commissioner may request the Board to restore that Commissioner's Board seat so long as the Board takes such action upon a determination, in the Board's sole discretion, that there is good cause to excuse the excessive absences."

~~Commissioners are expected to attend all Board meetings, either in person or via conference call/electronic meeting technology. All Commissioners are expected to participate in Board discussions and decisions via email or telephone conferences on an as needed basis.~~

~~Moreover, a~~ A Commissioner is expected to notify the Board Chair and Secretary or designee regarding his/her inability to either attend a scheduled meeting ~~or participate in a scheduled conference call meeting of the Board of Commissioners.~~ If a Commissioner misses three (3) regular Board of Commissioners during any calendar year, that Commissioner's seat is deemed vacant and will be filled pursuant to Article VII, Section 2 of the Bylaws.

~~There are grounds for removal of the Commissioner per Article VII Section 4 of the bylaws upon the third absence in a calendar year.~~

NOTIFICATION PROCEDURE

- A. Included in the board packets is a roll call matrix detailing the attendance of each Commissioner. It is the Commissioner's responsibility to check the matrix, verify accuracy and inform the Secretary or designee if any changes are needed.
- B. A letter will be sent to ~~a the~~ Commissioner, within ~~two~~ five (5) business days of the violation of the Bylaws and this policy determining absence, via the US Postal Service, return receipt requested, informing him/her of the Board termination action for excessive absences.
- C. The ~~Secretary-Clerk of to~~ the Board will utilize the Commissioner's email address to notify the impacted Commissioner via email after the notification letter has been mailed. The notification letter will be attached.

APPEAL/DEFENSE/PETITION FOR REINSTATEMENT PROCESS:

- ~~A. The subject Commissioner will have the opportunity to defend his/her position by appeal petition the Board of Commissioner for reinstatement during the next regularly scheduled Board of Commissioners meeting, or can agree to termination via resignation of the position in writing. Such petition must be presented in writing to the Board Chair and Clerk to the Board of Commissioners no less than five (5) days prior to the meeting immediately following the third vacancy, and heard during that Board of Commissioners' meeting. If the subject Commissioner fails to timely request restoration or is not present at the Board of Commission meeting in which the Board considers the petition, the Board of Commissioners will not consider the petition.~~
- ~~B. The Commissioner will be granted 10 days to respond in writing to the termination action by the Board. The Board of Commissioners may, at its sole election, grant the petition upon a showing of good cause.~~
- ~~A.—C. If the Board reinstates a subject Commissioner, any additional absence during the same calendar year will result in the subject Commissioner's seat being vacated without the option of Board reinstatement.~~
- ~~B. If the Commissioner chooses to appeal the termination action, the appeal must be made in writing within the 10 day time limit. The Commissioner may also request a face to face meeting with the Bylaws Committee to defend his/her position.~~
- ~~C. The Bylaws Committee will consider the merits of the appeal and vote whether to reverse the decision and reinstate the member prior to the next regular scheduled Board meeting.~~

EXCEPTION

~~Public Sector members or their representatives may not be removed by the Commission. The Commission shall communicate any cause for removal to the designating official or board, who shall have sole authority to remove such public sector Commissioner.~~

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13E4	Director: N/A
Subject: Revised 2024 Board Meeting Schedule	Board Chair: Linda Hayes

Recommended Action

The Bylaws Committee recommends review and approval of the revised Board Meeting Schedule for calendar year 2024.

Background

As stated in the agency's Bylaws, the regular meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year.

On October 5th the Board approved the 2024 Board Meeting Schedule. After further review and feedback from Commissioner, the Board Chair is recommending the revised board meeting schedule to maximize Commissioner's attendance. Below are the original approve and proposed revised 2024 Board Meeting Schedule for the Board of Commissioners to meet monthly on the third Monday of the month versus the first Thursday of the month.

Approved

Month	Meeting Date
January	Thursday, January 4, 2024
February	Thursday, February 8, 2024
March	Thursday, March 7, 2024
April	Thursday, April 4, 2024
May	Thursday, May 2, 2024
June	CAPLAW Training, June 4-8, 2024**
July	No Meeting
August	No Meeting
September	Thursday, September 5, 2024
October	Thursday, October 3, 2024
November	Thursday, November 7, 2024
December	Thursday, December 5, 2024

Revised

Month	Meeting Date
January	Monday, January 22, 2024*
February	Saturday, February 24, 2024**
March	Monday, March 18, 2024
April	Monday, April 15, 2024
May	Monday, May 20, 2024
June	CAPLAW Training, June 4-8, 2024***
July	No Meeting
August	No Meeting
September	Monday, September 16, 2024
October	Monday, October 21, 2024
November	Monday, November 18, 2024
December	Monday, December 16, 2024

*Moved to the fourth Monday of the month due to the Holidays

** Board Training on Saturday in lieu of Board Meeting

***CAPLAW National Training Conference


Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the Board, the Board Meeting schedule will be effective January 1, 2024.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: N/A
Agenda Item #: 13E5	Director: N/A
Subject: Commissioner Application	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the Commissioners Application.

Background

On November 6, 2023, the Bylaws Committee met and recommended to consolidate the Target Area, Community Sector and Public Sector nomination forms in an effort to simplify the process for community members who may wish to apply to be on the Board.

On November 29, 2023, the Bylaws had an opportunity to review and provide input to the draft application. Staff have made necessary changes per the committee member's feedback. Attached is the final version that will be formatted as an online application.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the Board, this item will be implemented in the 2024 Board Election.

BOARD OF COMMISSIONERS APPLICATION FORM

APPLICANT INFORMATION

Full Name: _____
Last First M.I.

Home Address: _____
Street Address Apartment/Unit #

City State Postal Code

Primary Phone: _____ Alternate Phone: _____

Email: _____ Date of Birth: _____

Do you qualify as a low-income individual under the [Federal Poverty Guidelines](#)? Yes No

EMPLOYMENT

Employer: _____ Job Title _____

Address: _____
Street Address City State Postal Code

Must attach resume to this application

COMMUNITY SECTOR REPRESENTATIVE

If you are applying to be a Community Sector Representative, complete this section; otherwise skip to next section:

Organization Representing

Organization Name _____ # Years as a Fresno County Resident _____

Organization Address: _____
Street Address City State Postal Code

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

List the reasons your organization is interested in Fresno EOC Board of Commissioners:

Must submit a resolution of support for a two-year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

TARGET AREA REPRESENTATIVE

If you are applying to be a Target Area Representative, complete this section; otherwise skip to next section:

Target Area: A B C D E F G H

See [Target Area Map](#), if you aren't certain which Target Area you live in.

Please give a statement of qualifications/how you can contribute to Fresno EOC (This will be included on the ballot. You may use a separate sheet if necessary.)

If you wish to translate your statement to Spanish and/or Hmong, please provide it here (otherwise staff will translate your statement.)

Must attach documentation of age and residency. (i.e. copy of driver’s license. No P.O. Box allowed)

ADDITIONAL QUALIFICATIONS

All applicants must complete this section.

Briefly explain why are you interested in serving on the EOC Board of Commissioners?

Briefly explain your qualifications or areas of demonstrated expertise for the EOC Board.

What experience or special knowledge can you bring to the Fresno EOC Board of Commissioners?

REFERENCES

All applicants must complete this section.

Reference 1:

Name: _____ Position: _____
 Organization: _____ Phone Number: _____

Reference 2:

Name: _____ Position: _____
 Organization: _____ Phone Number: _____

DISCLAIMER AND SIGNATURE

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

- *I am or will be 18 years of age or older;*
- *I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;*
- *I have read and understand the Fresno EOC Commissioner Job Description and have the capacity to serve;*
- *I understand there is a mandatory training for new commissioners, monthly board meetings and an annual board retreat;*
- *I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;*
- *I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement,*



theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- *I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and*
- *I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.*
- *I am aware that I may be required to file Statements of Economic Interest forms (Form 700) disclosing certain types of information so that the public can be made aware of potential conflicts of interests. The types of disclosures are: Investments; Interests in Real Property held by a Business Entity or Trust; Investments Held by a Business Entity or Trust Income (other than loans and gifts); Income – Travel Payments, Advances, Reimbursements; Income Gifts; Business Positions; Commission Income Received by Brokers, Agents, and Salespersons; Income and Loans to a Business Entity or Trust Income from Rental Property.*

Signature: _____ Date: _____

This signed form may be submitted in the following ways:

My Mail: Postmarked by due date to Fresno EOC Elections Office Post Office: Box 992 Fresno, CA 93714

Hand delivered by due date at 5:00pm to Fresno EOC Executive Office: 1920 Mariposa Street, Suite 300, Fresno CA, 93721

By e-mail by due date at 5:00pm to elections@fresnoeoc.org

HUMAN RESOURCES COMMITTEE
September 11, 2023
5:00 PM

MINUTES

1. **CALL TO ORDER**

Committee Member, Jimi Rodgers, called the meeting to order at 5:09 PM.

2. **ROLL CALL**

Roll was called and a quorum was established.

Commissioners Present: Jimi Rodgers, Alysia Bonner, Earl Brown, Linda Hayes and Amy Arambula.

Teleconference: Barigye McCoy

Commissioners Absent: Sherry Neil.

Staff Present: Andy Arredondo, Ian Matthews, Jennifer Tierce, Nelson Dible, Erica Reyes, Kelsie Chaney, Karina Perez, Emilia Reyes, Lloyd Engleman, Fred Hamaseyah, Ryan Louie, Steve Warnes, and Jay Zapata.

3. **APPROVAL OF AUGUST 25, 2023, MINUTES**

A. August 25, 2023 Human Resources Meeting Minutes

Public Comment: None heard.

Motion by: Bonner **Second By:** Brown

Ayes: All in favor.

Nays: None heard.

4. **HR METRICS**

A. Employee Data and Demographics -Quarter 3

Nelson Dible, Human Resources Officer, presented the HR Metrics as requested at the previous meeting. Commissioner Rodgers and Commissioner Bonner commended Dible for getting the reports that have been requested.

Commissioner Bonner asked if HR can provide bilingual data for staff. Dible said that information can be provided.

Commissioner Arambula identified a lack of Asian representation amongst demographics in Leadership and Directors level roles.

Public comment: None heard.

No action required.

5. **PERSONNEL POLICIES AND PROCEDURES MANUAL**

Commissioner Rodgers commended the HR Staff for taking feedback and providing an easier-to-read final draft of the Policies and Procedures Manual as requested at the August HR Committee.

Commissioner Brown inquired about Education Leave and indicated that it is unclear if the employee can take 4 months. Erica Reyes, Human Resources Manager, responded that the 4 month time frame is due to aligning with COBRA for health insurance reasons.

Public Comment: None heard.

Motion by: Brown **Second By:** Bonner

Ayes: All in favor.

Nays: None heard.

6. EMPLOYEE HANDBOOK

Dibie provided an overview of the Employee Handbook for approval.

Commissioner Arambula inquired that the leave information is unclear if the leave is paid or unpaid and that the Jury Duty language may need to be updated to align with how the jury duty process is now functioning. Dibie advised that it will be reviewed and clarified, if needed.

Commissioner Bonner asked what is flex time. HR Manager Reyes noted corrections to be made and clarified what is flex time versus alternative work schedules.

Public Comment: None heard.

Motion by: Brown **Second By:** Bonner

Ayes: All in favor.

Nays: None heard.

7. HUMAN RESOURCES FORM

Dibie provided an overview the Employee Complaint Form for approval.

Commissioner Hayes asked how staff are going to know if the complaint is confidential. Attorney Paul Bauer introduced himself and clarified steps regarding keeping a complaint as confidential as possible. Bauer also advised that “accused”, as listed on form could change to “respondent and still be appropriate”. Emilia Reyes, Chief Executive Officer added that there should be a process outlined.

Public Comment: None heard.

Motion by: Brown **Second By:** Bonner

Ayes: All in favor.

Nays: None heard.

8. FIDUCIARY INVESTMENT REPORT

Lloyd Engleman, Senior Managing Partner at Accelerate Retirement, provided an overview of the Fiduciary Investment Report. Engleman stated funds can be assigned a score from 0-10 to representing fund performance. Fund scores from 7-10 is acceptable, 5-6 is on a watchlist, 0-4 score is reviewed for analysis.

Target date funds - 92% of assets are in target date funds. This is the default investment accountment if participants do not select an investment plan.

Overall, Engleman and Fred Hamsayeh, Certified Financial Planner at Pensionmark, are confident with the investment funds.

Commissioner Brown asked how staff make investment decisions if they do not have a financial/investment background. Ryan Louie, Certified Financial Planner at Ford Financial, advised that he has done site visits, comes to Executive Plaza and has meetings/calls in his office. Participants have access to on-site and phone support to speak with investment and financial planning advisors.

Commissioner Rodgers asked how staff are advised of retirement plan enrollment options. HR Manager Reyes advised that retirement plan information is included in New Hire Orientation, announced at Head Start Pre-Service, and site visits are rotated to ensure staff opportunities for all staff to receive retirement plan information and opportunities for meetings with the advisors.

Public Comment: None heard.

Motion by: Brown **Second By:** Bonner

Ayes: All in favor.

Nayes: None heard.

9. **INVESTMENT FUND CHANGE**

Financial Advisors Engleman and Hamsayeh made the recommendation to change a few identified funds based on low performance and to move three funds to watchlist. Reviews are conducted and presented quarterly.

Commissioner Brown asked if the board should review and approve. Engleman advised that the financial advisors currently act in a 321 Co-Fiduciary role. The financial advisors can move to a 338 Advisor role making fiduciary changes and presenting changes to the committee.

Commissioner Rodgers asked if the agency still has employee representatives. Steve Warnes, Assistant Finance Director, advised that we had 2 employee representatives, one no longer here.

Committee members made a recommendation to the bylaws committee to separate the pension committee meeting from the HR committee meeting.

Public Comment: None heard.

Motion by: Brown **Second By:** Bonner

Ayes: All in favor.

Nayes: None heard.

10. **403 (B) AUTO-ENROLLMENT**

VOYA financial studies regarding behavioral finance indicate that employees are more likely to opt out if they do not want to participate versus than opt in if they do want to participate in retirement investment.

4% Auto-Enrollment contributions are recommended for all new hires and current staff during the auto-enrollment launch. Overall recommendation is for employees to contribute 10-15% of income to have a healthy retirement account. The process would involve notifying employees 90 days, 60 days and 30 days. Employees would have the option to opt-out: written, online account or via phone system log in.

Jay Zapata, Chief Financial Officer, advised that Auto-Enrollment was approved by the Board years ago. The economy and other considerations are different now. CEO Reyes indicated that it should be left to employees and asked if a survey could be implemented for staff.

Public comment: None heard.

No action required.

11. **OTHER BUSINESS**

The next meeting is scheduled on Monday, December 4, 2023 at 5:00 p.m.

Commissioner Rodgers commended Human Resources and Equity and Impact departments support of the ArtHop event on 9/4.

No action required.

12. **PUBLIC COMMENT**

Public comment: None heard.

No action required.

13. **ADJOURNMENT**

The Meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Jimi Rodgers
Committee Member

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Human Resources
Agenda Item #: 13F2	Director: N/A
Subject: Human Resources Quarterly Summary Report	Officer: Nelson Dibie

Background

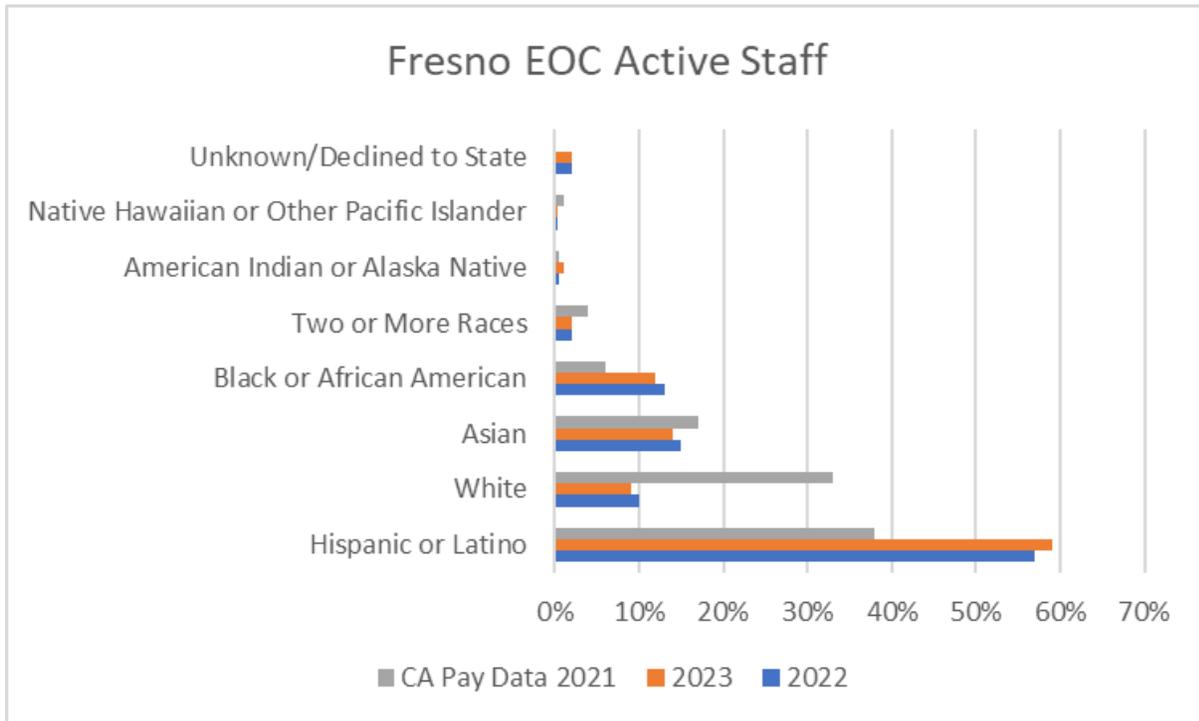
On a quarterly basis, staff provides the Committee with a high-level snapshot of Human Resources activity. The following information is provided in these reports:

- Employee Overview
- Talent Acquisition w/ Demographics
- Separations & Turnover w/ Demographics
- Benefit Enrollment
- Safety & Worker's Compensation
- Fiduciary Investment Review

Fresno EOC Demographics

As of October 31, 2023

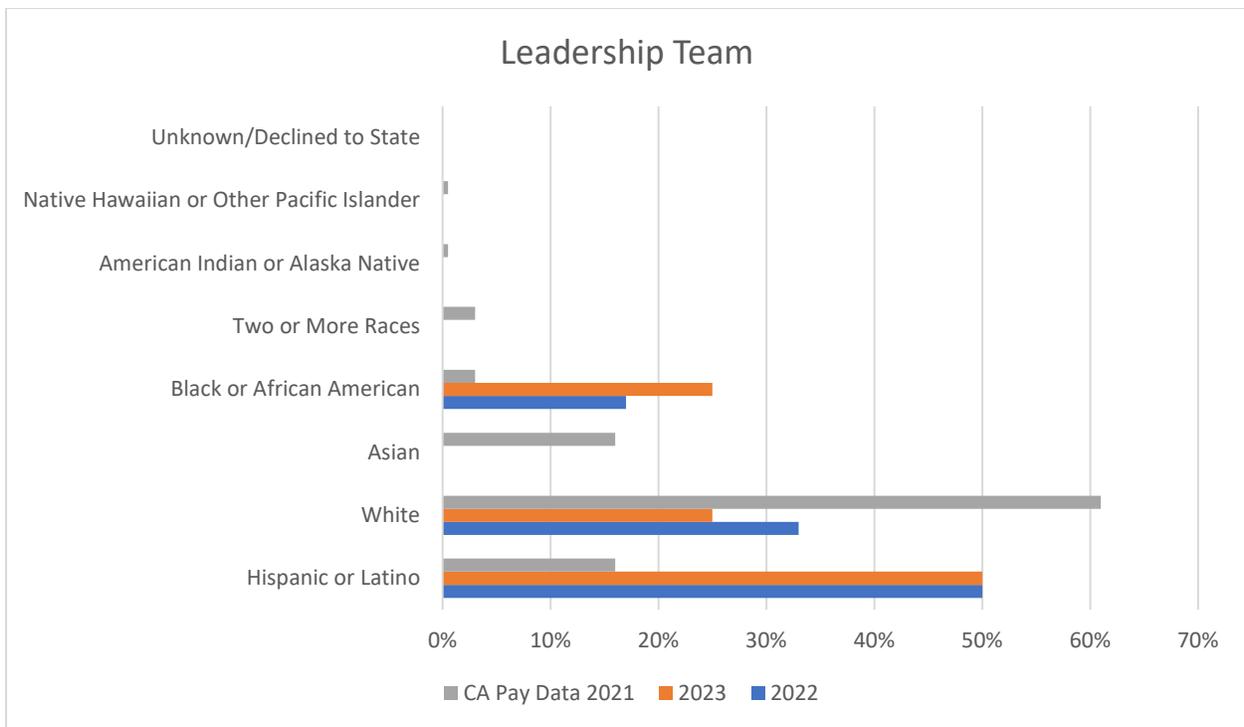
Fresno EOC Active Staff			
Ethnicity	October 31, 2022	October 31, 2023	CA Pay Data 2021
Hispanic or Latino	57%	59%	38%
White	10%	9%	33%
Asian	15%	14%	17%
Black or African American	13%	12%	6%
Two or More Races	2%	2%	4%
American Indian or Alaska Native	0.6%	1%	1%
Native Hawaiian or Other Pacific Islander	0.4%	0.3%	1%
Unknown/Declined to State	2%	2%	0
Total	1030	1086	



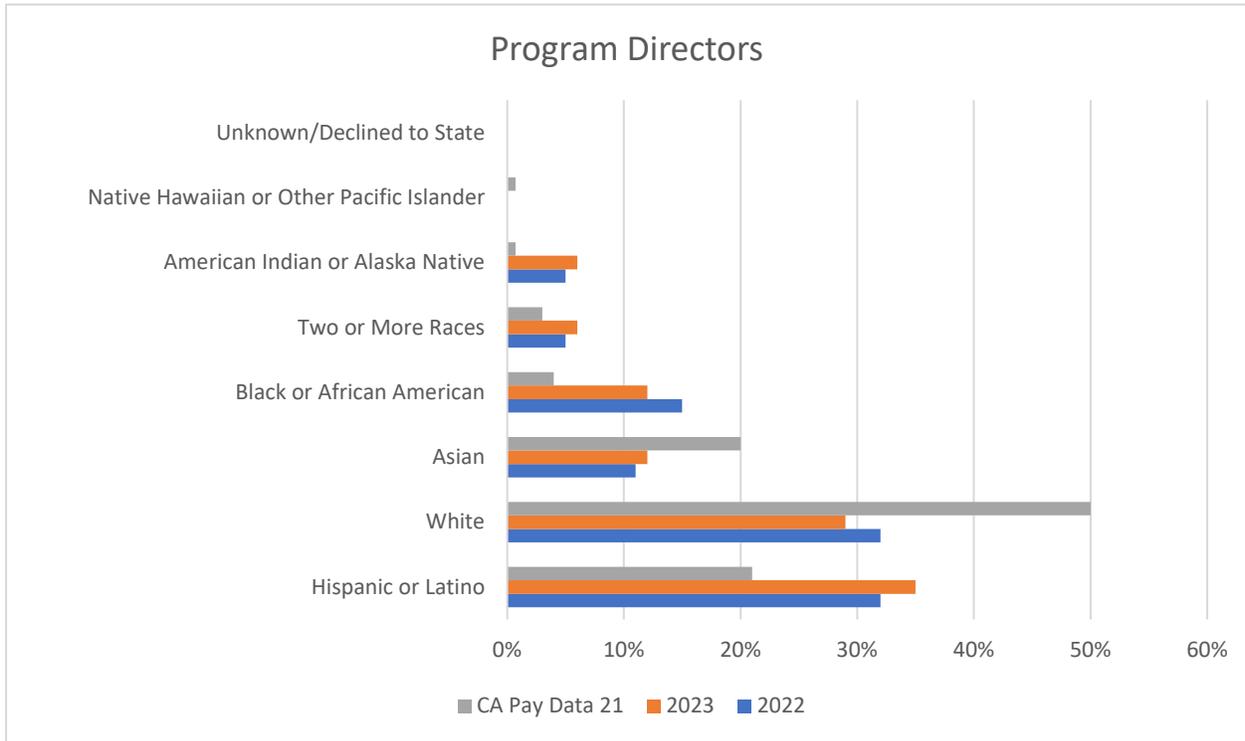
Fresno EOC Leadership Team & Program Director Demographics

As of October 31, 2023

Leadership Team			
Ethnicity	October 31, 2022	October 31, 2023	CA Pay Data 2021
Hispanic or Latino	50%	50%	16%
White	33%	25%	61%
Asian	0	0	16%
Black or African American	17%	25%	3%
Two or More Races	0	0	3%
American Indian or Alaska Native	0	0	1%
Native Hawaiian or Other Pacific Islander	0	0	1%
Unknown/Declined to State	0	0	0



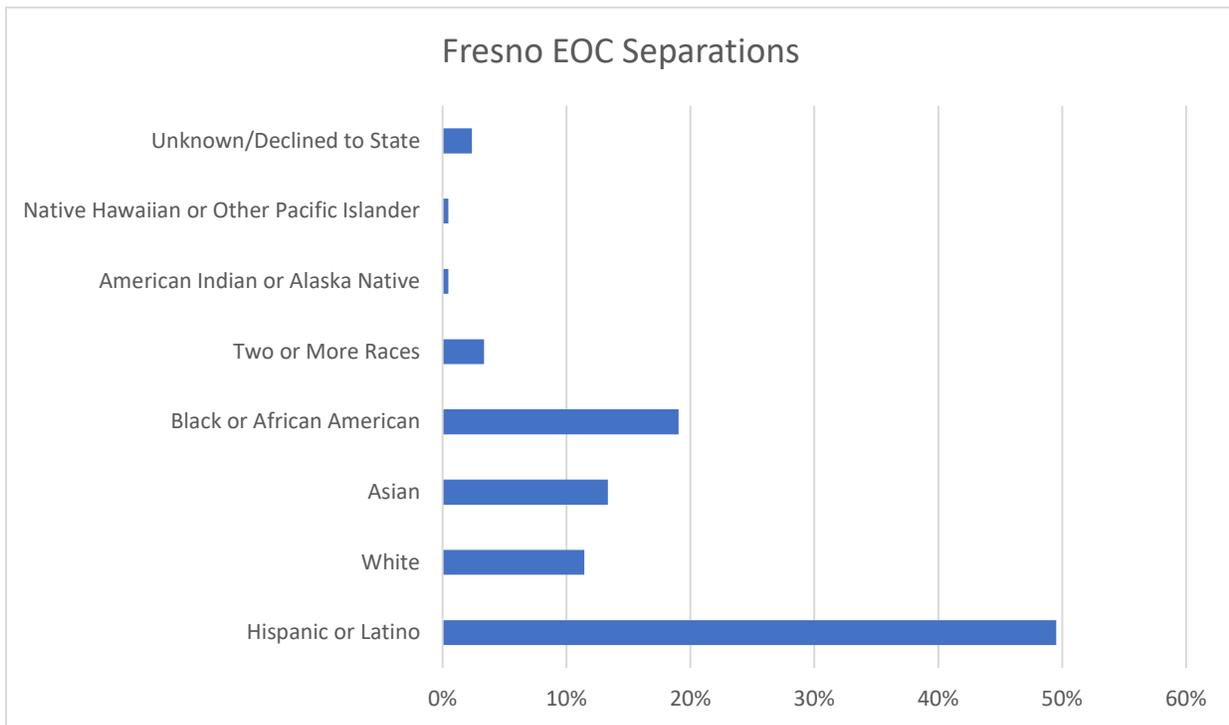
Program Directors			
Ethnicity	October 31, 2022	October 31, 2023	CA Pay Data 2021
Hispanic or Latino	32%	35%	21%
White	32%	29%	50%
Asian	11%	12%	20%
Black or African American	15%	12%	4%
Two or More Races	5%	6%	3%
American Indian or Alaska Native	5%	6%	1%
Native Hawaiian or Other Pacific Islander	0	0	1%
Unknown/Declined to State	0	0	0



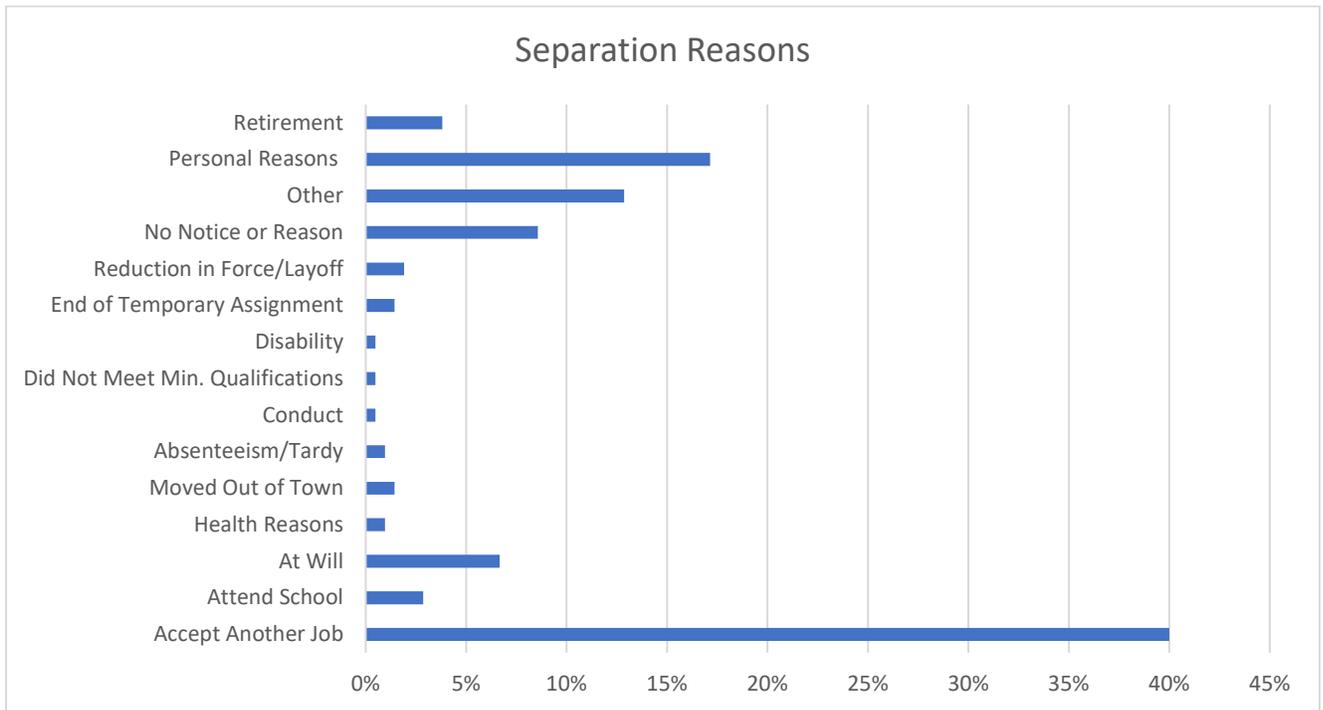
Fresno EOC Separations

January 1, 2023 through October 31, 2023

Fresno EOC Separations		
Ethnicity	# of Separations	Percentage
Hispanic or Latino	104	50%
White	24	11%
Asian	28	13%
Black or African American	40	19%
Two or More Races	7	3%
American Indian or Alaska Native	1	0.5%
Native Hawaiian or Other Pacific Islander	1	0.5%
Unknown/Declined to State	5	2%
Total Separations	210	



Separation Reasons		
Reason	# of Reasons	Percentage
Accept Another Job	84	40%
Attend School	6	3%
At Will	14	7%
Health Reasons	2	1%
Moved Out of Town	3	1%
Absenteeism/Tardy	2	1%
Conduct	1	0.5%
Did Not Meet Min. Qualifications	1	0.5%
Disability	1	0.5%
End of Temporary Assignment	3	1%
Reduction in Force/Layoff	4	2%
No Notice or Reason	18	9%
Other	27	13%
Personal Reasons	36	17%
Retirement	8	4%

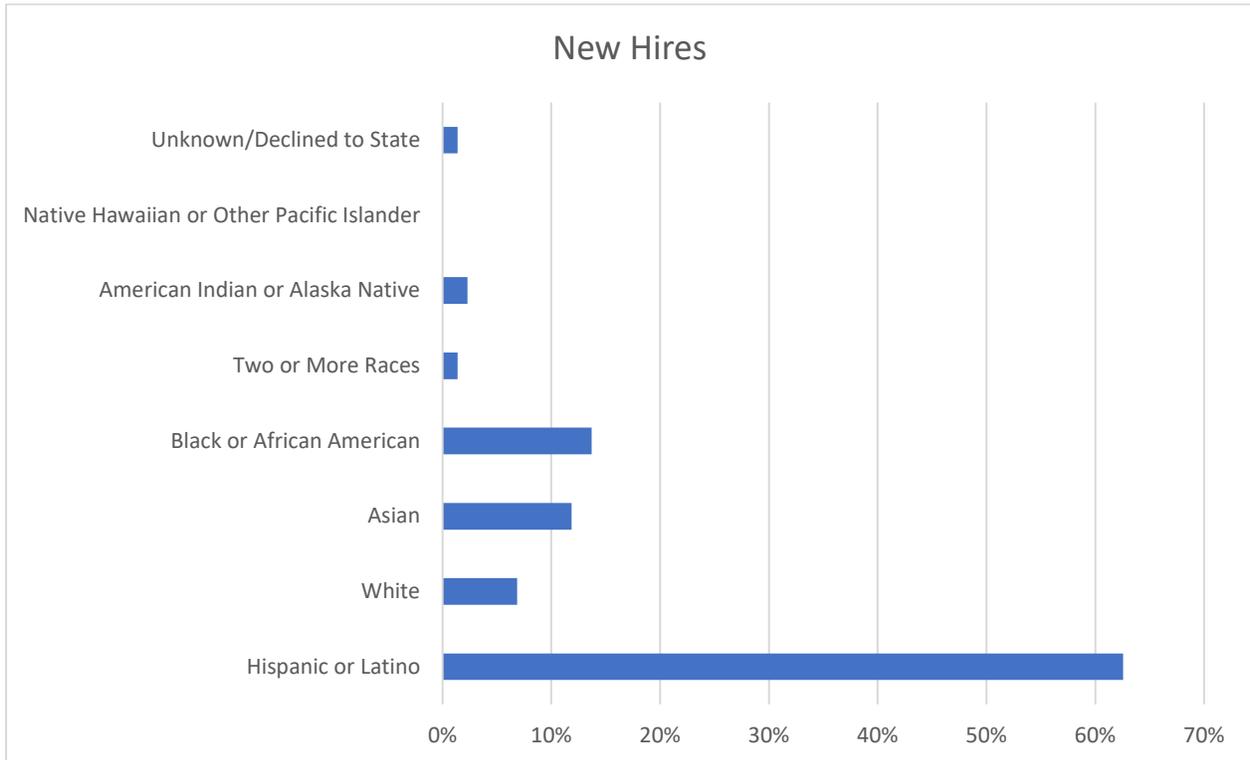


Separations 1/1/22 – 10/31/22	195
Separations 1/1/23 – 10/31/23	210

Fresno EOC New Hires

January 1, 2023 through October 31, 2023

Fresno EOC New Hires		
Ethnicity	# of New Hires	Percentage
Hispanic or Latino	137	63%
White	15	7%
Asian	26	12%
Black or African American	30	14%
Two or More Races	3	1%
American Indian or Alaska Native	5	2%
Native Hawaiian or Other Pacific Islander	0	0%
Unknown/Declined to State	3	1%
Total	219	



New Hires 1/1/22 – 10/31/22	117
New Hires 1/1/23 – 10/31/23	219

Fresno EOC Performance Evaluation Report

As of October 31, 2023

Program/Department	Past Due Evaluations	Total Employees	Percentage of Past Due Evaluations
Advance Peace	1	9	11%
Communications Department	2	6	33%
Community Learning Center	1	2	50%
Energy Services Division	29	62	47%
Equity & Impact Department	1	5	20%
Executive Office	9	15	60%
Facilities Department	0	5	0%
Finance Department	19	28	68%
Food Services	20	117	17%
Head Start 0 to 5	154	482	32%
Health Services Division	4	42	10%
Human Resources Department	0	14	0%
Information Technology Department	0	12	0%
Planning and Development Department	0	1	0%
Sanctuary & Support Services	0	45	0%
School of Unlimited Learning	4	24	17%
Stop the Violence	6	7	86%
Training & Employment Services Division	23	54	43%
Transit Systems	3	82	4%
Women, Infants & Children	5	74	7%
Total	281	1086	26%

Benefit Enrollment

Employee Enrollment Counts										
	PPO					HDHP				
	EE	ES	EC	EF	Total	EE	ES	EC	EF	Total
July 2022	249	93	101	149	592	81	11	8	18	118
August 2022	241	90	98	148	577	78	11	8	19	116
September 2022	240	88	99	149	576	81	11	7	19	118

Employee Enrollment Counts										
	PPO					HDHP				
	EE	ES	EC	EF	Total	EE	ES	EC	EF	Total
July 2023	248	86	92	134	560	86	13	7	19	125
August 2023	249	86	93	134	562	87	13	7	19	126
September 2023	256	85	91	136	568	90	13	7	19	129

Abbreviations

- PPO Preferred Plan Option
- HDHP High Deductible Health Plan
- EE Employee
- ES Employee Spouse
- EC Employee Children
- EF Employee Family

Fresno Economic Opportunities Commission

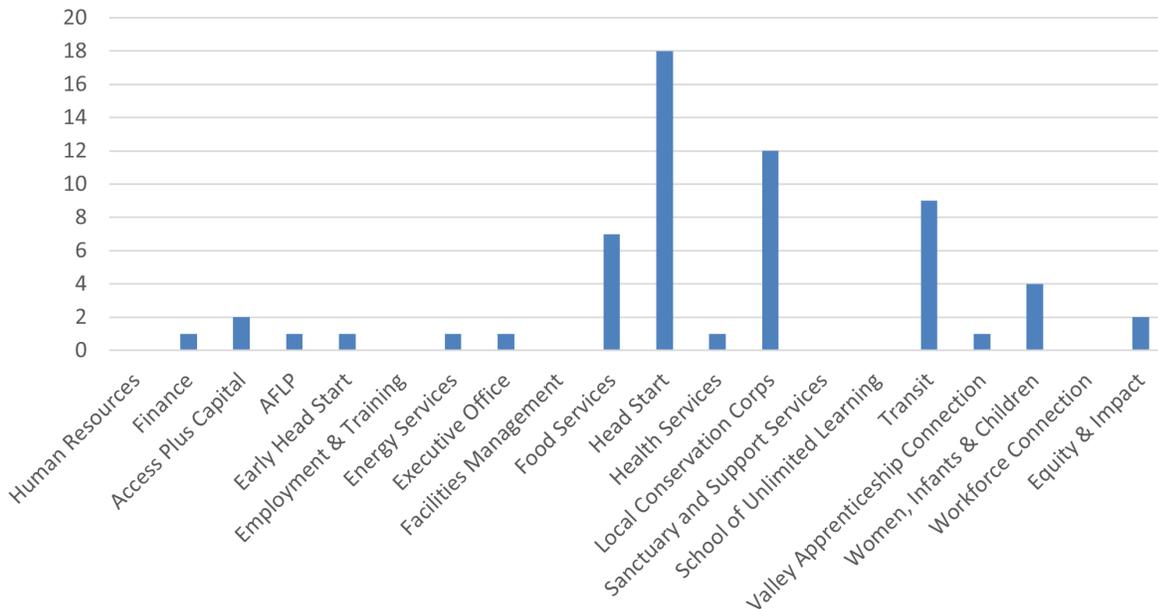
Workers Compensation Analysis

2023 Injuries YTD

Trending Data: By Program

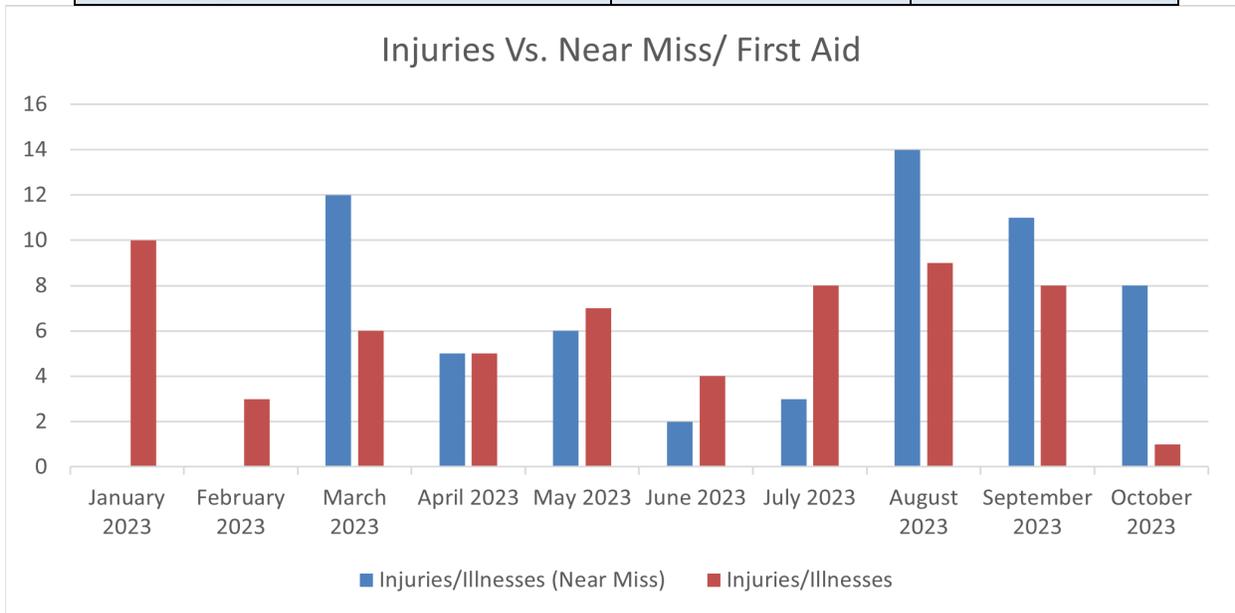
Departments	Injuries/Illnesses
Finance	1
Access Plus Capital	2
AFLP	1
Early Head Start	1
Employment & Training	0
Energy Services	1
Executive Office	1
Food Services	7
Head Start	18
Health Services	1
Local Conservation Corps	12
Sanctuary and Support Services	0
School of Unlimited Learning	0
Transit	9
Valley Apprenticeship Connection	1
Women, Infants & Children	4
Human Resources	0
Facilities Management	0
Workforce Connection	0
Equity & Impact	2

Trending Data: HR Comittee Report Injuries/Illnesses



Injuries by Month Vs. Near Miss

Month	Injuries/Illnesses (Near Miss)	Incidents: Injuries/Illnesses
January 2023	0	10
February 2023	0	3
March 2023	12	6
April 2023	5	5
May 2023	6	7
June 2023	2	4
July 2023	3	8
August 2023	14	9
September 2023	11	8
October 2023	8	1

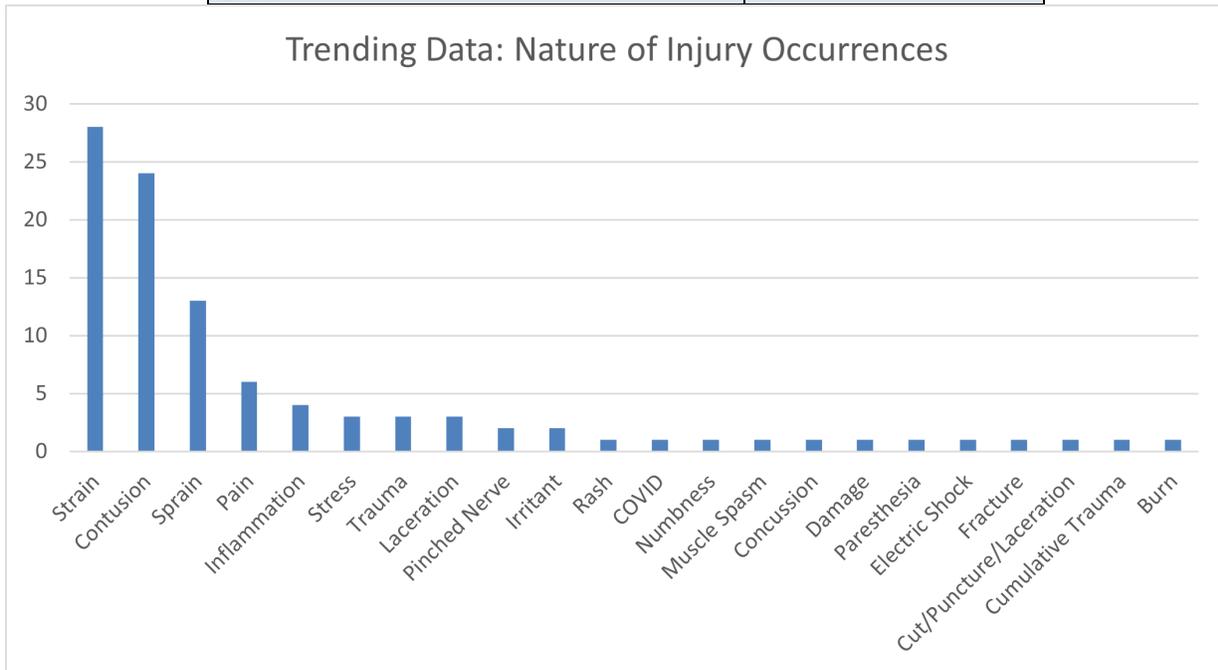


Near miss: Incident that did not result in a reportable claim, injury, illness, or damage but had the potential to do so.

Nature of Injury YTD

Trending Data: Nature of Injury

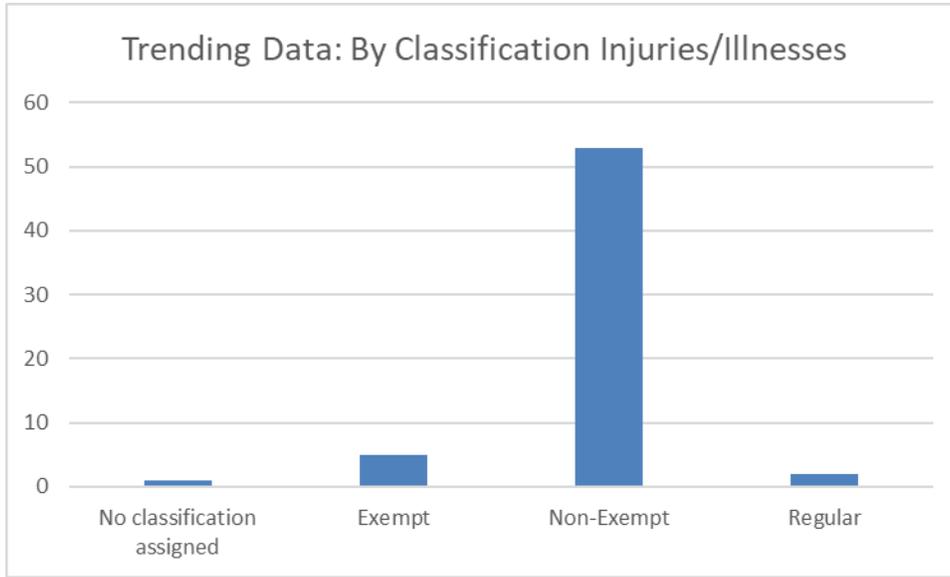
Injury Nature	Occurrences
Strain	28
Contusion	24
Sprain	13
Pain	6
Inflammation	4
Trauma	3
Pinched Nerve	2
Laceration	3
Damage	1
Paresthesia	1
Rash	1
Cut/Puncture/Laceration	1
Fracture	1
Stress	3
Irritant	2
COVID	1
Numbness	1
Muscle Spasm	1
Concussion	1
Electric Shock	1
Cumulative Trauma	1
Burn	1



Most injury occurrences are a direct result of a strain, while fracture claims filed continue to remain low.

Claims Based on Employee Job Classification

Trending Data: By Classification	
Classifications	Injuries/ Illnesses
No classification assigned	1
Exempt	5
Non-Exempt	53
Regular	2





Fiduciary Investment Review™

Prepared for:

Fresno County Economic Opportunities
Commission

Prepared by:



CONFIDENTIAL

Fiduciary Investment Review™



Prepared for:

Fresno County Economic Opportunities Commission

Prepared by:



Presented by:

Lloyd Engleman
Managing Director

Accelerate Retirement- Lloyd Engleman

4160 Temescal Canyon Rd., Ste. 214
Corona, CA 92883

Investment advisory services offered through NFP Retirement, Inc., a subsidiary of NFP. Accelerate Retirement is not affiliated with NFP Retirement, Inc. or NFP.

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Fiduciary Fitness Program™

Module 8: Maintaining Your Fiduciary File

Why is it important to maintain an organized file?

- It is a fiduciary best practice;
- Makes it easy to locate pertinent plan information;
- Ensures plan documentation is accounted for;
- Helps with the termination or addition of plan fiduciaries; and
- Saves time, resources and money during Internal Revenue Service (IRS) or Department of Labor (DOL) audits.

Regulatory Audits

- Regulatory audits require plan sponsors to submit pertinent, detailed plan information for review
- Examples of what is reviewed include:
 - Plan documents, trust agreements
 - Investment policy statement and related investment decision documentation
 - Names of all fiduciaries, trustees, consultants, plan administrators and parties in interest
 - Complete plan correspondence file

Module 8: Maintaining Your Fiduciary File

Plan-Focused Documents

- Plan documents and amendments (signed and dated)
- Trust agreement
- Summary plan description and any material modifications
- 404(c) policy statement and notice
- Form 5500 “Annual Return/Report of Employee Benefit Plan” and audited financial statements (if applicable)
- Form 8955-SSA “Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits”
- Determination letter applications (Form 5300) (if necessary)
- Plan loan documents
- Summary annual reports
- IRS opinion or determination letters
- Fidelity bond

Plan-Focused Documents

- Any fiduciary documents related to the plan, board of directors, committees and fiduciary functions
 - Corporate board resolutions
 - Fiduciary roles and responsibilities, including signed acceptances
 - Committee charter
 - Investment policy statement
 - Meeting minutes
 - Fiduciary liability insurance policies and/or riders

Module 8: Maintaining Your Fiduciary File

Provider-Focused Documents

- All documents relating to consultants, service providers and auditors, including:
 - Service provider contracts
 - Advisory, consulting or engagement agreements
 - RFP/provider analysis reports
 - ADV II and Schedule F (if required)
 - 408(b)(2) fee disclosures

Administrative Documents

- The following are some examples of administrative documents recommended to be readily available:
 - Evidence of employer contributions (bank statements, trust statements)
 - Distribution documents
 - Audit results (IRS, DOL)
 - Complaints, claims and appeals documentation

Participant Communications

- Section 404a-5 Participant Fee Disclosure
- QDIA notices
- Safe harbor notice
- Automatic enrollment notices (ACA, EACA, QACA)
- Enrollment materials
- Event communications (meetings, emails, postings, etc.)
- Requests from participants

Module 8: Maintaining Your Fiduciary File

Investment Selection and Monitoring

- Maintain pertinent investment materials associated with plan management:
 - Documentation of investment activity (trust statements)
 - Meeting minutes
 - Investment lineup and expenses
 - Investment policy statement
 - Copies of Fiduciary Investment Review books, including Scorecards

Fiduciary Briefcase™ (Sponsor Portal)

- What is it?
 - Online client filing system
 - Plan sponsors have their own unique login to the website in which the consultant will upload any pertinent documentation for the plan
 - Login information printed on each Executive Summary
- Benefits:
 - Creates, maintains and organizes client retirement file
 - Gives plan fiduciaries complete access to documents at the click of a button



ACTION STEP

- **Complete Documentation Module “Organizing Your Fiduciary File”**
- **Confirm Fiduciary Briefcase log-in credentials**

ACR#4376824 02/22

Scorecard System Methodology

The Scorecard System Methodology incorporates both quantitative and qualitative factors in evaluating fund managers and their investment strategies. The Scorecard System is built around pass/fail criteria, on a scale of 0 to 10 (with 10 being the best) and has the ability to measure active, passive and asset allocation investing strategies. Active and asset allocation strategies are evaluated over a five-year time period, and passive strategies are evaluated over a three-year time period.

Eighty percent of the fund's score is quantitative (made up of eight unique factors), incorporating modern portfolio theory statistics, quadratic optimization analysis, and peer group rankings (among a few of the quantitative factors). The other 20 percent of the score is qualitative, taking into account things such as manager tenure, the fund's expense ratio relative to the average fund expense ratio in that asset class category, and the fund's strength of statistics (statistical significance). Other criteria that may be considered in the qualitative score includes the viability of the firm managing the assets, management or personnel issues at the firm, and/or whether there has been a change in direction of the fund's stated investment strategy. The following pages detail the specific factors for each type of investing strategies.

Combined, these factors are a way of measuring the relative performance, characteristics, behavior and overall appropriateness of a fund for inclusion into a plan as an investment option. General fund guidelines are shown in the "Scorecard Point System" table below. The Scorecard Point System is meant to be used in conjunction with our sample Investment Policy Statement, in order to help identify what strategies need to be discussed as a "watchlist" or review candidate; what strategies continue to meet some minimum standards and continue to be appropriate; and/or identify new top-ranked strategies for inclusion into a plan.

Scorecard Point System	
Acceptable:	7-10 Points
Watchlist¹:	5-6 Points
Review²:	0-4 Points

1 Funds that receive a watchlist score four consecutive quarters or five of the last eight quarters should be placed under review status.

2 Review status necessitates documenting why the fund/strategy remains appropriate or documenting the course of action for removal as an investment option.

Scorecard™

Total Plan Assets: \$32,970,780.94 as of 9/30/2023

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	Q3 2023	Q2 2023	Q1 2023	Q4 2022
PIMCO RealPath Blend Target Date Series Instl	\$29,122,547.35	MA	68	10	9.3	12	8.6	9	9	9	9

Selection (Underlying Funds)

Asset Allocation	Asset Class	Ticker/ID	Style			Risk/Return			Peer Group		Qual	Score			
			Risk Level	Style Diversity	R ²	Risk/Return	Up/Down	Info Ratio	Return Rank	SR Rank	2pt Max/Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
PIMCO Income Instl	MSB	PIMIX	1	0	1	1	1	1	1	1	2	9	9	9	9
			6.2	48.1/51.9	92.2	6.2/2.4	108.7/94.7	0.56	22	18	- 0.62	MSB	MSB	MSB	MSB

Active	Asset Class	Ticker/ID	Style			Risk/Return			Peer Group		Qual	Score			
			Style	Style Drift	R ²	Risk/Return	Up/Down	Info Ratio	Return Rank	Info Ratio Rank	2pt Max/Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
PIMCO Total Return Instl	CFI	PTTRX	1	1	1	1	1	1	1	1	2	10	10	7	9
			-18.7/31.9	13.6	96.3	5.7/0.2	101.2/99.4	0.12	35	22	- 0.49	CFI	CFI	CFI	CFI
PIMCO Long-Term Real Return Instl	UGT	PRAIX	0	0	1	0	0	0	0	1	2	4	4	5	5
			-62.9/33.9	43.7	88.0	15.1/-0.8	205.8/252.3	-0.3	99	43	- 1.48	UGT	UGT	UGT	UGT
PIMCO Real Return Instl	UGT	PRRIX	1	1	1	1	1	1	1	1	2	10	8	7	9
			-89.6/89.0	1.8	98.2	6.2/2.2	102.1/101.8	0.06	16	9	- 0.67	UGT	UGT	UGT	UGT

Scorecard™

continued

Active	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
			Style	Style Drift	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
PIMCO High Yield Instl	HY	PHIYX	1	1	1	1	0	0	1	0	2	7	7	7	8
			92.3/ -95.7	6.8	98.3	8.9/ 2.5	94.8/ 98.4	-0.36	49	57	- 0.57	HY	HY	HY	HY
PIMCO International Bond (USD-Hdg) Instl	GFI	PFORX	1	1	0	1	1	1	1	1	2	9	9	9	9
			-50.9/ 4.8	7.9	64.4	4.3/ 1.0	53.9/ 37.3	0.6	8	10	- 0.63	GFI	GFI	GFI	GFI
PIMCO Emerging Mkts Lcl Ccy and Bd Instl	SFI	PELBX									-	-	-	-	
											-	-	-	-	
PIMCO Long-Term US Government Instl	LOG	PGOVX	1	1	1	1	0	0	1	1	2	8	7	6	6
			100.0/ 81.4	16.0	99.5	14.3/ -2.8	99.3/ 99.6	-0.02	33	30	- 1.05	LOG	LOG	LOG	LOG

Passive	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score				
			Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
Vanguard Institutional Index I	LCB-P	VINIX	1	1	1	1	1	1	1	1	1	2	10	10	10	10
			1.0/ 99.5	1.2	99.7	1.1	35.0	11.0	11	10	- 0.04	LCB-P	LCB-P	LCB-P	LCB-P	
Vanguard Small Cap Index I	SCB-P	VSCIX	1	0	1	0	1	1	1	1	1	2	8	8	8	8
			-24.8/ -52.3	8.5	97.0	4.0	64.0	9.0	27	28	- 0.04	SCB-P	SCB-P	SCB-P	SCB-P	
Vanguard Developed Markets Index Instl	ILCB-P	VTMNX	1	1	1	1	1	1	1	1	1	2	10	10	9	9
			8.5/ 96.0	5.1	98.4	2.5	50.0	15.0	31	33	- 0.05	ILCB-P	ILCB-P	ILCB-P	ILCB-P	
Vanguard Emerging Mkts Stock Idx Instl	EME-P	VEMIX	1	1	1	1	1	1	1	1	1	2	10	10	10	10
			-5.6/ -93.7	13.3	97.7	2.9	71.0	10.0	19	19	- 0.10	EME-P	EME-P	EME-P	EME-P	

Scorecard™

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	Q3 2023	Q2 2023	Q1 2023	Q4 2022
T. Rowe Price Personal Risk-Based Series	\$1,847.57	N/A	N/A	3	6.3	7	7.2	7	7	7	7

Selection (Underlying Funds)

Asset Allocation	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
			Risk Level	Style Diversity	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	SR Rank	2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
T. Rowe Price Dynamic Global Bond I	MSB	RPEIX	1	0	0	1	0	1	1	1	1	6	6	6	5
			4.6	100.0/0.0	0.0	4.6/1.9	130.5/12,028.7	0.05	15	10	S 0.53	MSB	MSB	MSB	MSB

Active	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score				
			Style	Style Drift	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank	2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022	
T. Rowe Price Instl Emerging Mkts Eq	EME	IEMFX	1	1	1	0	0	0	0	0	0	1	4	4	4	4
			24.7/-96.0	18.5	95.4	20.5/-1.6	99.4/107.0	-0.48	86	93	T 1.00	EME	EME	EME	EME	
T. Rowe Price Instl High Yield	HY	TRHYX	1	1	1	0	0	0	1	1	2	7	7	7	7	
			100.0/-100.0	0.0	99.1	9.5/2.9	99.0/99.2	-0.04	37	40	- 0.50	HY	HY	HY	HY	
T. Rowe Price Instl Floating Rate	BL	RPIFX	1	1	1	1	1	0	1	1	2	9	9	9	9	
			-71.7/-88.2	10.2	97.2	6.5/4.2	91.2/87.6	-0.1	11	11	- 0.57	BL	BL	BL	BL	

Scorecard™

continued

Active	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score				
			Style	Style Drift	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
T. Rowe Price Intl Bd (USD Hgd) I	GFI	TNBMX	1	1	0	1	1	1	1	1	1	2	9	9	9	9
			-53.4/ 3.5	14.1	69.6	5.2/ 1.0	67.9/ 48.5	0.69	14	12	- 0.53	GFI	GFI	GFI	GFI	
T. Rowe Price Instl Emerging Mkts Bond	SFI	TREBX										-	-	-	-	
													-	-	-	-

Passive	Asset Class	Ticker/ ID	Style			Peer Group					Qual	Score				
			Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
T. Rowe Price US Trs Long-Term Idx I	LOG-P	PRUUX	1	0	1	1	0	1	1	1	1	2	8	8	9	9
			100.0/ 49.8	25.2	99.6	0.8	78.0	60.0	55	69	-	LOG-P	LOG-P	LOG-P	LOG-P	
												0.10				

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	Q3 2023	Q2 2023	Q1 2023	Q4 2022
Vanguard LifeStrategy Risk-Based Series Inv	\$1,371.46	N/A	N/A	4	4.5	4	9.0	7	7	7	7

Selection (Underlying Funds)

Passive	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score				
			Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023	Q4 2022
Vanguard Total Stock Mkt Idx Inv	LCB-P	VTSMX	1	1	1	1	1	1	1	1	1	2	10	10	10	10
			3.1/ 85.8	2.1	99.8	0.8	15.0	23.0	61	65	-	LCB-P	LCB-P	LCB-P	LCB-P	
												0.14				

Scorecard™

continued

Passive	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score			
			Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
Vanguard Total Intl Stock Index Inv	IE-P	VGTSX	1	1	1	1	1	1	1	1	2	10	10	10	10
			12.2/ 46.2	7.5	99.0	1.8	14.0	40.0	27	24	- 0.17	IE-P	IE-P	IE-P	IE-P
Vanguard Total Bond Market II Idx Inv	CFI-P	VTBIX	1	1	1	1	1	1	1	1	2	10	10	10	10
			8.9/ 57.6	4.1	99.8	0.3	60.0	26.0	22	27	- 0.09	CFI-P	CFI-P	CFI-P	CFI-P
Vanguard Total Intl Bd Idx Investor	GFI-P	VTBIX	1	0	0	0	0	1	1	1	2	6	6	6	6
			-63.8/ 18.6	10.3	64.1	4.8	82.0	33.0	37	37	- 0.13	GFI-P	GFI-P	GFI-P	GFI-P

Core Lineup

Asset Allocation	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
				Risk Level	Style Diversity	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
American Funds American Balanced R6	\$156,397.68	MOD	RLBGX	1	0	1	1	1	1	1	1	2	9	9	9	9
				11.8	59.3/ 40.7	97.0	11.8/ 5.8	102.9/ 99.9	0.27	11	8	- 0.25	MOD	MOD	MOD	MOD
PIMCO Income Instl	\$118,512.26	MSB	PIMIX	1	0	1	1	1	1	1	1	2	9	9	9	9
				6.2	48.1/ 51.9	92.2	6.2/ 2.4	108.7/ 94.7	0.56	22	18	- 0.62	MSB	MSB	MSB	MSB

Scorecard™

Fund Change took place on 11/7/2023

Active	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
				Style	Style Drift	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
Vanguard Equity-Income Adm	\$192,491.02	LCV	VEIRX	1	1	1	1	1	1	1	1	1	9	9	9	9
				-89.6/ 89.9	4.0	97.4	17.3/ 7.8	93.9/ 88.5	0.44	33	30	T 0.19	LCV	LCV	LCV	LCV
JPMorgan Mid Cap Growth R6	\$118,560.24	MCG	JMGMX	1	1	1	1	1	1	1	1	2	10	10	10	10
				94.6/ -11.9	5.3	98.0	21.9/ 8.8	101.9/ 96.2	0.58	9	3	- 0.70	MCG	MCG	MCG	MCG
Calvert Small-Cap I	\$284.01	SCB	CSVIX	0	1	1	1	1	1	0	0	2	7	8	8	8
				-30.4/ -30.2	23.7	90.6	20.4/ 4.0	83.5/ 82.2	0.2	57	60	- 0.94	SCB	SCB	SCB	SCB
PIMCO StocksPLUS Small Institutional	\$29,893.03	SCB	PSCSX	1	1	1	0	0	0	0	0	2	5	5	5	7
				-5.6/ -99.9	3.9	99.5	26.5/ 1.1	105.7/ 107.6	-0.46	85	91	- 0.75	SCB	SCB	SCB	SCB
TRP Integrated US Small-Cap Gr Eq	\$87,680.14	SCG	PRDSX	0	1	1	1	1	1	1	1	2	9	7	7	7
				41.3/ -24.0	9.0	93.5	21.6/ 4.3	87.4/ 82.8	0.4	49	50	- 0.80	SCG	SCG	SCG	SCG
American Beacon International Eq R5	\$136,785.22	ILCV	AAIEX	1	1	1	0	0	0	0	1	2	6	9	9	6
				-72.3/ 86.3	18.2	95.5	21.5/ 2.5	108.0/ 109.9	-0.17	53	42	- 0.72	ILCV	ILCV	ILCV	ILCV
Goldman Sachs Intl Sm Cp Insights Instl	\$17,321.91	ISMB	GICIX	1	1	1	1	1	1	0	0	2	8	5	5	5
				-1.0/ -70.4	22.4	95.8	19.9/ 1.0	99.6/ 99.5	0.02	59	58	- 0.87	ISMB	ISMB	ISMB	ISMB
American Funds New World R6	\$117,418.46	EME	RNWX	0	1	1	1	1	1	1	1	2	9	8	9	9
				42.0/ 18.0	18.6	83.8	18.2/ 5.3	99.0/ 82.8	0.61	8	10	- 0.57	EME	EME	EME	EME
American Funds New Perspective R6	\$233,700.33	GE	RNPGX	1	1	1	1	1	1	1	1	2	10	10	10	10
				55.8/ 59.4	22.5	96.2	19.9/ 8.4	111.8/ 104.5	0.46	9	8	- 0.41	GE	GE	GE	GE

- StocksPLUS strategies underperformed their respective benchmarks in October as long exposure to U.S. interest rates detracted from performance.
- Outlook: We believe that StocksPLUS strategies are well positioned to deliver on their objectives over the medium term given the renewed opportunity set across fixed income sectors, the current levels of yield within the bond portfolio, and the moderate environment for cost of equity replication.
- The StocksPLUS funds continue to be ranked competitively vs their Morningstar peers: All funds are ranked in the top 15% of their peer group since inception.

Scorecard™

continued

Active	Assets	Asset Class	Ticker/ ID	Style			Risk/Return			Peer Group		Qual	Score			
				Style	Style Drift	R ²	Risk/ Return	Up/ Down	Info Ratio	Return Rank	Info Ratio Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
Impax Global Environmental Markets Instl	\$53,847.45	GE	PGINX	1	1	1	0	1	0	1	1	2	8	10	10	10
				52.2/ 30.1	21.2	90.3	21.4/ 6.3	114.4/ 114.3	-0.03	26	27	- 0.91	GE	GE	GE	GE
Fidelity Total Bond Fund	\$424,956.49	CFI	FTBFX	1	1	1	1	1	1	1	1	2	10	10	10	10
				-21.9/ 25.7	8.0	88.7	5.8/ 1.0	108.8/ 95.9	0.47	11	9	- 0.45	CFI	CFI	CFI	CFI
Eaton Vance High Income Opportunities I	\$277.05	HY	EIHIX	1	1	1	1	1	1	1	1	2	10	10	10	10
				96.9/ -90.7	7.4	97.5	9.4/ 3.7	98.8/ 91.3	0.5	5	3	- 0.66	HY	HY	HY	HY
PIMCO International Bond (USD-Hdg) Instl	\$43,723.64	GFI	PFORX	1	1	0	1	1	1	1	1	2	9	9	9	9
				-50.9/ 4.8	7.9	64.4	4.3/ 1.0	53.9/ 37.3	0.6	8	10	- 0.63	GFI	GFI	GFI	GFI
The Standard Stable Asset Fund II	\$535,921.15	SV	SSAFII.Stan										-	-	-	-
															-	-
State Street Instl US Govt MMkt Premier	\$165.84	MM	GVMXX										-	-	-	-
															-	-

Passive	Assets	Asset Class	Ticker/ ID	Style			Peer Group				Qual	Score				
				Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank		SR Rank	2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
Vanguard 500 Index Admiral	\$736,800.02	LCB-P	VFIAX	1	1	1	1	1	1	1	1	2	10	10	10	10
				1.0/ 99.5	1.2	99.7	1.1	28.0	12.0	12	12	- 0.04	LCB- P	LCB- P	LCB- P	LCB- P

Scorecard™

continued

Passive	Assets	Asset Class	Ticker/ ID	Style				Peer Group				Qual	Score			
				Style	Style Drift	R ²	Tracking Error	TE Rank	Expense Rank	Return Rank	SR Rank		2pt Max/ Expense	Q3 2023	Q2 2023	Q1 2023
Calvert US Large Cap Core Rspnb Idx I	\$16,846.33	LCB-P	CISIX	1	1	1	1	0	1	0	0	2	7	8	9	9
				21.9/ 86.9	2.1	99.4	1.5	81.0	34.0	89	90	- 0.24	LCB-P	LCB-P	LCB-P	LCB-P
Vanguard Growth Index Admiral	\$70,255.80	LCG-P	VIGAX	1	1	1	1	1	1	1	1	2	10	10	10	10
				100.0/ 99.9	0.4	99.3	2.2	59.0	10.0	60	65	- 0.05	LCG-P	LCG-P	LCG-P	LCG-P
Vanguard Mid-Cap Value Index Admiral	\$116,544.95	MCV-P	VMVAX	1	0	1	1	1	1	1	1	2	9	9	9	9
				-99.4/ 17.3	9.4	98.7	2.3	44.0	2.0	52	59	- 0.07	MCV-P	MCV-P	MCV-P	MCV-P
Vanguard Small Cap Value Index Admiral	\$139,337.61	SCV-P	VSIAX	1	0	1	0	1	1	1	1	2	8	9	9	9
				-99.7/ -53.2	8.0	96.8	4.3	59.0	8.0	13	18	- 0.07	SCV-P	SCV-P	SCV-P	SCV-P
iShares Russell Small/Mid-Cap Idx K	\$109,849.58	SMCB-P	BSMKX	1	1	1	1	1	1	1	1	2	10	10	10	10
				-22.7/ -56.0	4.5	100.0	0.1	19.0	55.0	22	21	- 0.08	SMCB-P	SMCB-P	SMCB-P	SMCB-P
Vanguard Total Intl Stock Index Admiral	\$387,444.35	IE-P	VTIAX	1	1	1	1	1	1	1	1	2	10	10	10	10
				12.5/ 46.7	7.4	99.0	1.9	49.0	29.0	20	22	- 0.11	IE-P	IE-P	IE-P	IE-P
Vanguard FTSE All-Wld ex-US SmCp Idx Adm 	\$17,321.91	ISMB-P	VFSAX	1	1	1	1	1	1	1	1	2	10	10	9	8
				19.4/ -31.9	13.4	97.2	3.2	50.0	40.0	40	40	- 0.16	ISMB-P	ISMB-P	ISMB-P	ISMB-P

Disclosure

* Strategy Equivalent Score

The CIT exclusively available to RPAG utilizes the same manager and strategy as the Scored fund equivalent, which is highlighted and shown below the CIT option. The Scored fund equivalent generally has a higher fee and is shown for CIT investment due diligence purposes only. The average score includes Strategy Equivalent scores where utilized. For Group Series funds, if Strategy Equivalents are included, the specific Strategy Equivalent(s) within each given series will be indicated in the Allocation (Series Funds) and/or Selection (Underlying Funds) section(s) within the detailed report. ACR#5821538 07/23

Style Box

Asset Allocation - Conservative	Asset Allocation - Moderate	Asset Allocation - Aggressive
	American Funds American Balanced R6 PIMCO RealPath Blend Target Date Series Instl T. Rowe Price Personal Risk-Based Series Vanguard LifeStrategy Risk-Based Series Inv	PIMCO RealPath Blend Target Date Series Instl
Large Cap Value	Large Cap Blend	Large Cap Growth
Vanguard Equity-Income Adm	Calvert US Large Cap Core Rspnb Idx I Vanguard 500 Index Admiral	Vanguard Growth Index Admiral
Mid/Smid Cap Value	Mid/Smid Cap Blend	Mid/Smid Cap Growth
Vanguard Mid-Cap Value Index Admiral	iShares Russell Small/Mid-Cap Idx K	JPMorgan Mid Cap Growth R6
Small Cap Value	Small Cap Blend	Small Cap Growth
Vanguard Small Cap Value Index Admiral	Calvert Small-Cap I PIMCO StocksPLUS Small Institutional	TRP Integrated US Small-Cap Gr Eq
International Equity	Global Equity	Cash Alternatives
American Funds New World R6 Goldman Sachs Intl Sm Cp Insights Instl American Beacon International Eq R5 Vanguard Total Intl Stock Index Admiral	Impax Global Environmental Markets Instl American Funds New Perspective R6	State Street Instl US Govt MMkt Premier The Standard Stable Asset Fund II
Fixed Income	Specialty/Alternatives	Notes
PIMCO Income Instl PIMCO International Bond (USD-Hdg) Instl Eaton Vance High Income Opportunities I Fidelity Total Bond Fund		1. Target Date Fund series show the series name, glidepath risk posture and the average score. 2. Risk based funds are grouped into either conservative, moderate or aggressive style boxes. 3. Only the top 5 scoring funds in each asset class are shown due to spacing concerns.

*Strategy Equivalent Score

Summary of Considerations

Watchlist	Asset Class	Fund	Score
	SCB	PIMCO StocksPLUS Small Institutional	5
	ILCV	American Beacon International Eq R5	6

Add	Asset Class	Fund	Score
	ISMB-P	Vanguard FTSE All-Wld ex-US SmCp Idx Adm	10

Eliminate	Asset Class	Fund	Score	Action	Asset Class	Fund	Score
	ISMB	Goldman Sachs Intl Sm Cp Insghts Instl	8	map to	ISMB-P	Vanguard FTSE All-Wld ex-US SmCp Idx Adm	10

Considerations:  Add  Delete  Watchlist

*Strategy Equivalent Score

Fund Change take place on `11/7/2023 from our last quarterly meeting.

Total Cost Analysis

Transamerica								
Asset Class	Assets		Score	Fund Name	Expense		Revenue Sharing	
	(\$)	(%)			(%)	(\$)	(%)	(\$)
MC	\$6,703,543	20.33%	9	PIMCO RealPath Blend Income Instl	0.35%	\$23,462	0.00%	\$0
MOD	\$4,140,794	12.56%	9	PIMCO RealPath Blend 2025 Institutional	0.31%	\$12,836	0.00%	\$0
MOD	\$4,961,500	15.05%	8	PIMCO RealPath Blend 2030 Institutional	0.25%	\$12,404	0.00%	\$0
MA	\$4,927,908	14.95%	8	PIMCO RealPath Blend 2035 Institutional	0.22%	\$10,841	0.00%	\$0
MA	\$3,809,372	11.55%	9	PIMCO RealPath Blend 2040 Institutional	0.19%	\$7,238	0.00%	\$0
AGG	\$2,613,061	7.93%	9	PIMCO RealPath Blend 2045 Institutional	0.15%	\$3,920	0.00%	\$0
AGG	\$1,257,002	3.81%	9	PIMCO RealPath Blend 2050 Institutional	0.13%	\$1,634	0.00%	\$0
AGG	\$526,438	1.60%	9	PIMCO RealPath Blend 2055 Institutional	0.12%	\$632	0.00%	\$0
AGG	\$182,931	0.56%	-	PIMCO RealPath Blend 2060 Institutional	0.13%	\$238	0.00%	\$0
MA	\$1,848	0.01%	7	T. Rowe Price Spectrum Mod Gr Allc	0.79%	\$15	0.00%	\$0
MC	\$1,372	0.00%	7	Vanguard LifeStrategy Cnsvr Gr Inv	0.12%	\$2	0.00%	\$0
MOD	\$156,398	0.47%	9	American Funds American Balanced R6	0.25%	\$391	0.00%	\$0
LCV	\$192,491	0.58%	9	Vanguard Equity-Income Adm	0.19%	\$366	0.00%	\$0
LCB	\$16,846	0.05%	7	Calvert US Large Cap Core Rspnb Idx I	0.24%	\$40	0.00%	\$0
LCB	\$736,800	2.24%	10	Vanguard 500 Index Admiral	0.04%	\$295	0.00%	\$0
LCG	\$70,256	0.21%	10	Vanguard Growth Index Admiral	0.05%	\$35	0.00%	\$0
MCV	\$116,545	0.35%	9	Vanguard Mid-Cap Value Index Admiral	0.07%	\$82	0.00%	\$0
MCG	\$118,560	0.36%	10	JPMorgan Mid Cap Growth R6	0.70%	\$830	0.00%	\$0
SCV	\$139,338	0.42%	8	Vanguard Small Cap Value Index Admiral	0.07%	\$98	0.00%	\$0
SCB	\$284	0.00%	7	Calvert Small-Cap I	0.94%	\$3	0.00%	\$0
SCB	\$29,893	0.09%	5	PIMCO StocksPLUS Small Institutional	0.75%	\$224	0.00%	\$0
SCG	\$87,680	0.27%	9	TRP Integrated US Small-Cap Gr Eq	0.80%	\$701	0.00%	\$0
SMCB	\$109,850	0.33%	10	iShares Russell Small/Mid-Cap Idx K	0.08%	\$88	0.00%	\$0
IE	\$387,444	1.18%	10	Vanguard Total Intl Stock Index Admiral	0.11%	\$426	0.00%	\$0
ILCV	\$136,785	0.42%	6	American Beacon International Eq R5	0.72%	\$985	0.00%	\$0
ISMB	\$17,322	0.05%	8	Goldman Sachs Intl Sm Cp Insights Instl	0.87%	\$151	0.00%	\$0

Total Cost Analysis

Transamerica								
Asset Class	Assets		Score	Fund Name	Expense		Revenue Sharing	
	(\$)	(%)			(%)	(\$)	(%)	(\$)
EME	\$117,419	0.36%	9	American Funds New World R6	0.57%	\$669	0.00%	\$0
GE	\$233,700	0.71%	10	American Funds New Perspective R6	0.41%	\$958	0.00%	\$0
GE	\$53,847	0.16%	8	Impax Global Environmental Markets Instl	0.91%	\$490	0.00%	\$0
CFI	\$424,957	1.29%	10	Fidelity Total Bond Fund	0.45%	\$1,912	0.00%	\$0
HY	\$277	0.00%	10	Eaton Vance High Income Opportunities I	0.66%	\$2	0.00%	\$0
GFI	\$43,724	0.13%	9	PIMCO International Bond (USD-Hdg) Instl	0.63%	\$275	0.00%	\$0
MSB	\$118,512	0.36%	9	PIMCO Income Instl	0.62%	\$735	0.00%	\$0
SV	\$535,921	1.63%	-	The Standard Stable Asset Fund II	0.00%	\$0	0.00%	\$0
MM	\$166	0.00%	-	State Street Instl US Govt MMkt Premier	0.12%	\$0	0.00%	\$0
Totals	\$32,970,781	100.00%			%	\$		
Weighted Investment Expense					0.25%	\$82,977	0.00%	\$732
Asset-Based Fees					0.27%	\$89,545		
Billed Fees					0.19%	\$62,284		
TOTALS					0.71%	\$234,806		

*Strategy Equivalent Score

Information is for illustrative purposes only and cannot be guaranteed now or in the future.

Fee Summary & Net Recordkeeping Cost

Total Plan Assets: \$32,970,781 as of 09/30/2023; Total Number of Participants: 1014

Fee Summary

Annual Fees:	Transamerica	
Recordkeeper Fees %	0.27%	.24%
Recordkeeper Fees \$	\$90,278	
Net Investment Exp. %	0.25%	
Net Investment Exp. \$	\$82,245	
Advisory Fees %	0.19%	
Advisory Fees \$	\$62,284	
Estimated Total Plan Cost %	0.71%	.68%
Estimated Total Plan Cost \$	\$234,807	

Net Recordkeeping Cost

Assumes 1014 participants	Transamerica
Revenue Sharing	\$732
Asset-Based Fees	\$89,545
Billed Fees	\$62,284
Subtotal	\$152,562
(Advisor Compensation)	(\$62,284)
Net Recordkeeping & Admin. Cost	\$90,278
Cost as %	0.27%
Cost as Participant Average	\$89

Price reduction for .27% to .24% will take place on 12/1/2023

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Human Resources
Agenda Item #: 13F3	Director: N/A
Subject: Personnel Policies and Procedures Manual Revisions	Officer: Nelson Dibie

Recommended Action

The Human Resources Committee recommends approval for full Board consideration of revisions to the Personnel Policies and Procedures Manual - Policies 3030 Sick Time and 3040 Paid Sick Leave, and Policy 3010 Holidays.

Background

Personnel Policies and Procedures are updated based on changes in the law.

- a. California Paid Sick Leave (PSL) was originally signed into law in 2015, requiring employers to provide 3 days / 24 hours of protected, paid time. Prior to PSL requirements, Fresno EOC offered 12 days of accruable sick time. Upon the requirement of PSL, Fresno EOC proposed and received board approval to offset the mandatory three (3) days from sick time accruals, reducing to nine (9) days of sick time accrual.

On October 4, 2023 Governor Newsome signed SB 616 to expand current California Paid Sick Leave time from 3 days / 24 hours to 5 days / 40 hours. The expansion of legislation is effective January 1, 2024.

By increasing the amount of state-required sick leave, we propose reducing the amount of accrued sick time from nine (9) days to seven (7) days.

- b. Fresno EOC is proposing closing the agency, besides essential operations, and providing paid time off for the period of December 25 – January 1 of each year. Fresno EOC currently provides December 25 and January 1 as paid holidays, and is proposing adding four (4) more paid days off.

Fiscal Impact

The fiscal impact are as follows:

- a. The agency is responsible for two (2) additional days of Paid Sick Leave for all employees as mandated by California legislation. This is approximately \$400,000 of additional paid time.
The proposal of offsetting the two (2) additional days of PSL from accrued Sick Time would reduce the financial burden to Fresno EOC to approximately \$20,000 of additional paid time to non-benefitted employees only.
- b. Based on current compensation, paid closure for four (4) days would cost approximately \$800,000.

Conclusion

If approved by the Board, the accrual rates for both CA Paid Sick Leave and agency-provided Sick Time will change effective January 1, 2024.

If not approved by the Board, Fresno EOC will implement increased Paid Sick Leave at 5 days/ 40 hours as required by state law on January 1, 2024 and will continue providing nine (9) days of sick time accrual per year.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Human Resources
Agenda Item #: 13F4	Director: N/A
Subject: Cost of Living Adjustment	Officer: Nelson Dibie

Recommended Action

The Human Resources Committee recommends approval for full Board consideration of a Cost-of-Living Adjustment (COLA) in the amount of 4.7%.

Background

The updated Personnel Policies and Procedures Manual approved by the Board of Commissioners on October 5, 2023 allows us to implement a Cost-of-Living Adjustment. The requested COLA of 4.7% follows the proposed government's increase of 4.7% federal civilian employees in 2024. The Fresno EOC increase will not include Head Start and unionized employees.

Fiscal Impact

Fresno EOC will be fiscally responsible for approximately \$1,800,000 in increased salary and fringe costs. The additional expenses are allocated to the employees' respective program budgets.

Conclusion

If approved by the Board, eligible employees will receive the 4.7% COLA increase.

If not approved by the Board, eligible employees will continue working at 2022 wages.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Human Resources
Agenda Item #: 13F5	Director: N/A
Subject: Employer 401(a) Pension Plan	Officer: Nelson Dibie

Recommended Action

The Human Resources Committee recommends approval for full Board consideration of changing the Employer contribution 401(a) Pension Plan eligibility requirements from two (2) years of service to six (6) months of service effective July 1, 2024.

Background

Fresno EOC staff is proposing multiple strategies in an effort to be more competitive in the job market and retain qualified individuals. One of the strategies staff propose is reducing employee eligibility requirements to be eligible for the 401(a) Pension Plan contributions.

The state and national average for pension plan eligibility is generally between three (3) and six (6) months.

Employers of similar size and services pension plan eligibility varies from date of hire to five (5) years of service.

Boston ABCD (Community Action Partnership) retirement plan eligibility is for employees regularly working 20 hours more per week. After six (6) months of qualified work time, Boston ABCD matches up to 10% of contributions.

Community Action Partnerships in the Central Valley and nearby areas pension eligibility varies from six (6) months to one (1) year of service.

Fiscal Impact

Based on current compensation, the agency will be responsible for approximately \$720,000 in additional pension plan contributions as of July 1, 2024.

Ongoing responsibility for new hires with reduced eligibility time is approximately \$680,000 annually.

Conclusion

If approved by the Board, all employees serving three (3) or more months with Fresno EOC will be enrolled in the pension plan and contributions will start as of July 1, 2024.

If not approved by the Board, Fresno EOC staff will provide alternative proposals for future consideration.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G1	Director: Rosa M. Pineda
Subject: Resolution Approval for Rosa M. Pineda	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends approval of the Resolution Approval for Rosa M. Pineda, Head Start Director.

Background

The Resolution will allow Rosa M. Pineda to accept and sign any Community Care Licensing (CCL) documents that require authorization from Emilia Reyes, Chief Executive Officer (CEO) as it pertains to Fresno EOC Head Start 0 to 5. The Resolution will give the Head Start Director permission to sign CCL documents, applications, and receive communication from CCL when necessary. Community Care Licensing requires live signatures therefore, using the CEO's signature stamp is not an option and thus approval for this resolution is requested.

Fiscal Impact

None.

Conclusion

If approved by the Board, Rosa M. Pineda, Head Start Director will be able to sign CCL documents, applications, and receive communication from CCL when necessary.

Fresno EOC Board Resolution Approval

October 16, 2023

I Emilia Reyes, Fresno Economic Opportunities Commission (Fresno EOC) Chief Executive Officer for the Fresno EOC Head Start 0 to 5 program certifies that the Fresno EOC Board met and approved the:

Authorization of the Head Start Director to have the authority to submit applications, make changes on behalf of the corporation Fresno EOC Head Start 0 to 5 and communications with Community Care Licensing. Fresno EOC Board has approved in the event of my absence I designate Rosa M. Pineda, Head Start Director to accept any Community Care Licensing documents that require an authorization signature on my behalf.

Emilia Reyes
Chief Executive Officer

DATE

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G2	Director: Rosa M. Pineda
Subject: 2024 Refunding Application	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends ratification of the Fiscal Year 2024 Head Start 0 to 5 Continuation/Refunding Application- Year 4.

Background

Head Start 0 to 5 is funded on an annual basis (January 1 through December 31) by the Department of Health and Human Services (HHS) and Office of Head Start (OHS). Head Start 0 to 5 is funded to serve economically challenged families and their children, including those with disabilities from birth to five-years of age. Through the Program's coordinated interdisciplinary approach, the child's education, social development, nutrition, health (including physical, mental and dental), self-image and school readiness are enhanced.

Head Start 0 to 5 management submitted a request for authorization of the FY 2024 Head Start 0 to 5 Continuation/Refunding Application- Year 4, to the County-Wide Policy Council and Fresno EOC Board of Commissioners Chairperson on September 29, 2023, to which they both respectively authorized.

This budget was submitted to Health and Human Services (HHS) as part of the FY 2024 Head Start/Early Head Start Continuation/Refunding Application package. The deadline for submission to HHS was October 1, 2023. Notification for grant award will be prior to December 31, 2023.

The Head Start /Early Head Start Refunding Grant Application for FY 2024 (Year 4 of the funding cycle) includes the following budget components:

1. **Basic Head Start Budget (G094122): \$37,620,149**
2. **Basic Early Head Start Budget (G094122): \$8,380,694**
3. **Head Start Training & Technical Assistance Budget (G094120): \$323,827**
4. **Early Head Start Training & Technical Assistance Budget (G094121): \$173,371**

Head Start/Early Head Start Program Budget Narrative (G094122):

Annually, our program serves a minimum of 2590 clients (including 50 prenatal women). The proposed budgets support children to receive comprehensive services designed to support their developmental progression from pre-birth to kindergarten readiness. Based on parent preference and current community needs assessment, Fresno EOC's Head Start 0 to 5 program offers both center base and home base program options. In all cases, parents at centers and home-base areas self-determine program options.

The proposed FY 2024 **Basic Head Start Budget** is **\$37,620,149** for program operations including family literacy, inclusion services and transition. Throughout urban and rural Fresno County, Head Start will serve a total of 2,112 children and families of which 1992 of those are children in 100 center-based classes and 120 are children served in 4 home-base areas.

The proposed 2023 **Basic Early Head Start Budget** is **\$8,380,694** for program operations including inclusion services. Throughout urban and rural Fresno County, Early Head Start will serve a total of 478 children and families year-round. Ninety-four of those children are served in center-based classes and 384 are children or prenatal women served in home-based settings.

Training and Technical Assistant Budget Narrative (G094120/G094121):

The proposed FY 2024 **Head Start T&TA** budget is **\$323,827**. The proposed FY 2023 **Early Head Start T&TA** is **\$173,371**. These funds are to provide training and technical assistance to Head Start/Early Head Start program staff, parents, and the Fresno EOC Board of Commissioners to improve the quality of services provided to the children and families.

The needs for the training requested are determined from analyses of Community Assessment Outcomes, Program Information Report findings, requirements in Head Start Program Performance Standards, and the program's Self-Assessment monitoring.

Fiscal Impact

The Head Start 0 to 5 Basic and Training and Technical Assistance Budgets have a fiscal impact of \$46,498,041 which constitutes approximately 40% of Fresno EOC's budget and represents over 50% of the agency's employees.

Conclusion

If ratified by the Board, the FY 2024 Head Start 0 to 5 Continuation/Refunding Application- Year 4 proposal, will allow Head Start 0 to 5 and the contractors to continue serving children and families in Fresno County.



Office of Head Start

09CH012031-200 - Fresno Economic Opportunities Commission
FY2024 - 01/01/2024-12/31/2024 - Non-Competing Continuation

Early Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$5,065,542	\$0	\$1,266,386
Fringe Benefits	\$1,345,661	\$0	\$336,415
Travel	\$0	\$44,821	\$11,205
Equipment	\$0	\$0	\$0
Supplies	\$102,544	\$1,289	\$25,958
Contractual	\$625,315	\$11,526	\$159,210
Construction	\$0	\$0	\$0
Other	\$549,648	\$101,420	\$161,734
Total Direct Charges	\$7,688,710	\$159,056	\$1,960,908
Indirect Charges	\$691,984	\$14,315	\$176,575
Total	\$8,380,694	\$173,371	\$2,137,483



Office of Head Start

09CH012031-000 - Fresno Economic Opportunities Commission
FY2024 - 01/01/2024-12/31/2024 - Non-Competing Continuation

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$20,210,662	\$0	\$5,052,667
Fringe Benefits	\$8,468,009	\$0	\$2,117,002
Travel	\$0	\$50,644	\$12,661
Equipment	\$0	\$0	\$0
Supplies	\$665,867	\$14,706	\$170,143
Contractual	\$3,014,414	\$0	\$753,604
Construction	\$0	\$0	\$0
Other	\$2,154,946	\$231,739	\$597,703
Total Direct Charges	\$34,513,898	\$297,089	\$8,703,780
Indirect Charges	\$3,106,251	\$26,738	\$783,247
Total	\$37,620,149	\$323,827	\$9,487,027

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G3	Director: Rosa M. Pineda
Subject: Program Update Report (PUR) for August and September 2023	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends approval for full Board consideration of the Head Start 0 to 5 August and September 2023 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 August and September 2023 Program Update Reports are attached for review.

Fiscal Impact

Not Applicable.

Conclusion

If approved by the full Board, the August and September 2023 PUR will be retained for record keeping to verify the County-Wide Policy Council and the Fresno EOC Board of Commissioners had timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5.



BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

REPORT MONTH: AUGUST 2023

I. Head Start 0 to 5

Program Information Summary:

1. August 2, 2023 - Pre-Service for Individual Service Areas
2. August 3-4, 2023 - All Staff Pre-Service took place at Clovis Veterans Memorial District
3. August 14, 2023 - First day of classes with meals and transportation
4. August 16, 2023 - Last day of Dare to Lead training for approximately 40 supervising staff.
5. August 31, 2023 - Completed and submitted the Program Information Report to the Head Start Enterprise System

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

None for August 2023

III. Early Head Start

Program Information Summary:

1. August 2, 2023 - Eric White Center Base site in Selma, CA was approved for a license.
2. Early Head Start (EHS) continues to recruit children and staff for the 2023-2024 Program Year.
3. Two classrooms were remodeled and organized at Franklin Head Start center to serve 16 additional EHS toddler children (8 per classroom) to increase enrollment number for EHS. Staff is working with Community Care Licensing to get the classrooms licensed.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 310; Monthly ADA: Center Base: 84.38%, Home Base: N/A

Wait List Total: 87

Our Early Head Start funded enrollment is 478. For the month of August 2023, we had an actual enrollment of 310. There was a total of 20 drops in the month of August. In all, this gives us an overall enrollment of 330 (310 + 20). We ended the month of August with a total of 168 vacancies (54 for CB and 114 for HB). However, our efforts of hiring new staff has been a success, as the hiring of 6 Family Development Specialist for EHS Home Base allowed us to enroll more children into the program. Our Early Head Start Site, Eric White is now licensed and will be enrolling children in September. Staff continues to recruit by collaborating with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program. This month we attended a WIC baby shower and posted announcements on social media regarding services to prenatal women and children 0 to 3. Staff is visiting WIC offices, clinics, and schools to promote our EHS services. This month we received 154 online referrals for Early Head Start. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 455 Lunches: 501 Snacks: 430

IV. Head Start

Program Information Summary:

1. August 24, 2023 - 20 Fresno State Nursing Students were trained by the Health Services Manager to volunteer for six weeks to support children and families with height and weight assessments for the 2023-2024 program year.
2. Head Start continues to recruit children and staff for the 2023-2024 Program Year.
3. Nutrition Services Manager is working on completing the CACFP renewal for the 2023-2024 Program Year.
4. Support Services is working with Butler Church for a possible partnership to have two preschool classes on their premises.



**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT**

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,209; Monthly ADA: Center Base 87.75%; Home Base: N/A
Wait List Total: 304

Our Head Start funded enrollment is 2112. For the month of August 2023, we had an actual enrollment of 1209 and a total of 37 drops. As a result, we had an enrollment of 1246 (1209 + 37). The first day of classes with meals and transportation took place August 14, 2023. In the month of August, we hired 6 Family Development Specialist, 8 Family Support Assistants, and 1 Family Services Specialist. This allowed us to increase our recruitment efforts that consisted of: canvassing, participating in community events, and facilitating presentations in the community. As a result, we received 116 online referrals this month. In addition, the ERSEA Team continues to work with the Communications Department to update marketing material and create social media platforms by way of Instagram and Facebook. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 8,875 Lunches: 10,051 Snacks: 8,127

Submitted by:

Rosa M. Pineda
Head Start Director

Nidia Davis
Program Support Director

(AUGUST 2023 BOARD PUR REPORT) BW 10/05/23 ~ CWPC (2023-2024 (PUR (BOARD)) ~



**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT**

REPORT MONTH: SEPTEMBER 2023

I. Head Start 0 to 5

Program Information Summary:

1. September 4, 2023 - Labor Day Holiday was observed. All Head Start 0 to 5 offices and sites were closed in observance.
2. September 8, 2023 - Head Start Directors attended Fresno EOC Leadership planning in Monterey, CA.
3. September 12, 2023 - Budget Training was held at Franklin Head Start for parents, Center Directors and Teacher Directors.
4. September 13, 2023 - DEC Meeting was held at Franklin Head Start for Directors, Coordinators, and Specialist.
5. September 26, 2023 - Directors attended Results Oriented Management Accountability (ROMA) training at the Nielsen Center.

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

September 27, 2023, the U.S. Department of Health and Human Services' (HHS) through the Administration for Children and Families (ACF) awarded \$20 million to launch the first-ever National Center for Child Welfare Competent Mental Health Services (the Center). As part of [HHS' Roadmap for Behavioral Health Integration](#), this investment is one of many ways that ACF is working to answer the Biden Harris Administration's call to transform the delivery of mental health care in the U.S.

The recipient of the award is the Center for Adoption Support and Education (C.A.S.E.). They will work with national leaders as well as parents and young adults with lived experience to deliver new and enhanced support and training to states, tribes, territories, professionals, and peer support professionals to meet the needs of children and families. The Center will be funded at \$4 million for each of the five-year award.

III. Early Head Start

Program Information Summary:

1. September 7, 2023 - began enrolling children at Eric White.
2. Two new teaching staff were hired for Eric White center and will start in October 2023.
3. Early Head Start (EHS) Home Base has filled all of their Family Development Specialist (FDS) vacancies and is now fully staffed. However, staff will continue to recruit and hire staff for EHS Center Base.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 357; Monthly ADA: Center Base: 78.74%, Home Base: N/A

Wait List Total: 92

Our Early Head Start funded enrollment is 478. For the month of September 2023, we had an actual enrollment of 357. There was a total of 34 drops in the month of September. This gives us an overall enrollment of 391 (357 + 34). This month, Early Head Start's enrollment increased by 13.2%. The opening and licensing of Eric White in Selma, CA allowed us to enroll 4 more children for EHS Center Base. Staff's efforts to recruit more children for Eric White and other EHS sites consists of collaboration with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services. Staff continue to visit WIC offices, clinics, and schools to promote our EHS services. EHS participated in four community events, which also includes one with HS. This month we received 89 online referrals for Early Head Start. Our efforts to recruit and hire more staff for EHS has paid off as we are officially fully staff with the Family Development Specialist position for EHS Home Base. Nonetheless, we will continue to recruit and hire staff for EHS Center Base sites. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 662 Lunches: 693 Snacks: 577

IV. Head Start

Program Information Summary:

1. September 24-28, 2023 - Staff attended the ChildPlus Scramble Annual Training in Las Vegas, Nevada.
2. September 26 & 29, 2023 - Health Services Manager provided CPR training to staff.
3. Home Base completed their HOVRS observations during the month of September.
4. Continue to recruit and hire staff for the 23/24 program year.



**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT**

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,403; Monthly ADA: Center Base 85.46%; Home Base: N/A

Wait List Total: 269

Our Head Start funded enrollment is 2112. For the month of September 2023, we had an actual enrollment of 1403 and a total of 41 drops. As a result, we had an enrollment of 1444 (1403 + 41). This month, Head Start's enrollment increased by 13.8% . This is a result of our recruitment efforts consisted of: canvassing, participating in community events, and facilitating presentations in the community. We participated in four community events and as a result, we received 58 online referrals. The ERSEA Team continues to work with the Communications Department to update marketing materials and determine what is the most effect way to continue advertising the program. We continue to recruit and hire staff including an additional ERSEA Assistant. Lastly, we have created a recruitment log to track all monthly recruitment efforts for Head Start 0 to 5. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,070 Lunches: 17,802 Snacks: 14,037

Submitted by:

Rosa M. Pineda
Head Start Director

Nidia Davis
Program Support Director

(SEPTEMBER 2023 BOARD PUR REPORT) bw 11/20/23 ~ CWPC (2032-2024 (PUR (BOARD)) ~

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G4	Director: Rosa M. Pineda
Subject: Head Start 0 to 5 Ad hoc Committee	Officer: Emilia Reyes

Background

The information presented below is intended to keep the Board apprised on Head Start 0 to 5's ongoing communication with the full Board.

On October 25, 2023, Head Start leadership and Emilia Reyes, CEO, met with the Ad hoc committee to discuss concerns brought to the Board's attention as it pertains to Head Start 0 to 5. In doing so, topics discussed consisted of: staff turnover, enrollment, and communication between Head Start Leadership and staff.

The Head Start Director, CEO, and the committee will meet monthly to keep the board abreast of the program updates, challenges, and concerns. Standing items for the meeting will also include: staffing (separation/hiring) and enrollment. The next meeting has been scheduled for Monday, December 11, 2023.

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G5	Director: Rosa M. Pineda
Subject: State of California Department of Social Services (CSDD) CCTR 2024-2025 Request for Application (RFA)	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends approval of the State of California Department of Social Services (CSDD) CCTR 2024-2025 Request for Application (RFA).

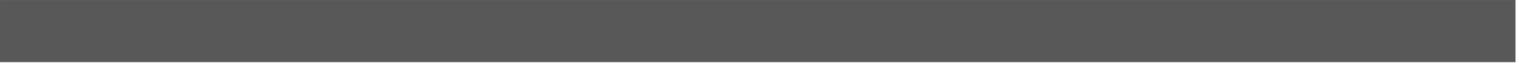
Background

The California Department of Social Services (CDSS), Child Care and Development Division (CCDD) is administering applications for the General Child Care and Development (CCTR) program funds to provide direct services for California children from birth to age three. Funding is available to provide full-day/full-year services on or after July 1, 2024 through Center Based. Funding will be allocated by county and within each county, by the LPC priority area. The intent of this Request for Applications (RFA) is to expand full-day/full-year CCTR services statewide to the greatest extent possible.

RFA was due and submitted on Wednesday, November 22, 2023. Fresno EOC submitted an application for CCTR funding for the Amor Child Development Center in Mendota, California. The Amor center remodel project should take roughly 4 months to complete. Once the City of Mendota Building inspectors pass the project. We will need to pass our Fire Marshall clearance and Community Care Licensing inspections, prior to opening the two toddler classrooms.

Fiscal Impact

The total amount of \$243,830.00 will be used to provide a quality full day/full year program for children and families at the Amor Center in Mendota, California in accordance with Community Care Licensing, Head Start Program Performance Standards and the General Child Care and Development (CCTR)



Conclusion

If approved by the full Board, Head Start 0 to 5 staff will be able to serve 16 toddler age children and families in need of full day/full year services in the City of Mendota, at the Amor Center.

October 5, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 23-29

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) announces the availability of General Child Care and Development (CCTR) program pursuant to California Welfare and Institutions Code [\(W&IC\) Section 10213.5\(i\)](#) to provide funding to direct services for eligible children.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

October 5, 2023

CHILD CARE BULLETIN (CCB) NO. 23-29

GUIDANCE TYPE: INFORMATIVE

TO: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF
EARLY EDUCATION PROGRAMS

SUBJECT: GENERAL CHILD CARE AND DEVELOPMENT (CCTR) FY
2024- 25 REQUEST FOR FUNDING APPLICATION

**APPLICABLE
PROGRAMS:** CURRENT CCTR CONTRACTORS AND AGENCIES
INTERESTED IN A NEW CCTR CONTRACT

REFERENCE: [ASSEMBLY BILL 102, CHAPTER 38, PROVISION 13;](#)
[WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTIONS](#)
[10271; W&IC 10213.5\(i\); W&IC 10213.5 \(aj\);](#)
[EDUCATION CODE \(EC\) SECTION 8208](#)

Purpose

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) announces the availability of General Child Care and Development (CCTR) program pursuant to California Welfare and Institutions Code [\(W&IC\) Section 10213.5\(i\)](#) to provide funding to direct services for eligible children.

Priority will be given to applicants providing direct services to infants and toddlers and children in underserved areas as identified by the Local Planning Council (LPC). LPC Priorities are located on the [CCDD LPC Priorities web page](#). The CCDD will host several technical assistance sessions including:

1. Informational Webinar on November 1, 2023, 9 a.m.-12 p.m. [Register Here!](#)
2. Application and Program Narrative "Office Hours" Session on November 7, 2023, 11 a.m.-12 p.m. [Register Here!](#)
3. Fiscal Worksheet "Office Hours" Session on November 9, 2023, 11 a.m.-12p.m. [Register Here!](#)

Funding is available for private agencies, public agencies, Local Educational Agencies (LEA), Federally Recognized Tribes or Tribal Organizations, and other local governments, to provide full-day/full-year services on or after July 1, 2024 through Center Based or Family Child Care Home Education Networks (FCCHEN) models. Funding will be allocated by county and within each county, by the LPC priority area.

The intent of this Request for Applications (RFA) is to expand full-day/full-year CCTR services statewide to the greatest extent possible. The RFA funding opportunity is available to (1) existing CCTR contractors, (2) existing contractors that do not have a CCTR contract, or (3) new applicants without a CCDD program contract that are a private agency, public agency, or LEA. These funds are intended to increase the availability of CCTR services to eligible children as per [W&IC Section 10271](#). The CCTR services should be provided based on the needs of families in the communities served and based on the priorities set forth in law. The CDSS encourages all eligible applicants to apply.

The CDSS will allocate funding by county, based on a statewide comparison of need and resources. Need is established by data and will be determined by families at or below 85 percent of the state median income by county.

Background

[W&IC Section 10213.5\(aj\)](#) defines “local educational agency” as a school district, a county office of education, a community college district, or a school district acting on behalf of one or more schools within the school district. Direct funded charter schools will be considered a LEA for purposes of this RFA ([Education Code 8208](#)).

Contractors under contract with the CDSS to administer the CCTR are required to comply with all laws, regulations, rules, policies, and reporting procedures.

Applicants shall comply with the following:

- [Child Care and Development Services Act](#), commencing with W&IC Section 10207
- Applicable regulations in [Title 5 of the California Code of Regulations \(5 CCR\)](#)
- The Child Day Care Facilities Act ([Health and Safety Code \(HSC\) section 1596.70–1596.895](#))
- **For Centers**, requirements for Day Care Centers ([HSC section 1596.90–1597.21](#))
- **For Family Day Care Home Education Networks**, requirements for Family Day Care Homes ([HSC section 1597.30–1597.622](#))

- Child care facility licensing regulations in [Title 22 of the CCR \(22 CCR\), Division 12](#)
- Child Care and Development Fund (CCDF) regulations at [Title 45 of the Code of Federal Regulations \(45 CFR\) Part 98](#)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR Part 200](#) and [45 CFR Part 75](#))
- All requirements in the [Federal School Accounting Manual](#)
- [CDSS Audit Guide](#)
- [Public Contract Code](#)

Each applicant shall, as a condition of its agreement with the CDSS, adhere to the following:

- [2023–24 Funding Terms and Conditions \(FT&C\)](#)
- [2023–24 Program Requirements](#)
- [Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting](#), issued as regulations by the Education Audit Appeals Panel (EAAP)

The CCDD strongly recommends applicants review and understand the statutory and regulatory references cited above prior to completing and submitting an application.

Application Submission Requirements

The CCTR Expansion RFA Instructions and Overview, the application, and all required documents can be found on the [Fiscal Year 2024–25 CCTR Expansion RFA web page](#).

Application Timeline*

- Applications Due to the CCDD – November 22, 2023, by 11:59 p.m. PST
- Notification of Scores to Applicants – January 2024
- Appeals Due to the CCDD – To be announced; within 10 business days of the receipt of the notification of score.
- Awards Announcements – By April 2024

*Please note that timeline dates are subject to change.

It is solely the applicant's responsibility to carefully review the RFA information and requirements before submitting an application for funding. Failure to follow the submission requirements may disqualify the application.

If you have any questions regarding the information in this Child Care Bulletin, please contact us via email at CCTRRFA@cdss.ca.gov or by phone at (916) 639-7944.

Sincerely,

Original Document Signed By

LUPE JAIME-MILEHAM, EdD
Deputy Director
Child Care and Development Division

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G6	Director: Rosa M. Pineda
Subject: California State Preschool Program (CSPP) 2024-2025 Continued Funding Application	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends approval of the California State Preschool Program (CSPP) 2024-2025 Contract.

Background

During the FY 2024-2025, Head Start 0 to 5 Braided Funding services will be provided to 120 children in three classes of full-day/full-year at following centers: Dakota Circle, Sequoia, and three part-day/part-year at Cantua Creek, Franklin, and Wilson. The \$1,620,809.00 CSPP will be used to operate the centers with required staff, classroom materials and equipment needed for the 2024-2025 program year.

California Department of Education (CDE) Early Education Division (EED) notified Fresno EOC our CSPP contract was received and rolled into the next fiscal year, which means that our agency will continue to have a CSPP contract for the next 2024-2025 fiscal year. CSPP Continued Funding Application is due on or before December 1, 2023.

Fiscal Impact

The total amount of \$1,620,809.00 will be used to provide a quality program for the children and families at the five centers in accordance with Community Care Licensing and Head Start Program Performance Standards.

Conclusion

If approved by the full Board, Head Start 0 to 5 staff will be able to serve 120 preschool age children and families in need of full day/full year services and part day services throughout Fresno County.

Management Bulletin 23-09

Provides information and guidance on the Continued Funding Application for Fiscal Year 2024-25 for Early Education California State Preschool Program (CSPP) contractors.

Early Education Division

Subject: Continued Funding Application, Fiscal Year 2024-25

Number: 23-09

Date: October 20, 2023

Expires: When Rescinded

Authority: *California Code of Regulations*, Title 5, Division 1, Chapter 18.5, Subchapter 3 Article 3

Attention: Executive Officers and Program Directors of California State Preschool Programs and Prekindergarten and Family Literacy Support Programs

Purpose

This Management Bulletin (MB) provides information and guidance to current California Department of Education (CDE), Early Education Division (EED), California State Preschool Program (CSPP) and Prekindergarten and Family Literacy (CPKS) contractors regarding how to request continued funding for fiscal year (FY) 2024-25 CSPP and CPKS contracts. This MB supersedes the Continued Funding Application (CFA) information found in MB 22-06.

Policy

To be considered for continued funding for FY 2024-25, CSPP and CPKS contractors must complete and submit the FY 2024-25 CFA on or before December 1, 2023. The complete FY 2024-25 CFA and associated forms are available on the CDE CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfa2425.asp>.

By completing and returning the FY 2024-25 CFA, your agency indicates that it wishes to renew its CSPP contract for FY 2024-25 and CPKS contract as applicable if your agency currently receives CPKS funding and is willing to and does accept, all of the terms and conditions of such contract(s), which will be provided to all contractors being renewed for funding no later than June 1, 2024.

CSPP and CPKS contractors who apply for and are approved for continued funding will not need to sign and return a CSPP and/or CPKS contract to provide services for FY 2024-25 as contractors who apply for and are approved for continued funding through the CFA process will be automatically renewed in accordance with all applicable federal and state laws, as well as all contract terms and conditions that will be incorporated into the FY 2024-25 contract.

CSPP and CPKS contractors may subsequently reject the terms of the new contract(s) and opt not to renew their services under the terms of the new contract(s). Contractors that wish to reject the terms of the FY 2024-25 CSPP and/or CPKS contract must provide written notice that the terms of the

contract are rejected by emailing EarlyEducationContracts@cde.ca.gov on or before June 30, 2024. Such email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024-25 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2024-25.

Note: If your agency requires formal board approval to enter into contracts, it is important that your agency seek such approval as soon as possible to ensure timely submission of the CFA. For public agencies, evidence of a board resolution or minutes reflecting authorization of a signature on the CFA or a delegation of authority will need to be submitted with the CFA.

Implementation Directives

Applications must be received by the CDE, EED, on or before 5 p.m., December 1, 2023, regardless of the method of application submission.

CSPP and CPKS contractors must submit the CFA and supporting documentation electronically by completing the FY 2024-25 CFA online or physically by mail (hard copy). Electronic submissions of the CFA are encouraged.

Option 1: Online CFA with an Electronic Signature

The CFA will be administered electronically via software called Snap Survey. The CFA signature pages must be digitally signed by the CSPP contractor's authorized representative if submitting the CFA electronically. Instructions for each signature page are found in each applicable section within the CFA Overview and Instructions document. Upon completing the electronic CFA, an email must be sent to CFA@cde.ca.gov stating: "I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and that all signatures included with the CFA are intended to be binding upon [Insert Contractor Name]."

Option 2: Physical CFA by Mail (Hard Copy) or Scan and Email

Physical CFAs may be scanned and emailed to CFA@cde.ca.gov or mailed to the CDE, EED. All signatures in the CFA must be in **blue ink**.

If submitting by mail, send the completed and signed CFA and all required attachments to the following address:

Continued Funding Application 2024-25

California Department of Education

Early Education Division

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

Background and Authority

California Code of Regulations, Title 5 (5 CCR) Section 17726(d) states, “Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Early Education Division in accordance with the instructions and timelines specified in the request.”

The 5 CCR Section 17726(e) states, “Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Early Education Division of the contractor’s intent to discontinue services at the end of the current contract period.” Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

Resources

If there are any questions regarding the application process, contact the CFA team by email at CFA@cde.ca.gov. Include your agency’s name, vendor number, and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation (PQI) Office regional consultant here: <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any **fiscal**-related questions regarding the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services apportionment analyst. The fiscal apportionment analyst directory can be accessed at: <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

Questions: Early Education Division | CFA@cde.ca.gov

Last Reviewed: Friday, October 20, 2023

BOARD OF COMMISSIONERS MEETING

Date: December 7, 2023	Program: Head Start 0 to 5
Agenda Item #: 13G7	Director: Rosa M. Pineda
Subject: State of California Department of Social Services (CSDD) CCTR 2024-2025 Continued Funding Application	Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends approval of the State of California Department of Social Services (CSDD) CCTR 2024-2025 Contract.

Background

During the FY 2024-2025, Head Start 0 to 5 and CCTR braided funding services will be provided to 16 Early Head Start children in two classes of full-day/full-year at Eric White center in Selma and 16 Early Head Start children in two classes of full-day/full-year at Franklin center in Fresno, California. The \$616,391.00 will be used to operate the centers with required staff, classroom materials and equipment needed for the 2024-2025 program year.

Franklin's two classrooms is pending Fire Marshall and Community Care Licensing (CCL) inspection clearance. Once we receive the inspection clearance from Fire Marshall and CCL, we will be ready to serve 16 Early Head Start children full-day/full-year at the Franklin center located in the City of Fresno. Department of Social Services (CSDD), Child Development Fiscal Services notified Fresno EOC our CCTR contract will be submitted and rolled into the next fiscal year, which means that our agency will continue to have a CCTR contract for the next 2024-2025 fiscal year. CCTR Continued Funding Application is due on or before January 19, 2024.

Fiscal Impact

The amount of \$616,391.00 will be used to provide a quality full day/full year program for Early Head Start children and families at Eric White Center in Selma, California and the Franklin center in Fresno in accordance with Community Care Licensing and Head Start Program Performance Standards.

Conclusion

If approved by the full Board, Head Start 0 to 5 staff will be able to serve 16 toddler age children and families in need of full day/full year services in the City of Selma and 16 toddler age children and families in need of full day/full year services in the City of Mendota.

November 14, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 23-33

The purpose of this communication is to notify contractors of the requirement to complete and submit a Continued Funding Application (CFA) for California Department of Social Services Child Care and Development programs to continue services into the next contract year. Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

November 14, 2023

CHILD CARE BULLETIN (CCB) NO. 23-33

GUIDANCE TYPE: INFORMATIVE

TO: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS FUNDED BY OR THROUGH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SUBJECT: CONTINUED FUNDING APPLICATION FISCAL YEAR 2024-25

APPLICABLE PROGRAMS: ALTERNATIVE PAYMENT PROGRAMS, CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) STAGES TWO AND THREE, GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS, FAMILY CHILD CARE HOME EDUCATION NETWORKS, MIGRANT CHILD CARE ALTERNATIVE PAYMENT PROGRAMS, MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS, MIGRANT SPECIAL SERVICES PROGRAMS, RESOURCE AND REFERRAL PROGRAMS, CHILD CARE AND DEVELOPMENT PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

REFERENCE: SENATE BILL (SB) 98 (CHAPTER 24, STATUTES OF 2020); TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS (5 CCR) SECTION 18010

Purpose

The purpose of this communication is to notify contractors of the applicable programs listed above of the requirement to complete and submit a Continued Funding Application (CFA) to the California Department of Social Services (CDSS) in order to continue services into the next Fiscal Year (FY). Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.

The Child Care and Development Division (CCDD) will host an informational webinar at 9:00 a.m., November 30, 2023. Please [register for the FY 2024-25 CFA Webinar](#) to participate.

Child Care Bulletin (CCB) No. 23-33 offers existing CDSS contractors the opportunity to request continued funding for Fiscal Year (FY) 2024-25. The California Code of Regulations, Title 5 (5 CCR), Section 18010(d) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a CFA request from the Child Development Division in accordance with the instructions and timelines specified in the request." Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete the process.

Authority

Section 18010(e) of the 5 CCR states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period unless the contractor has received a written extension of the original timeline from the Child Development Division." Failure to respond to requests from the CCDD for additional information will result in the application being deemed incomplete.

Background

In accordance with Senate Bill (SB) 98 (Chapter 24, Statutes of 2020), effective July 1, 2021, the following CCDD programs associated with the Continued Funding Application transferred to the CDSS:

- General Child Care and Development Programs
- California Family Child Care Home Education Networks
- Programs for Children with Severe Disabilities
- Migrant Child Care and Development Programs
- Migrant Child Care Alternative Payment Programs
- California Alternative Payment Programs
- CalWORKs Stage 2
- CalWORKs Stage 3
- Resource and Referral Programs

The California Department of Education (CDE), Early Learning Division will continue to administer the California State Preschool Program (CSPP), Inclusive Early Education Expansion Program, American Indian Early Childhood Education grant, and Early Head Start-Child Care Partnership grant awarded to the CDE by the United States Department of Health and Human Services, as well as other early education programs.

Application Submission Requirements

The FY 2024-25 CFAs will be completed via an online application. The CFA Instructions and Overview, the application link, and all required documents can be found on the [CFA web page](#).

Please Note: Public agencies are required to obtain board approval authorizing the signer to contract with the CDSS for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for FY 2024-25. It is important that public agencies seek board approval ahead of time to fulfill this requirement of the CFA.

Important: Applications must be received on or before **11:59 p.m., January 19, 2024.**

If you have any questions or experience difficulties with any part of the online application, please email CFA@dss.ca.gov.

This CFA is only for the aforementioned CDSS Child Care and Development Program contract types. Agencies applying for continued funding for the California State Preschool Program (CSPP) contract type must contact the CDE directly.

Notice of Automatic Renewal

Child Care and Development (CCD) Direct Service and Alternative Payment Contractors who apply for and are approved for continued funding will not need to sign and return a CCD contract to provide services for FY 2024-25. CCD Contractors will be automatically renewed in accordance with all applicable federal and state laws, as well as all CCD Funding Terms and Conditions and Program Requirements that will be incorporated into the FY 2024-25 CCD contract.

By completing and returning the FY 2024-25 CFA, your agency indicates that it wishes to automatically renew its CCD contract for FY 2024-25 and is willing to, and does accept, all of the terms and conditions of such contract, which will be provided to all CCD contractors being renewed for funding no later than June 1, 2024. CCD contractors may subsequently reject the terms of the new contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDSS no later than July 1, 2024. If you do not wish to renew your contract, please contact your Program Quality and Improvement Branch (PQIB) Consultant.

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned PQIB Consultant, or send an email to CFA@dss.ca.gov.

Sincerely,

Original Document Signed By

LUPE JAIME-MILEHAM, EdD
Deputy Director
Child Care and Development Division



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
SEPTEMBER 5, 2023**

- CALL TO ORDER** The meeting was called to order at 6:20 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Laura Barnes, CWPC Representative. The following Representatives were present: Stephanie Salazar, Laura Barnes, Jesus Sanchez, Stephanie Vasquez, Jose De Los Santos, Jennifer MacDougall, Maria Rolon, Mariana Mena, Rom Yoeun, Angela Diaz, Marianna Lemieux, Natasha Chalk, Jackie Burke and Natisha Goins. A quorum was not present.
- FRESNO EOC PROGRAM REPORT – LIHEAP** Gilda Arreguin, LIHEAP Director, introduced herself to the CWPC and provided her contact information for further needed assistance. Ms. Arreguin shared that Energy Services is a large program and there are other smaller programs it is comprised of, LIHEAP and Weatherization. LIHEAP assists community members with gas and electric bills, providing credits to assist families with their bill. LIHEAP has been able to help clients with 8-9 thousand-dollar bills. Water bill assistance may be provided as well through the LIHWAP program.
- Patricia Ybarra, LIHEAP Director, introduced herself and asked staff to reach out if they would like her to go to the centers to teach about the programs. She stated she could educate the rural communities on the type of credits they qualify for because they differ from city residents
- Monica Goats, Energy Services Director, stated her program currently offers free solar to residents in the 93706 area. It is a free grant through the state of California. She stated it is completely free, and although clients will continue to receive PG&E bills, they will reduce significantly. Energy Services provides utility assistance and home repairs for free as well. Clients do not have to own their home, renters can apply for the services also. The solar program is ending in December, so she encouraged the CWPC and staff to spread the word.
- COMMUNITY REPRESENTATIVE REPORTS** Jackie Burke, Community Programs Manager for California Food Bank, stated her program serves various school sites for Fresno, Madera and Tulare county. There is a back-pack program, which provides children with enough food that they can fit inside of their backpack. Students may be enrolled by school nurses, teachers and other education staff.
- The California Food Bank also offers the School Pantry program. The pantry is open monthly to families and students of the district, and it also reaches out to the community as well. All types of food is available and anyone can pick up items from the pantry. Some school sites have a physical pantry on campus. Ms. Burke provided her contact information for those interested in learning more about the programs.
- FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF JUNE 2023** There are no items to report at this time.
- FULL ENROLLMENT INITIATIVE UPDATES** Sara Flores, ERSEA Coordinator, stated per Performance Standard 130215, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. The

recruitment data provided in the packet includes the programs recruitment efforts up to August 10, 2023. Head Start Center Base has 617 repeater children and has accepted 494 new children for the upcoming program term. This gives us a total of 1111 children pending enrollment for the upcoming program term, which started on August 14, 2023. The first day of home visits for Head Start Home Base took place the week of August 7, 2023 and had 60 children enrolled. Early Head Start Center Base started the week of July 1, 2023 and had 39 children enrolled. Early Head Start Home Base also started the week of July 1, 2023 and had 243 children enrolled.

Head Start 0 to 5 continues to identify age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children. We also continue to recruit by distributing marketing materials and participating in community recruitment events.

IN-KIND MONTHLY
STATUS REPPORT FOR
THE MONTH OF JULY
2023

Tashon Smallwood, Family Engagement/Volunteer Services Coordinator, stated per Performance Standard 1303.4, The Head Start Act stipulates that the federal share of the total costs of the Head Start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted. If the grantee agency fails to obtain and document the required 20 percent, or other approved match, a disallowance of federal funds may be taken. Non-federal match must meet the same criteria for allowability as other costs incurred and paid with federal funds. The responsible Health and Human Services official may approve a waiver of all or a portion of the non-federal match requirement on the basis of the grantee's written application submitted for the budget period.

By accurately documenting in-kind expenditures, your program has a record of its financial "sweat equity" for potential funders. Sweat equity the value of work performed in lie of payment. Head Start 0 to 5 is committed to being transparent and communicating information to our County-Wide Policy Council. In doing so, we want to make sure that parents/guardians are aware of our Non-Federal Match goal and our progress.

Mr. Smallwood stated Head Start 0 to 5 is a free program for everyone so we must match 20% of the total funded grant per year in In-Kind. For the past 2 years the program hasn't met the In-Kind goal; however, a waiver was submitted/accepted. The program has exhausted our waivers, so must meet the In-Kind goal this program year.

Mr. Smallwood presented the supporting documents showing the In-Kind of each center.

Natasha Chalk asked what were the blacked-out sections of the tables.

Mr. Smallwood stated they meant no In-Kind was submitted at that time.

Stephanie Salazar asked if there are any consequences if the center does not submit In-Kind.

Mr. Smallwood stated it affects the entire program as a whole, but there are no specific consequences by center.

Ms. Pineda stated due to the pandemic there were vaccination requirements. Since the requirements have been removed, it should help the classrooms with more parent volunteers. She said if we had a parent every day in the classroom, we would meet our goal. The PACT Time calendar is very important. It asks you to read a book, go over alphabet, or other activities and if completed and returned we will receive In-Kind credit.

Jennifer MacDougall asked if parents must be immunized also?

Marie Sani, Health Services Director, stated yes, parents need two doses of MMR, and one of D-TAP. They are common immunizations that parents should have received to attend high school. TB tests must be completed within the past year. If parents do not have immunizations they can complete PACT Time. They may also take activities home to assist Teachers; for example, take items to cut for classroom activities.

PERSONNEL COMMITTEE REPORT

Stephanie Salazar, CWPC Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Position for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.

HEAD START 0 TO 5 PROGRAM INFORMATION REPORT (PIR) 2022-2023

Veronica Galvan, Quality Assurance Manager, stated per Section 642(d)(2) of the Head Start Act, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and head Start agency operations, including the Program Information Report (PIR). In the packet is an overview of what program options we were funded for and gives the demographics of all children served. The PIR details curriculum and assessments that were used. It also shows how many teachers we have and vacancies. This report is comprehensive data collected from the Office of Head Start (OHS) to identify trends and it helps with decision making for the Head Start 0 to 5 program.

HEAD START CENTER BASE AND HOME BASE EDUCATION COMMITTEE PLAN

Helen Uyeda, Education Services Manager, stated the Head Start 0 to 5 Education Committee reviews the Educational Service Plan annually and provides input for updates and amendments. The Educational Service Plans are guides for parents and staff to incorporate all comprehensive services offered through Head Start. The areas we focus on include the formation of Head Start 0 to 5 Education Committee parent opportunities for education input, parent opinion surveys and education services plan draft.

During the process the PACT time calendar for Head Start will also provide monthly additional educational learning activities to afford parents an opportunity to document any activities they feel will benefit all children.

Guadalupe Zuniga, Home Base Services Manager, stated the Center Base and Home Base Education Plan is developed through on-going parent cooperation and input at Home Visits and Local Parent Meetings (LPM). The Center Base and Home Base Education Committee is formed by staff explaining the importance of parent input into their children's education during Home Base orientation, weekly home visits and LPM meetings. At LPM's parents are given an opportunity to share curriculum ideas they have presented to the teaching staff during the weekly home visit.

FOCUS AREA I OUTCOMES

Rosa M. Pineda, Head Start Director, stated the Office of Head Start develops and continuously assesses and updates its monitoring protocol, measuring the quality of Head Start program practices. In the review we discussed the Education Committee Meeting Plan, Budgets, In-Kind, and how we receive parent interaction. The program was in compliance in all areas of monitoring. One area that had a concern was under the Fiscal department. Ms. Pineda, Ms. Davis and Ms. Salazar will have a meeting with the Fresno EOC Board to develop a plan to improve in the Fiscal area before the Focus Area II review monitoring.

During Focus Area II monitoring, the reviewer visits classrooms, speaks with staff in regards to what goes on within their area and they also speak to parents.

HEAD START 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF JUNE 2023

Rosa M. Pineda, Head Start Director, stated the PUR is provided to parents each month to display what is happening within the program. This report focuses on the dates of the new school year. The communication through the Office of Head Start (OHS) consisted of OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to

conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®). As a reminder, from the spring of 2020 through spring of 2023, OHS did not use CLASS scores for DRS determinations due to the COVID-19 pandemic.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson, made the following Announcements:

- A. September 2023 – Food Distribution (see attachment)
- B. October 3, 2023 – Next County-Wide Policy Council Meeting at 6:00 p.m.
- C. October 3, 2023 – County-Wide Policy Council Elections for 2023-2024 Program Year

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Stephanie Salazar and seconded by Mariana Mena. Motion carried.

The meeting adjourned at 7:09 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES SEPTEMBER 5 2023 FINAL) bw 09/20/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING
GOVERNING COUNCIL MEETING
Sanctuary Recreation Room
Tuesday, September 12, 2023
MINUTES**

1. Meeting called to order by Dr. Terry Allen 8:35 a.m.
2. Community Action Promise
Susan Lopez guided the Governing Council in reading the Community Action Promise.
3. Roll call facilitated by Commissioner Rodgers.

Voting Members	Present	Excused	Absent	Staff	Present	Excused	Absent	Non-Voting Member	Present	Excused	Absent	Guests	
Terry Allen, Ed.D., Chair, Retired Teacher Representative	X			Jack Lazzarini		X		Felicia Olais				X	Halle Overton, Student
Benita Washington, Vice Chair, FSU Social Worker Representative	X			Cha Vang		X							Kassandra Saavedra, Student
Jimi Rodgers, Secretary, Fresno EOC Commissioner	X			Michelle Tutunjian	X								Lucy Luttrell, Parent
Larry Metzler, Cultural Arts Rotary Interact Club Advisor			X	Emilia Reyes		X							Alyssa De La Teja, FSU Social Work Intern
Jeanne Starks, Retired Law Enforcement Juvenile Probation	X												
Julio Romero, EOC Health Services	X												
Brittney Angeles	X												
Steven Taylor, Fresno EOC Commissioner	X												
Parent Rep			X										
Student Rep's (2) Alternate Student Rep													
Susan Lopez, Staff Representative, Principal	X												
Rena Failla, Staff Representative, Guidance Coordinator	X												
Courtney Griffin, Staff Representative, Guidance Dean	X												
Ly Ngin, Staff Representative, College and Career Counselor	X												
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X												
Nicholas Rodriguez, Teacher Representative,	X												
Patricia Billeadeau, Interact Representative	X												

4. Board Training: Brown Act and Fair Political Practice Act

Kenneth J. Price from the Firm of Baker Manock and Jensen, Attorneys at Law, presented a comprehensive training on the Brown Act and Fair Political Act through a power point presentation. Governing Council Members received a copy of the presentation for their records. Areas of training included: Senate Bill 126, Ed Code section 47604.1 that requires compliance with Brown Act, Public Records Act, Government code 1090, (iv) Political Reform Act and (v) ethics training. The Governing Council Members are required to complete this training every 2 years to remain in compliance. Council members voiced appreciation of the thorough training provided by Mr. Price.

5. Public Comments

Terry Allen shared with the Council about the San Joaquin Valley Town Hall, Fresno County Lecture Series. The series meets on Wednesday once a month and is designed for high school students to participate. Jimi Rodgers and Jeanne Starks commented on how excellent the program and speakers are. SOUL will plan field trips for our students to attend.

6. Approval of Minutes

May 9, 2023 Governing Council Meeting Minutes.

Public Comments: None heard.

Motion by: Lopez **Second by:** Rodgers

Ayes: Allen, Washington, Failla, Taylor, Rodriguez, Griffin, Starks, Ngin, Lomelino, Romero, Billeadeau

Nays: None

7. Independent Study Board Policy & Independent Study Policies and Procedures

Susan Lopez presented the Independent Study Board Policy & Independent Policies and Procedures for approval. The Independent Study Policies and Procedures reflect an annual date change.

Public Comments: None heard.

Motion by: Starks **Second by:** Taylor

Ayes: Allen, Failla, Rodriguez, Griffin, Ngin, Lomelino, Lopez, Billeadeau, Romero, Washington, Rodgers

Nays: None

8. 2023-24 Parent Involvement Policy

Lopez presented the Parent Involvement Policy for approval. As a requirement of Title I funding, each year SOUL updates its Annual Parent Involvement Policy, which defines times, dates and agendas for scheduled parent meetings to be held during the 2023-2024 school year.

Public Comments: None heard.

Motion by: Starks **Second by:** Billeadeau

Ayes: Allen, Rodgers, Taylor, Rodriguez, Griffin, Ngin, Lomelino, Lopez, Washington, Romero, Failla

Nays: None

9. 2023-24 Student/Parent Handbook

Lopez presented the 2023-2024 Student/Parent Handbook for approval. She reported that the Student/Parent handbook is updated annually. Each parent receives a copy of the handbook during orientation, which provides pertinent information and explains procedures to be followed, in order to maintain a safe environment for academic progress.

Public Comments: None heard.

Motion by: Taylor **Second by:** Griffin

Ayes: Allen, Failla, Rodriguez, Rodgers, Ngin, Lomelino, Lopez, Billeadeau, Washington, Romero, Starks

Nays: None

10. 2023-24 Professional Development Plan

Lopez reported that the annual Professional Development Plan each year is designed to help teachers increase student learning and the number of SOUL graduates. All proposed professional development activities are supported through eligible Federal Title I and Title II funding.

Public Comments: None heard.

Motion by: Rodgers **Second by:** Lomelino

Ayes: Allen, Failla, Taylor, Rodriguez, Griffin, Starks, Ngin, Lopez, Billeadeau, Romero, Washington

Nays: None

11. May Meeting Date Change

Lopez shared that she would like to change the May meeting date from Tuesday, May 14, 2024 to May 21, 2024. The current May meeting date is too close to the April meeting date. Jimi Rodgers made a motion to approve May 21st as long as there is an option to have an emergency meeting on June 4th if necessary for various California Department of Education grant deadlines.

Public Comments: None heard.

Motion by: Rodgers **Second by:** Taylor

Ayes: Allen, Failla, Washington, Rodriguez, Griffin, Starks, Ngin, Lomelino, Lopez, Billeadeau, Romero

Nays: None

12. Other Business

- Lopez distributed the September Principal's report and briefly reported on the attendance for both the Classroom-based and Independent Study programs.
- There was discussion regarding SOUL's Charter Material Revision, as SOUL would like to move forward with the modifications to eliminate the classroom-based program and become a 100% Independent Study program. Ed Tec will be contracted to write the Material Revision proposal. The Council asked pertinent questions and provided positive feedback and support of the proposed changes to the charter petition.
- The Council discussed the information presented on the Northwest Evaluation Association (NWEA) testing and goals.
- Courtney Griffin shared that SOUL is the only Charter school in the valley that has a contract with the food bank. SOUL students are able to take a bag of groceries home each week. The food bank will replenish the "Bee Hive" once a month.
- Approximately 40 students are involved with SOUL's Interact Club.

Terry Allen announced that the next Governing Council meeting will be held, Tuesday, October 17, 2023.

13. Adjournment of Meeting

Meeting adjourned at 11:56 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
OCTOBER 3, 2023**

- CALL TO ORDER** The meeting was called to order at 6:03 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Vice-Chairperson. The following Representatives were present: Blanca Vallador, Shelly Navarro, Betsaida Ledesma, Denise Jackson, Miroslava Woodward, Karla Mendoza, Laura Barnes, Jalyssa McGill Jenkins, Erica Silva, Brian Shepherd, Phillip Pikes, Cynthia Espindola, Zoua Thao, Michelle Taylor, Fawnda Cole, Silvano Rebolledo, Mariah Hicks, Phillip Pikes, Alma Martinez, Christina Ochoa, Amber Daniels, Georgette Salazar, Stephanny Vazquez, Maria Rolon, Katherine Castro, Joshua Barkley, Mariana Mena, Latrice Turton, Melanie Garcia, Gloria Martinez, Adriana Mendoza, Antonio Basilio, Clarissa Varela, Celia Ochoa, Heladio Rosales, Angela Diaz, Fawnda Cole, Ma Mendoza Estrada, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Destiny Campos, Natasha Chalk, Priscilla Thompson, Sandra Carrillo Tapia, Jessica Castillo, Jovanna Tobar, Natisha Goins, Steven Taylor, Sherry Neil and Zina Brown-Jenkins. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Stephanie Salazar, CWPC Chairperson, informed Representatives of the September 5, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
Motion to approve the September 5, 2023 CWPC Minutes as written and read was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.
- FRESNO EOC PROGRAM REPORT – TRAINING & EMPLOYMENT** Patrick Turner, Director of Training & Employment, stated the department has three separate programs that provide services to the community, Workforce Connection, Valley Apprentice Connection and Employment & Training. Mr. Turner stated Workforce Connection extends services to the east side of Fresno as well as rural areas such as Coalinga, Mendota and Parlier. Workforce Connection serves the youth, ages 14-24 years old.

The Valley Apprentice Connection program partners with many different companies, Department of Social Services, Probation Department, Community Colleges and others. This program specializes in helping clients build a trade during a 3-month training. Clients are not paid during the training; however, they receive multiple certificates in which assist them with obtaining a job after completion. This program serves individuals over the age of 18. Clients do not have to be fluent in English.

Employment & Training also offers a small internship program for teens who recently graduated from high school and need help bridging the gap of employment.
- COMMUNITY REPRESENTATIVE REPORTS** Natisha Goins, Community Representative for Women Infants & Children (WIC), stated that if government shut-downs occur in the near future, it will not affect WIC. However, there may be changes to the fruit and vegetable increased allotted amount. If there are any changes WIC will send out a mass text message or clients can view the website.

WIC is currently accepting on-sight appointments. If clients cannot make it in-person, they may complete their appointment remotely.

WIC currently has books for children. New books will be obtainable in January 2024.

Ms. Goins stated broken, lost or stolen cards can be mailed out to clients or replaced in the WIC office.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF JUNE 2023** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives that Emilia Reyes, Child Executive Officer, provided a brief overview of the 2024-2025 Community Action Plan, to be submitted to the Department of Community Services Development to be in compliance with the Community Services Black Grant Act.

Jon Escobar, Food Services Director, shared with the Board the upcoming Summer Food Express Bus Services Program taking place in the Fresno County area from June 12, 2023 through August 11, 2023, to continue to provide Healthy Meals for kids ages 1-18.

Susan Lopez, School of Unlimited Learning (SOUL) Principal, announced the SOUL received Western Association of Schools and Colleges (WASC) Accreditation for an additional six years.

Misty Gattie-Blanco, Sanctuary and Support Services Director, announced the Fireworks Sale will take place on Wednesday, June 28th through Friday, June 30th from 12pm – 9pm and Saturday, July 1st through Tuesday July 4 from 10am – 9pm located at 2945 S. Elm Avenue, Fresno, CA 93706. All proceeds will go to LGBTQ+ Resource Center. Gattie-Blanco, also shared the LGBTQ+ Resource Center raised a total of \$6,000 from June Pride Month events.

Thomas Dulin, Transit Systems Director, announce the upcoming Transit System & Food Services Job Fair that is taking place on Saturday, July 15, 2023 at the Nielson Conference Center from 9am – 1pm.

Rosa M. Pineda, Head Start 0 to 5 Director, announced the upcoming Recruitment Faire/Makers Fire taking place on Saturday, July 15, 2023. At the Franklin Head Start from 9am – 2pm.

Ms. Reyes, introduced the following new staff to the Fresno EOC team, Amanda Venegas, Public Information Officer, Nelson Dibie, Human Resources Director, and Jay Zapata who was promoted to Chief Financial Officer.

Commissioner James Martinez inquired the possibility to help those employees that were laid off by Bitwise Industries. Reyes stated EOC participated in the City Hall Job Fair that took place on Friday, June 16, 2023 from 10am – 1pm to support and target those employees as well.

Ms. Brown-Jenkins encouraged the CWPC to attend the next Fresno EOC Board meeting on October 5, 2023. If they could not attend physically, the meeting will also be available on Facebook live.

Motion to approve Fresno EOC Commissioners Report for the Month of June 2023 was made by Stephanie Salazar and seconded by Fawnda Cole.

MONTHLY FINANCIAL
STATUS REPORTS (FSR)
FOR THE MONTH OF
AUGUST 2023

Fawnda Cole, CWPC Representative, stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of August 2023, which also includes credit expenses as required by the Head Start Act of December 12, 2007.

Sherry Neil, Fresno EOC Commissioner, asked why one of the budget line items were in the negative, and will there be another Budget Training available for parents.

Jennifer Tillman, Finance Manager, stated a budget revision is currently in process to cover the costs. She stated there was a Budget Training on September 12, 2023 to help parents understand the budget.

Ms. Pineda stated per Head Start Program Performance Standards (HSPPS), it states the program must train parents to be able to make decisions regarding spending and the budget. The Budget Training disclosed how money is spent at each Center. For example, meals, telephone, janitors, everything that goes into the Center Budget. Ms. Pineda also stated there would be another Budget Training. Representatives may also receive training on Center Budgets at the LPM meetings.

Motion to approve the Monthly Financial Status Reports for August 2023 for Head Start and Early Head Start was made by Stephanie Salazar and seconded by Jalyssa McGill Jenkins Motion carried.

AVERAGE DAILY
ATTENDANCE (ADA) REPORT
FOR THE MONTH OF
AUGUST 2023 FOR HEAD

Zoua Thao, Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of August 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for August 2023 for Center Base was 87.75%. Total number of Head Start Home Base Visits completed were 504. Early Head Start's monthly ADA for August 2023 for Center Base was 84.38%. Total number of Early Head Start Home Visits completed were 869.

START CENTER BASE AND
EARLY HEAD START

Motion to approve the ADA Report for the month of August 2023 for Head Start Center Base and Early Head Start was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.

CWPC ELECTIONS FOR
2023-2024 PROGRAM
YEAR/INSTALLATION OF
NEW OFFICERS

Olga Jalomo-Ramirez, Family/Community Services Manager, stated in accordance with the HSPPS section 1301.3, an agency must (a) establish policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

Ms. Jalomo-Ramirez stated elections will be held tonight to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, six (6) standing committee chairpersons, and two (2) elected officers or appointed Representatives from Early Head Start, one (1) for Home Base and one (1) for Center Base. Representatives were separated by eight (8) Clusters.

Ms. Jalomo-Ramirez stated Representatives could nominate another person or themselves. Once a position is filled, a Representative from that Cluster cannot run for any other positions. If a former Representative is completing a term, they will not be able to vote. Only new Representatives can vote. Alternates can vote but cannot run for office; Representatives must have been voted in at the local level.

Elections began and those nominated gave a brief explanation of why they would like to be elected as a Representative of the Executive Board.

Fawnda Cole was elected Chairperson.

Jalyssa McGill Jenkins was elected as Vice-Chairperson.

Aldo Alvarado Rebolledo was elected as Secretary.

Stephanny Vazquez was elected as Treasurer.

Michelle Taylor was voted as Sgt-at-Arms.

Priscilla Thompson was elected as the Historian.

The Executive Board was called to the front to read an Oath and be sworn in.

Motion to approve CWPC Elections for 2023-2024 Program Year/Installation of New Officers was made by Stephanie Salazar and seconded by Clarissa Varela. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Sara Flores, ERSEA Coordinator, stated per Performance Standard 1302.15, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. The following data reflects our recruitment efforts for the program term 2023-2024 for the Head Start 0 to 5 program.

Head Start Center Base has 1255 children enrolled this program term, which started on August 14, 2023. The first day of home visits for Head Start Home Base took place the week of August 7, 2023 and has 79 children enrolled. Early Head Start Center Base started the week of July 1, 2023 and has 279 children enrolled.

The program continues to identify age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children. The program also continues to recruit by distributing marketing materials and participating in community recruitment events.

Sherry Neil, Fresno EOC Commissioner, asked what is the process for the incomplete applications, and is there a time limit for parents to submit so that their child may be enrolled.

Ms. Flores stated staff send parents an Incomplete Letter explaining what is missing from their application. It could be income, documents, pending immunizations, etc. There is no time limit for parents to submit missing information, but the sooner the better so that they may be enrolled at a Center/Area quickly.

IN-KIND MONTHLY STATUS
REPORT FOR THE MONTH
OF AUGUST 2023

Olga Jalomo-Ramirez, stated the information attached and presented is intended to keep the CWPC appraised of the Head Start 0 to 5 In-Kind Monthly Status Report. Per Performance Standard 1303.4, and in accordance with section 640(b) of the Act, The Head Start Act stipulates that the federal share of the total costs of the Head Start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted.

Head Start's YTD In-Kind totals for the month of August 2023 was \$22,363.62. Early Head Start's YTD In-Kind totals for the month of August 2023 was \$46,723.60. The YTD Head Start 0 to 5 In-Kind totals for the months of January to August 2023 is \$4,242,324 (51%). Failing to reach our In-Kind goal of \$8,660,339 annually may affect funding if not reached by December 31, 2023. The In-Kind totals each month need to maintain an average of \$721,695 between both Head Start and Early Head Start to reach our In-Kind goal for the 2023/2024 Fiscal Year.

A Representative asked why aren't we meeting the goal?

Ms. Jalomo-Ramirez stated due to low return of PACT Time calendars, donations and lack of volunteers in the classroom. The more parents that volunteer, the more In-Kind is accumulated.

PERSONNEL COMMITTEE
REPORT

Amber Daniels, CWPC Representative, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.

HEAD START SCHOOL
READINESS 3RD
AGGREGATION FOR 2022-
2023

Guadalupe Zuniga, Home Base Services Manager, stated she and Ralph Carrillo, Interim ECE Coordinator would be going over comparisons of Fall and Spring aggregated data.

Mr. Carrillo stated the program aggregates data three times during the academic school year, Fall, Winter and Spring. Staff review the data to observe the growth in comparison throughout the school year. This helps our Family Development Specialists, Home Base Educators and Teachers understand what children's needs are. Mr. Carrillo stated we met our School Readiness goals, and children grew in every area, social and emotional development, language and literacy, approaches to learning, etc.

TRI-ANNUAL SELF-
ASSESSMENT NOVEMBER
16, 2023 THROUGH
NOVEMBER 17, 2023
INVITATION

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

Ms. Jalomo-Ramirez stated Veronica Galvan, Quality Assurance Manager, would like to extend an invitation to all parents to attend the Self-Assessment Orientation that will be held on October 18, 2023. If parents would like to participate they may contact Family Engagement/Volunteer Services staff or Ms. Jalomo-Ramirez.

HEAD START 0 TO 5
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
AUGUST 2023

Rosa M. Pineda, Head Start Director, stated the PUR is a mandate from the Office of Head Start. in which intends to keep the CWPC appraised of program activities within the Head Start 0 to 5. Ms. Pineda highlighted the All Staff Pre-Service that was held on August 2, 2023. All staff are mandated to complete 15 hours of training per year. Staff received training on Child Abuse, Pest Management, Nutrition, Inclusion and variety of other training at the Pre-Service.

Staff were also introduced and participated in a dollar-for-child fundraiser. This is the first year Head Start 0 to 5 is participating in the fundraiser and the goal is to raise ten thousand dollars.

Eric White in Selma is open for Early Head Start Toddler classrooms. Franklin Head Start is opening up 2 toddler classrooms. We are waiting for Community Care Licensing (CCL) to approve the opening. The classes will serve 2-3-year old children.

Ms. Pineda encourage the CWPC to volunteer in the classroom. It has been difficult over the past couple years due to the pandemic, but the COVID-19 vaccination requirements have been lifted.

Marie Sani, Health Services Manager, made an announcement that during the pandemic clients did not have to renew their Medi-Cal insurance application, but automatic recertification is no longer in affect, so parents must recertify.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcements:

- A. October 2023 – Food Distribution (See attachment)
- B. October 9, 2023 – Indigenous People’s Day Holiday (No School)
- C. October 21, 2023 – Annual Father Conference
- D. October 26, 2023 – Program Governance Training
- E. November 7, 2023 – County-Wide Policy Council Meeting at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 8:21 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES OCTOBER 3 2023 FINAL) bw 10/23/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~