

**BOARD OF COMMISSIONERS MEETING**

**DATE:** April 15, 2024

**TIME:** 5:30 PM

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

**ALTERNATE LOCATION:** 900 West Main Street, Oklahoma City, OK 73106

This meeting will also be made available to the public via Zoom using the following link:

<https://fresnoeoc.zoom.us/meeting/register/tZAvcuqqrjOtHtWH4iHg5YSYkP6mnnPZEnNO>

**AGENDA**

ITEM	SUBJECT	PRESENTER	ACTION
1.	<b>CALL TO ORDER AND COMMUNITY ACTION PROMISE:</b> Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  We care about the entire community, and we are dedicated to helping people help themselves and each other.		
2. Page 5	<b>ROLL CALL</b> A. Board and Committee Meetings Monthly Attendance Record		
3. Page 9	<b>MARCH 18, 2024 BOARD MEETING MINUTES</b>	Baines, Chair	Approve
4.	<b>ADDITIONS TO THE AGENDA</b> <i>(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.)</i>		
5.	<b>POTENTIAL CONFLICT OF INTEREST</b> <i>(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)</i>		
6. Pages 14 - 169	<b>CONSENT AGENDA – ITEMS 6I – 6XXI</b> <i>See attached consent agenda.</i> Any Commissioner or member of the public may pull any Consent Item for discussion.	Baines, Chair	Approve
7. Page 171	<b>TRANSFORMING AND INSPIRING</b> A. Training and Employment	Turner, Staff	Information
8. Page 172	<b>AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT FEBRUARY 2024</b>	Warnes, Staff	Accept
9. Page 178	<b>2024 AGENCY BUDGET</b>	Warnes, Staff	Approve
10. Page 210	<b>ADVANCE PEACE: FY24 VIOLENCE INTERVENTION &amp; PREVENTION INITIATIVE</b>	Foster, Staff	Ratify



<b>11.</b> Page 212	<b>CHIEF EXECUTIVE OFFICER'S REPORT</b>	Reyes, CEO	Information
<b>12.</b>	<b><u>PUBLIC COMMENTS</u></b> <i>(This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the Agenda. Limit three minutes per speaker)</i>		
<b>13.</b>	<b>COMMISSIONERS' COMMENT</b>	Baines, Chair	
<b>14.</b>	<b>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS - GOVERNMENT CODE SECTION 54957.6</b>	Price, Legal Counsel	
<b>15.</b>	<b>ADJOURNMENT</b>	Baines, Chair	
<b>NOTE:</b>	<b>NEXT BOARD MEETING:</b> Monday, May 20, 2024, at 5:30 p.m.		

**BOARD OF COMMISSIONERS MEETING**

**CONSENT AGENDA**

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

<b>ITEM</b>	<b>SUBJECT</b>	<b>PRESENTER</b>	<b>ACTION</b>
<b>6I.</b> Page 14	<b>NOVEMBER 29, 2023 BYLAWS COMMITTEE MEETING MINUTES</b>	Mitchell, Commissioner	Accept
<b>6II.</b> Page 17	<b>DECEMBER 14, 2023 SANCTUARY AND SUPPORT SERVICES ADVISORY BOARD MEETING MINUTES</b>	Gattie-Blanco, Staff	Accept
<b>6III.</b> Page 19	<b>FEBRUARY 6, 2024 SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MINUTES</b>	Lopez, Staff	Accept
<b>6IV.</b> Page 22	<b>MARCH 4, 2024 EXECUTIVE COMMITTEE MEETING</b>	Baines, Chair	Accept
<b>6V.</b> Page 26	<b>MARCH 5, 2024 HEAD START COUNTY WIDE POLICY COUNCIL MINUTES</b>	Pineda, Staff	Accept
<b>6VI.</b> Page 30	<b>MARCH 12, 2024 SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MINUTES</b>	Lopez, Staff	Accept
<b>6VII.</b> Page 32	<b>ELECTION MATERIALS</b> A. Supporting Document	Mitchell, Commissioner	Approve
<b>6VIII.</b> Page 36	<b>2024 EXPIRING TERMS</b>	Mitchell, Commissioner	Information
<b>6IX.</b> Page 38	<b>COMMISSIONERS ATTENDANCE RECORDS</b> A. Supporting Document	Mitchell, Chair	Information
<b>6X.</b> Page 41	<b>BOARD SELF-ASSESSMENT</b> A. Supporting Document	Mitchell, Commissioner	Approve
<b>6XI.</b> Page 47	<b>JOB DESCRIPTIONS</b> A. Supporting Document	Mitchell, Commissioner	Approve
<b>6XII.</b> Page 56	<b>FOOD SERVICES: ELDERLY NUTRITION PROGRAM</b>	Escobar/Staff	Ratify
<b>6XIII.</b> Page 58	<b>FOOD SERVICES: CONGREGATE NUTRITION-COVID-19 EMERGENCY MEAL PROGRAM CONTRACT AMENDMENT</b>	Escobar/Staff	Ratify
<b>6XIV.</b> Page 59	<b>SANCTUARY AND SUPPORT SERVICES: 2024 SERVICES FOR VICTIMS OF HUMAN TRAFFICKING</b> A. Supporting Document	Tutunjian/COO, Deputy CEO	Approve

<b>6XV.</b> Page 62	<b>TRANSIT SYSTEM: TRANSIT 5.12 DRUG AND ALCOHOL POLICY</b> A. Supporting Document	Dulin, Staff	Approve
<b>6XVI.</b> Page 122	<b>PROGRAM PLANNING &amp; DEVELOPMENT: FEBRUARY 2024 GRANT TRACKER</b> A. Supporting Document	Medina, Staff	Information
<b>6XVII.</b> Page 126	<b>HUMAN RESOURCES QUARTERLY SUMMARY REPORT</b> A. Supporting Document	Dibie, Staff	Information
<b>6XVIII.</b> Page 145	<b>HEAD START 0 TO 5: PROGRAM UPDATE REPORT PUR FOR FEBRUARY 2024</b> A. Supporting Document	Pineda, Staff	Accept
<b>6XIX.</b> Page 150	<b>HEAD START 0 TO 5: MONTHLY UPDATE</b>	Pineda, Staff	Information
<b>6XX.</b> Page 152	<b>HEAD START 0 TO 5: AMENDMENT OF THE HEAD START 0 TO 5 COUNTY-WIDE POLICY COUNCIL BYLAWS</b> A. Supporting Document	Pineda, Staff	Approve
<b>6XXI.</b> Page 169	<b>HEAD START 0 TO 5: COVID - 19 MITIGATION POLICY REVISION</b> A. Supporting Document	Pineda, Staff	Approve
<b>6XXII.</b> Page 169	<b>HEALTH INSURANCE REPORT</b>	Warnes, Staff	Information





**Audit Committee Meeting  
Monthly Attendance Record  
2024  
Dates TBD**

Oliver Baines  
Robert Pimentel  
Amy Arambula  
Lisa Mitchell  
Charles Garabedian  
Earl Brown  
Alysia Bonner  
Linda Hayes  
Jimi Rodgers

	Jan.	Feb	Mar	April	May	June	July	Aug.	Sep	Oct	Nov	Dec	Attended
Oliver Baines													
Robert Pimentel													
Amy Arambula													
Lisa Mitchell													
Charles Garabedian													
Earl Brown													
Alysia Bonner													
Linda Hayes													
Jimi Rodgers													

O-Present X-Absent T-Teleconference



## Bylaws Committee Meeting Monthly Attendance Record 2024

Lisa Mitchell  
 Linda Hayes  
 David Ruiz  
 Luis Martinez  
 Zina Brown-Jenkins

	Jan.	Feb	Mar. 21	April	May	June	July	Aug.	Sep. 19	Oct	Nov. 21	Dec	Attended
Lisa Mitchell			O										1/3
Linda Hayes			O										1/3
David Ruiz			O										1/3
Luis Martinez			O										1/3
Zina Brown-Jenkins			O										1/3

O-Present X-Absent T-Teleconference



**Executive Committee Meeting  
Monthly Attendance Record  
2024**

	January	5-Feb	4-Mar	8-Apr	6-May	June	1-Jul	5-Aug	9-Sep	7-Oct	4-Nov	2-Dec	Attended
Oliver Baines		O	O										<b>2/10</b>
Robert Pimentel		O	O										<b>2/10</b>
Amy Arambula		O	O										<b>2/10</b>
Lisa Mitchell		O	O										<b>2/10</b>
Charles Garabedian		O	O										<b>2/10</b>
Earl Brown		O	O										<b>2/10</b>
Alysia Bonner		O	O										<b>2/10</b>
Linda Hayes		O	O										<b>2/10</b>
Jimi Rodgers		O	O										<b>2/10</b>

O-Present X-Absent T-Teleconference

**BOARD OF COMMISSIONERS MEETING**

**DATE:** March 18, 2024

**TIME:** 5:30 PM

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

**MINUTES**

ITEM	SUBJECT
1.	<p><b>CALL TO ORDER AND COMMUNITY ACTION PROMISE:</b> Oliver Baines, Board Chair, called the meeting to order at 5:31 p.m.</p>
2.	<p><b>ROLL CALL</b> <b>Present:</b> Amy Arambula, Oliver Baines, Alysia Bonner, Earl Brown, Zina Brown-Jenkins, Brian King, Daniel Martinez, James Martinez, Luis Martinez, Lisa Mitchell, Lauren Nikkel, Alena Pacheco, Jimi Rodger, Manuel Romero, David Ruiz, and Steven Taylor.</p> <p><b>Absent:</b> Charles Garabedian, Linda Hayes, Lupe Jaime-Mileham, Rey Leon, Bruce McAlister, Barigye McCoy, Daniel Parra, and Robert Pimentel.</p>
3.	<p><b>SEATING OF COMMISSIONERS</b></p> <p><u>Oliver Baines, Board Chair introduced the new Commissioner to Fresno EOC Board, Lauren Nikkel, Fresno County Economic Development Corporation. Nikkel provided a brief introduction about her background.</u></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Bonner    <b>Second by:</b> Rodgers <b>Ayes:</b> All in favor. <b>Nayes:</b> None heard.</p>
4.	<p><b>ANNUAL ELECTION OF OFFICER</b> A. Treasurer</p> <p><u>Kenneth Price, Legal Counsel, asked for nomination from the floor for Treasure, and the Commission nominated and approved Charles Garabedian as Treasure.</u></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Rodgers    <b>Second by:</b> Bonner <b>Ayes:</b> All in favor. <b>Nayes:</b> None heard.</p>

5.	<p><b>JANUARY 22, 2024 BOARD MEETING MINUTES</b></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Arambula <b>Second by:</b> Brown-Jenkins  <b>Ayes:</b> All in favor.  <b>Nays:</b> None heard.</p>
6.	<p><b>ADDITIONS TO THE AGENDA</b></p> <p><u>Chair Baines, amended the agenda and moved up the School of Unlimited Learning: Material Revision Petition to be presented after agenda item #8: Consent Agenda.</u></p> <p>Public Comment: <u>None heard.</u></p> <p><u>No action required.</u></p>
7.	<p><b>POTENTIAL CONFLICT OF INTEREST</b></p> <p>Public Comment: <u>None heard.</u></p> <p><u>No action required.</u></p>
8.	<p><b>CONSENT AGENDA – ITEMS 8I - 8XXXI</b></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Bonner <b>Second by:</b> Mitchell  <b>Ayes:</b> All in favor.  <b>Nays:</b> None heard.</p>
11.	<p><b>SCHOOL OF UNLIMITED LEARNING: MATERIAL REVISION PETITION</b></p> <p><u>Susan Lopez, Principal/Chief Academic Officer, provided a brief overview of the School of Unlimited Learning (SOUL) Material Revision petition to eliminate SOUL’s Classroom-Based program component and enhance its existing Independent Study program and submit to Fresno Unified School District for approval.</u></p> <p><u>The Commission engaged in a lengthy discussion with questions and answers regarding the proposed SOUL’s Classroom-Based program.</u></p> <p>Public Comment:</p> <p><u>Jon Escobar a parent of two SOUL students and the Grandfather of a current SOUL Freshman student asked the Commission to consider the approval of the petition to enhance the Independent Study program. Escobar stated SOUL school has always been focused on educating youth that needed nontraditional support and have focused on teaching youth in the way that</u></p>

works best for each student. He understands the concerns of the Commission regarding the proposed changes and is asking the Commission to listen and think about the mental health and wellness of these students.

Michael Cantu, SOUL's English Teacher stated the educational level has changed in the past 20 years and the world where he and others once attended school no longer exist. Students now face difficult challenges, and eagers us to ask ourselves "why we want to continue to teach our students the same way we were taught".

Shayma Alwajih, SOUL's Alumni, stated the Independent Study program is a great opportunity for students that are behind in credits to catch up and graduate on time as well as a great opportunity for students who are non-social and prefer to learning on their own paste to be successful.

Isaiah Robles, SOUL Student, shared how the Independent Study program has changed his life for the better and has been given the opportunity to graduate on time.

Mathew Gayton, Senior SOUL Student, stated the Independent Study program has helped him and his brother to graduate from SOUL and could not have done it without the Independent Study program.

Halle Overton, Junior SOUL Student, shared her experience with the Independent Study program and how the one-on-one support form staff has really helped her emotionally.

Dr. Terry Allen, SOUL's Governing Council Chair, read a poem from a SOUL Student that illustrated their positive experience while attending the Independent Study Program.

A motion was made by Commissioner L. Martinez, seconded by Commissioner Brown. The motion passed by the following votes:

**Ayes:** Bonner, Brown, Brown-Jenkins, D. Martinez, L. Martinez, Nikkel, Rodgers, Romero, Ruiz, and Taylor.

**Nays:** Arambula, Baines, J. Martinez, Mitchell, and Pacheco.

**Abstain:** King

9. **TRANSFORMING AND INSPIRING**

An inspired and touching video that was presented at the Advance Peace Fresno Recognition Banquet was showcased to demonstrate how the program is helping to reduce gun violence in Fresno County and transforming lives.

Public Comment: None heard.

No action required.

10.	<p><b>AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT JANUARY 2024</b></p> <p><u>Jay Zapata, Chief Financial Officer, presented an overview report of the Agency Financial statements and the Head Start Financial Status Report as of Year-to-Date for January 31, 2024.</u></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Bonner    <b>Second by:</b> J. Martinez  <b>Ayes:</b> All in favor.  <b>Nayes:</b> None heard.</p>
12.	<p><b>2024 COMMITTEE APPOINTMENT</b></p> <p><u>Commissioner Arambula requested calendar invites notices to be sent out to Commissioners for those Committees and Advisory they have been appointed to.</u></p> <p>Public Comment: <u>None heard.</u></p> <p><b>Motion by:</b> Bonner    <b>Second by:</b> Ruiz  <b>Ayes:</b> All in favor.  <b>Nayes:</b> None heard.</p>
13.	<p><b>CHIEF EXECUTIVE OFFICER'S REPORT</b></p> <p><u>Emilia Reyes, Chief Executive Officer, highlighted the following:</u></p> <ul style="list-style-type: none"> <li>• <u>The 2024 All Staff Conference took place on Friday, March 15, 2024, at the Clovis Veterans Memorial District. Reyes thanked the Committee staff members for their amazing job at putting together the conference.</u></li> <li>• <u>The Advancing Fresno County Guaranteed Income was launched on Friday, March 15, 2024, and within 24 hours 1,000 applications were received.</u></li> <li>• <u>The Community Needs Assessment was launched on Tuesday, March 5, 2024, with four Community Forum locations and 52 focus groups.</u></li> </ul> <p>Public Comment: <u>None heard.</u></p> <p><u>No action required.</u></p>
14.	<p><b>PUBLIC COMMENTS</b></p> <p>Public Comment: <u>None heard.</u></p> <p><u>No action required.</u></p>
15.	<p><b>COMMISSIONERS' COMMENT</b></p>



	<p><u>Commissioner Bonner thanked staff for the Community Needs Assessment that took place at Franklin Head Start on Saturday, March 16, 2024, from 10am – 12 noon.</u></p> <p><u>Chair Baines, reminded the Commission of the upcoming Special Meeting/Budget Hearing taking place on Monday, March 25, 2024, at 5:30 pm. The special meetings will not count for or against Commissioners' attendance.</u></p>
16.	<b>ADJOURNMENT</b>
<b>NOTE:</b>	<b>NEXT SPECIAL BOARD MEETING:</b> Monday, March 25, 2024, at 5:30 p.m.

**BYLAWS COMMITTEE**  
1920 Mariposa Street, Suite 310  
Wednesday, November 29, 2023 at 3:00 PM

**MINUTES**

**1. CALL TO ORDER**

Jimi Rodgers, Chair, called the meeting to order at 3:11 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members:**

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

**Staff:**

Karina Perez  
Elionora Vivanco

**Teleconference:**

Linda Hayes

**Absent:**

N/A

**3. APPROVAL OF NOVEMBER 6, 2023 MEETING MINUTE**

A. November 6, 2023 By-Laws Committee Meeting Minutes

Public Comment: None heard.

**Motion by:** McAlister **Second by:** Mitchell

**Ayes:** All in favor.

**Nays:** None heard

**4. BYLAWS REVISIONS MISTAKE**

Kenneth Price, Legal Counsel, provided an overview of the redline Bylaws revisions with the recommended feedback received by the Bylaws Committee Members. Upon further review, the Committee decided to make the following additional change.

➤ **Article VIII. Commissioners**

• **Section 7. Revolving Door Prohibition**

No person who was a Commissioner, as an individual, 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.

Public Comment: None heard.

**Motion by:** McAlister **Second by:** Hayes

**Ayes:** All in favor.

**Nays:** None heard

## 5. **EXCESSIVE ABSENCES POLICY**

Price provided an overview of the redline Excessive Absences Policy with the recommended feedback received by the Bylaws Committee Members.

Public Comment: None heard.

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

**Ayes:** All in favor.

**Nays:** None heard

## 6. **2024 BOARD MEETING SCHEDULE**

Committee Chair Rodgers provided an overview of the revised 2024 Board Meeting Schedule. Upon further review, the Committee recommended updating the June Board Training from the meeting schedule and to state the following "CAPLAW Training June 4-8, 2024".

Public Comment: None heard.

**Motion by:** Baines **Second by:** Mitchell

**Ayes:** All in favor.

**Nays:** None heard

## 7. **COMMISSIONER APPLICATION**

Karina Perez, Chief of Staff, provided an overview of the consolidated Commissioner Application. Upon further review, the Committee decided to make the following change to the application.

- **Remove:**  
Education and Demographics
- **Add:**  
Adding "All applications must complete this section" after each section that needs to be completed by the applicant.  
Adding a link "Do you qualify as a low-income individual under the Federal Poverty guidelines?"

Public Comment: None heard.

**Motion by:** McAlister **Second by:** Hayes

**Ayes:**. All in favor.  
**Nayes:** None heard

8. **OTHER BUSINESS**

Public Comment: None heard.

No action required.

9. **PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

10. **ADJOURNMENT**

**SANCTUARY AND SUPPORT SERVICES ADVISORY BOARD MEETING**

**Fresno EOC Board Room  
Thursday, December 14, 2023**

**Minutes**

**I. CALL TO ORDER**

The meeting was called to order by Misty Gattie-Blanco, Director, at 12:10 PM

**II. 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

**III. ROLL CALL**

There was no quorum established at this meeting.

Michael Reyna (Temporary Chair) <i>Community At Large</i>	X	<i>Business/Civic Organization – Open</i>	
Zina Brown Jenkins <i>Fresno EOC Commissioner</i>	X	<i>Education – Open</i>	
Cynthia Cervantes <i>Health Representative</i>	P	<i>Law Enforcement - Open</i>	
James Martinez <i>Fresno EOC Commissioner</i>	A	<i>Social Services – Open</i>	
Alena Pacheco <i>Fresno EOC Commissioner</i>	A	<i>Current/Former Program Representative</i>	
Itzi Robles <i>Fresno EOC Commissioner</i>	V	<i>Current/Former Program Representative</i>	

Present = X, Phone = P, Absent = A, Vacant = V, Excluded = N/A

Staff Present:

Michelle L. Tutunjian, Chief Operating Officer  
Jack Lazzarini, Chief Programs Officer  
Misty Gattie-Blanco, Sanctuary Director  
Chrystal Streets, Homeless Services Manager  
Anita Ponce, Program Assistant III

Guest:

Ana Medina, Program Planning and Development Director

**IV. APPROVAL OF MINUTES**

Meeting Minutes September 14, 2023 – No quorum established; email vote was taken.  
Item passed.

Public Comments: None heard

**Motion by:**           **Second by:**

**Ayes:.**

**Nays:**

V. **PUBLIC COMMENTS**

None heard

VI. **PROGRAM UPDATES**

- Accomplishments and Challenges

Gattie-Blanco gave a brief overview of the projects Accomplishment and Challenges, and noted the need for support in Safe Place project and has dedicated funding for a Safe Place Coordinator.

- Activity Reports

Gattie-Blanco provided an overview of activity reports noting for Central Valley Against Human Trafficking only reflects current clients at Fresno EOC.

Gattie-Blanco presented Sanctuary's Impact Reports and inquired feedback from the committee. Brown commented she likes the visualization, that she's a visual learner. A discussion was held in regards to the information the Impact Report displays and how it will assist in seeking funding for the projects.

Tutunjian also shared the Agency is working on the Community Needs Assessment and the importance of the community's participation.

- Funding Activities

Gattie-Blanco presented the Funding Activities Report to the committee and noted Central Valley Against Human Trafficking (CVAHT) is preparing for The California Governor's Office of Emergency Services (Cal OES) to provide comprehensive services and support personnel, operational and supportive services.

Additionally, Gattie-Blanco shared Homeless Services is applying for funding targeted towards providing homeless services in the County of Fresno through The County of Fresno to continue services at Sanctuary Transitional Shelter.

VII. **PROGRAM ANNOUNCEMENTS**

Gattie-Blanco noted the following upcoming events:

- National Slavery and Human Trafficking Prevention Month, January 2024
- National Human Trafficking Awareness Day, January 11, 2024
- Pledge 2 Stop Trafficking, January 16, 2024
- Warming with Care, January 17, 2024
- National Safe Place Week, March 17-25, 2024

VIII. **OTHER BUSINESS**

The next meeting is scheduled for March 14, 2024.

IX. **ADJOURNMENT**

The meeting was adjourned at 1:00 PM

Respectfully Submitted,

Misty Gattie-Blanco  
Sanctuary Director

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING  
GOVERNING COUNCIL MEETING  
Sanctuary Recreation Room  
Tuesday, February 6, 2024  
MINUTES**

1. Meeting called to order by Benita Washington 8:35 a.m.
2. Community Action Promise  
Benita Washington guided the Governing Council in reading the Community Action Promise.
3. Roll call facilitated by Benita Washington.

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			Sherry Neil Catie Villegas
Benita Washington, Vice Chair, FSU Social Worker Representative	X			Cha Vang		X						
Jimi Rodgers, Secretary, Fresno EOC Commissioner		X		Michelle Tutunjian		X						
Larry Metzler, Cultural Arts Rotary Interact Club Advisor		X		Emilia Reyes		X						
Jeanne Starks, Retired Law Enforcement Juvenile Probation	X											
Julio Romero, EOC Health Services	X											
Steven Taylor, Fresno EOC Commissioner	X											
Patrick Turner, Fresno EOC Training and Employment	X											
Parent Rep Lucy Luttrell	X											
Student Rep's (2) Halle Overton, Cassandra Saavedra Alternate Student Rep	X X											
Susan Lopez, Staff Representative, Principal	X											
Rena Failla, Staff Representative, Guidance Coordinator	X											
Courtney Griffin, Staff Representative, Guidance Dean	X											
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X											

4. **Approval of Minutes**  
December 5, 2023 Governing Council Meeting Minutes.

Public Comments: None heard.

**Motion by:** Starks **Second by:** Taylor

**Ayes:** Washington, Griffin, Overton, Lomelino, Lopez, Luttrell, Saavedra, Turner, Failla, Romero

**Nays:** None

5. **Public Comments**

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

6. **2024-2025 Safe School Plan**

Courtney Griffin presented the Safe School Plan to the Council members. Griffin shared that the information is updated annually. SOUL is required each year by March 1<sup>st</sup> to develop a Safe School Plan and submit to FUSD, in accordance with the State of California. A motion was made to approve the 2024-2025 Safe School Plan.

Public Comments: None heard.

**Motion by:** Turner **Second by:** Taylor

**Ayes:** Washington, Griffin, Overton, Lomelino, Luttrell, Saavedra, Lopez, Starks, Failla, Overton

**Nays:** None

## 7. School Accountability Report Card (SARC)

Susan Lopez reported on the SARC. The SARC provides information on how each California Local Educational Agency (LEA) has met the needs of its student population during the previous year. Lopez shared that where data cells are populated with (DPC) the state will complete those portions of the report card. SOUL has several areas of repair to the building that are planned. During spring break the roof is scheduled to be repaired, and a new air conditioning unit for the theater is planned. The Council discussed the information provided. Steven Taylor shared that he would like to see the completed report card. Lopez will provide a copy of the SARC report once completed by the CA Department of Education. A motion was made to approve the SARC.

Public Comments: None heard.

**Motion by:** Turner **Second by:** Romero

**Ayes:** Washington, Griffin, Overton, Lomelino, Luttrell, Saavedra, Lopez, Starks, Failla

**Nays:**

**Abstain:** Taylor

## 8. SOUL – Material Revision

Rena Failla and Sandy Lomelino reported that SOUL has operated as both a classroom-based and independent study based program during our 24 year tenure as a school. The sole purpose for the Material Revision is to continue with the independent study based program and no longer offer a classroom-based program. Failla and Lomelino shared that over several years our classroom-based program enrollment has continued to decrease while the independent study program enrollment has increased. COVID helped verify that the independent study program continues to be the best learning style for our students. Their academic and emotional needs are met and that was confirmed through increased test scores, and increased student's attendance at school. Currently 94% of our students are enrolled in SOUL's independent study program and thriving. Independent Study has provided our students with more flexibility, more focused, one-on-one time with teachers, less classroom distractions and is supported by our community stakeholders. The independent study curriculum utilizes books not packets, 26 core and elective courses at SOUL are A-G approved, and the curriculum is equivalent to the classroom-based curriculum. SOUL's Governing Council Parent Representative Lucy Luttrell and our Student Representative, Halle Overton shared their stories about how SOUL's independent study program has provided more opportunities for academic success. Council members discussed the information presented. Fresno Unified School District's (FUSD) Charter Director, Felicia Olais shared with the Council the process by which the Material Revision must be presented to FUSD.

Public Comments: None heard.

**Motion by:** Taylor **Second by:** Starks

**Ayes:** Washington, Griffin, Overton, Lomelino, Luttrell, Saavedra, Lopez, Starks, Failla, Turner

**Nays:** None

## 9. Local Control Accountability Plan (LCAP) Budget Overview Update

Lopez reported information on the granted LCAP funds received through the California Department of Education for the 2023-2024 school year in the amount \$3,588,263. These funds are provided to address student-learning loss. The funds are delineated in the provided budgets; along with how they are spent, this is reported annually to California Department of Education. SOUL plans to spend these funds by the deadline of September 30, 2025.

## 10. Arts and Music Grant Budget Update

Lopez shared information on the Arts and Music funds received to purchase instructional materials and resources to support SOUL's art and music education programs. SOUL received a total of \$55,644.00 that must be spent by the 2025-2026 fiscal year; the budget explains how the funds will be expended.

## 11. SOUL Update: Principal Report

Lopez reported on the Classroom-based and Independent Study program demographics as presented on the Principals report.

- Current enrollment for January 221.
- Parent Meeting: students received academic awards; their parents appreciated watching their child receive these awards.
- SOUL's Spanish speaking parents attended an English Language Advisory Committee (ELAC) meeting, to learn more about the programs offered to their children. El Centro La Familia also attended and presented to the parents.
- Food and Clothing is available for students at the Student Store.

- On February 21, 2024 Dr. Robert Mitchell will be speaking at our Black History Month celebration. There will also be a Blood Drive.
- Friday, April 5, 2024 will be SOUL's 25<sup>th</sup> year celebration from 12:30 – 3:00 pm.
- SOUL's Graduation Ceremony will be held at the Warnors Center For The Performing Arts, Wednesday, June 5, 2024 at 12:30 pm.

**12. Other Business**

None heard

**13. Adjournment of Meeting**

Meeting adjourned at 9:39 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary

**EXECUTIVE COMMITTEE MEETING**

**Date:** March 4, 2024

**Time:** 5:30 PM

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

**MINUTES**

**1. CALL TO ORDER**

Oliver Baines, Chair, called the meeting to order at 5:32 p.m.

**2. ROLL CALL**

Roll was called and a quorum was established.

Chair Baines stated moving forward Staff will not be presenting on the agenda unless the Executive Committee Members have questions regarding the agenda item. If no questions are heard the agenda item will move forward.

**Committee Members:**

Oliver Baines  
Robert Pimentel  
Jimi Rodgers  
Any Arambula  
Earl Brown  
Charles Garabedian  
Alyssia Bonner  
Linda Hayes  
Lisa Michell

**Staff:**

Emilia Reyes  
Karina Perez  
Michelle L. Tutunjian  
Jack Lazzarini  
Sherry Neil  
Elionora Vivanco  
Ana Medina  
Rosa Pineda  
Shawn Riggins  
Jon Escobar  
Patrick Turner  
Susan Lopez  
Rena Failla  
Sandy Lomelino

Nelson Dibie  
Angela Riofrio  
Steve Warnes  
Leah Struck  
Andy Arredondo  
Annette Thornton  
Augie Quiroz  
Julio Romero  
Jay Zapata  
Amanda Venegas  
Misty Gattie-Blanco

**Teleconference (T):**

N/A

**Absent:**

N/A

**3. MINUTES FROM FEBRUARY 05, 2024 COMMITTEE MEETING**

Public Comments: None heard.

**Motion by:** Bonner **Second by:** Hayes

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

#### 4. EXECUTIVE COMMITTEE CHARTER

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Garabedian

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

#### 5. SCHOOL OF UNLIMITED LEARNING

##### A. Material Revision Petition

Jack Lazzarini, Programs Officer, introduced Susan Lopez, Principal/Chief Academic Officer, Rena Failla, Guidance Coordinator, and Sandy Lomelino, Coordinator Curriculum Instruction, and provided a brief overview of the School of Unlimited Learning Material Revision petition to submit to Fresno unified School District.

Public Comments: None heard.

A motion was made by Vice Chair, Pimentel, seconded by Commissioner Brown. The motion did not pass by the following votes:

**Ayes:** Pimentel, Brown and Rodgers

**Nays:** Arambula, Mitchell, and Garabedian

**Abstain:** Baines, Bonner, and Hayes

After the first motion failed, a second motion was made by Chair Baines to approve this matter as recommended for full Board consideration. This was seconded by Commissioner Brown.

**Ayes:** Pimentel, Brown Garabedian, Rodgers, Baines, Bonner, and Hayes

**Nays:** Arambula, and Mitchell

**Abstain:** None

#### 6. FOOD SERVICES

##### A. Facility Strategic Plan - Ad hoc Committee

Public Comments: None heard.

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

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

#### 7. FOSTER GRANDPARENTS PROGRAM

##### A. 2024 AmeriCorps Seniors Foster Grandparent Program Replacement and Expansion Opportunity Grant

Public Comments: None heard.

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

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

**8. HEALTH SERVICES**

A. 2024 Public Awareness and Community Outreach Campaign Services Grant

Public Comments: None heard.

**Motion by:** Pimentel **Second by:** Hayes

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

**9. TRAINING AND EMPLOYMENT**

A. California Economic Resiliency Fund (CERF) Subaward Agreement

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Bonner

**Ayes:** Oliver Baines, Robert Pimentel, Jimi Rodgers, Any Arambula, Earl Brown, Charles Garabedian, Alyssia Bonner, Linda Hayes, and Lisa Michell.

**Nays:** None

**10. COMMUNITY NEEDS ASSESSMENT**

Public Comments: None heard.

No action required.

**11. PROGRAM PLANNING AND DEVELOPMENT**

A. Grant Tracker

Public Comments: None heard.

No action required.

**12. CEO COMMENTS**

Emilia Reyes, Chief Executive Officer, announced the following:

- ❖ Special Meeting/Budget Hearing – special meetings will not count for or against Commissioners attendance. The following special meetings are scheduled on:
  - March 11<sup>th</sup> at 5:30pm – Food Security, Health & Wellness
  - March 18<sup>th</sup> at 4:30pm – Educational Achievement, Employment Opportunities
  - March 25<sup>th</sup> at 5:30pm – Community Safety, Housing Stability

- ❖ BoardEffect – to provide cost savings, we will no longer be utilizing BoardEffect and will transition to SharePoint. Board and Committee materials will be shared on SharePoint and continue to post the packets on the Agency website.
- ❖ Community Needs Assessment – the Community Needs Assessment launches Tuesday, March 5, 2024, and invited Commissioners to attend one or all the information sessions/forums. A flyer was provided with details of locations, times, and dates of the sessions/forums.
- ❖ Executive Committee/Board Meeting Day – Commissions can schedule a meeting with Chief Executive Officer, Emilia Reyes, on the Executive Committee and Board Meeting days to answer any questions or concerns.
- ❖ All Staff Conference – The 2024 All Staff Conference is taking place on Friday, March 15, 2024, from 8:30 a.m. to 4:30 p.m. at the Clovis Veterans Memorial District. The theme is Journey to Wellness – Healthy Mind, Healthy Body, Healthy Community.

Public Comments: None heard.

No action required.

13. **CLOSED SESSION**  
**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
 (Gov. Code section 54957)  
 Title: CEO

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

14. **PUBLIC COMMENTS**  
*(This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the agenda. Limit two minutes per speaker.)*

15. **COMMISSIONERS' COMMENT**

16. **ADJOURNMENT**

**Note:** **NEXT MEETING:** Monday, April 8, 2024, in the Board Room.



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
MARCH 5, 2024**

- CALL TO ORDER** The meeting was called to order at 6:00 p.m. by Fawnda Cole, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Chairperson. The following Representatives were present: September Smith, Betsaida Ledesma, Viridiana Estrada , Ziltaly Alvarez, Jalyssa McGill Jenkins, Erica Silva, Cynthia Espindola, Antonio Basilio, Jonathan Cole, Silvano Rebolledo, Sabrina Ponce Vega, Alma Martinez Guillen, Jasmine Arreola, Maria Rolon, Joshua Barkley, Mariana Mena, Claudia Rangel, Isamur Miranda, Rom Yoeun, Juliana Perez, Esmeralda Trejo, Clarissa Varela, Celia Ochoa, Denise Rangel, Fawnda Cole, Ma Mendoza Estrada, Graciela Reyes Mendoza, Aldo Alvarado Robledo, Destiny Campos, Natasha Chalk, Priscilla Thompson, Jessica Castillo, Karina Padilla, True Moua, Annette Thornton, Jimi Rodgers and Zina-Brown Jenkins. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the February 6, 2024 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.  
  
Motion to approve the February 6, 2024 CWPC Minutes as written and read was made by Clarissa Varela and seconded by Joshua Barkley. Motion carried.
- FRESNO EOC PROGRAM REPORT – ADOLESCENT FAMILY LIFE PROGRAM (AFLP)** David Beale, Program Manager for Adolescent Family Life Program (AFLP), stated his department works with pregnant and parenting youth under 21 years old. The program assists eligible mothers, fathers, and same-sex couples. There are multiple Case Managers who can deliver services in Spanish and English. Case Managers meet families in desired locations such as schools, parks, or anywhere sufficient to meet their needs. AFLP provides families with resources such as parenting information, diapers and wipes, car seats, strollers, and safety kits.  
  
Case Managers assist parenting youth with health referrals for both them and their child. They also assist with obtaining work or furthering their education. If the CWPC knows of any youth in need of assistance they may contact 559-263-1097.
- COMMUNITY REPRESENTATIVE REPORTS FOR MARCH 2024** No reports at this time.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF JANUARY 2024** No reports at this time.
- MONTHLY FINANCIAL STATUS REPORTS (FSR) FOR THE MONTH OF JANUARY 2024** Jalyssa McGill Jenkins, CWPC Vice-Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for January 2024.  
  
This funding supports personnel and operating expenses totaling \$46,498,041 (\$37,620,149 – Head Start; \$8,380,694 – Early Head Start). Non-Federal Share match \$10,825,424 (\$8,686,908 – Head Start; \$2,138,516 – Early Head Start) for the 2024 Fiscal Year.  
  
Motion to approve the Monthly Financial Status Reports (FSR) for the Month of January 2024 was made by Betsaida Ledesma and seconded by Joshua Barkley. Motion carried.
- IN-KIND MONTHLY STATUS REPORT FOR THE MONTH OF JANUARY 2024** Jennifer Tillman, Finance Manager, stated the Monthly In-Kind Report for the month of January 2024 consists of \$371,191 (Head Start) which is accumulated by classroom and non-classroom volunteer services, consultants, goods, foster grandparents, PACT Time, and space. Early Head Start’s In-Kind Status Report for the month of January 2024 is \$122,566 which is accumulated by home activities, literacy/growing readers and classroom/non-classroom volunteer services.

The Fiscal Impact for Head Start and Early Head Start for January 2024 is \$493,756 (\$371,191 – HS; \$122,566 – EHS). This result in not meeting our monthly projected amount of \$902,119 with a shortage of \$408,363.

In conclusion, failing to reach our In-Kind goal of \$10,825,424 annually for the 2024 fiscal year, may affect funding. However, we have the ability to request a non-federal share waiver for the unmatched funds.

Jimi Rodgers, Fresno EOC Commissioner, stated although this is February going into March, it is very important that CWPC and staff begin speaking about the different ways in which parents can reach their In-Kind goal now. Sites should be held accountable, especially those who did not reach their In-Kind goal this school year.

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, stated he will be creating spreadsheets by sites and per class to distribute for review.

AVERAGE DAILY ATTENDANCE (ADA) REPORTS FOR THE MONTH OF JANUAR 2024

Cynthia Espindola, CWPC Representative, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of January 2024 for Head Start and Early Head Start. Head Start’s monthly ADA for January 2024 for Center Base was 82.15%. Total number of Head Start Home Base Visits completed were 437. Early Head Start’s monthly ADA for January 2024 for Center Base was 76.40%. Total number of Early Head Start Home Visits completed were 932.

Motion to approve the ADA Reports for the month of January 2024 for Head Start and Early Head Start was made by Joshua Barkley and seconded by Juliana Perez. Motion carried.

HEAD START 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF JANUARY 2024

Rosa M. Pineda, Head Start Director, stated the PUR is a document written to provide monthly program updates to the Board and CWPC. Ms. Pineda stated on January 29, 2024, we received official notification of the award letter for Fiscal Year 2024-2025. General Child Care and Development Program Expansion Funds are for Early Head Start. The Amor center for Early Head Start will soon be opened for two classrooms, totaling 16 children. The program also continues to recruit children and staff.

Ms. Pineda stated she recently received notification that the Locally Designed Option (LDO) was approved for more 3-year-olds to be placed into classrooms. Qualified classes will be filled soon.

Motion to approve the Head Start 0 to 5 PUR For the Month of January 2024 was made by Betsaida Ledesma and seconded by Clarissa Varela. Motion carried.

HEAD START 0 TO 5 RECRUITMENT AND ENROLLMENT POLICY

Olga Jalomo-Ramirez, Family/Community Services Manager, stated staff met with the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) committee to review the Recruitment and Enrollment policy for suggested changes. After several meetings the following information was revised: some of the job titles listed as Special Education staff was changed to Inclusion staff, the recruitment month was updated from February to March, Head Start Program Performance Standards were sited, and changes were made to the target areas. Previously, if families were in the boundary of a particular site, their child would receive priority over children outside of the boundary. Boundaries have been opened, providing children within Fresno County the same priority as children within the site area. The only criteria is if a child outside of the boundary needs bus transportation, children who live in that area would have first choice.

Lastly, all the COVID 19 requirements were removed from the policy. The ERSEA committee approved the changes. If approved tonight, the policy will be taken to the Board for final approval in March.

Motion to approve the Head Start 0 to 5 Recruitment and Enrollment Policy was made by Mariana Mena and seconded by Alma Martinez Guillen. Motion carried.

FULL ENROLLMENT INITIATIVE UPDATES

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the following data reflects our recruitment efforts for the program term 2023-2024 for Head Start 0 to 5 program. We have a total funded enrollment of 1992 in Head Start Center Base, 94 in Early Head Start Center Base, and 120 in Head Start Home Base. Head Start Center Base has 1463 children enrolled and Head Start Home Base has 80 children enrolled. Early Head Start Center Base has 44 children enrolled and Early Head Start Home Base has 325 children enrolled. This gives us a total of 1912 children

enrolled in Head Start 0 to 5. Numbers will increase due to the LDO approval, more 3-year-old children will be enrolled into classrooms.

Family/Community Services staff and the ERSEA Team continue 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.

PERSONNEL COMMITTEE  
REPORT FOR FEBRUARY  
2024

Fawnda Cole, CWPC Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations, and new hires are to be presented to the CWPC monthly, as an informational item.

FY 2023 HEAD START PACT  
TIME AND EARLY HEAD  
START GROWING READERS  
REPORT

Ralph Carrillo, Interim ECE Coordinator, stated per HSPPS the program must promote school readiness of low-income children by enhancing their cognitive, social, and emotional development through parent and family engagement in education and child development, including parent activities to promote child learning and development.

Parent And Child Together (PACT) Time supports family literacy, learning in the home, and school readiness. Growing readers was created to provide parents with activities to work with their children at home. Parents are encouraged to read to their child daily.

PACT Time and Growing Readers contribute to our In-Kind Contributions to meet our goal of \$10,825,425 Non-Federal Share Match. Mr. Carrillo encouraged the CWPC to turn in their forms on a regular basis so that they may be turned into finance.

Jimi Rodgers, Fresno EOC Commissioner, asked if the CWPC would be reviewing this report every month.

Mr. Carrillo stated it will be shared with each Center/Teacher Director every month.

Ms. Rodgers requested that it be shared with the CWPC monthly as a whole. Parents would you like to know the full scope of In-Kind, and it is very important to review it in entirety so that the goal may be reached.

ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- A. Clean Share Mobility Network Presentation – Brittany Smith, Representative, stated Fresno Metro Black has partnered and created a program to offer affordable rideshare. There are four locations in southwest Fresno and one location at the chamber in downtown Fresno. There are fourteen vehicles for participants to utilize at \$4 per hour or \$35 per day. Participants may download the EV-Werx app on their phone or access the website to complete orientation. Every Wednesday and 3<sup>rd</sup> Thursday of the month orientation is provided for Spanish speakers. Cars may be rented for up to 24 hours. All cars are electric. Bikes will be placed downtown, and participants may take the bikes anywhere throughout Fresno. Cars may be taken out of town; however, they must be returned within 24 hours. About 260 miles and can get a little further, 220 if drive fast. Cars are very affordable, \$4 per hour, and participants only must be 21 years old to rent, as opposed to 25 years old at rental car lots.
- B. March 25, 2024 – April 1, 2024 – Spring Break – Classes closed for Head Start and CSPP Part Day – CSPP Full Day Operate Regular Day
- C. March 29, 2024 – Cesar Chavez Day Holiday
- D. April 9, 2024 – Next County-Wide Policy Council Meeting at 5:30 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Mariana Mena and seconded by Clarissa Varela. Motion carried.

The meeting adjourned at 7:01 p.m.

Submitted By:

Brionna Warren  
Secretary I

(CWPC MINUTES MARCH 5 2024 FINAL) bw 3/18/24 ~ CWPC (2023-2024 (CWPC MINUTES) ~

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING  
GOVERNING COUNCIL MEETING  
Sanctuary Recreation Room  
Tuesday, March 12, 2024  
MINUTES**

1. Meeting called to order by Terry Allen 8:36 a.m.
2. Community Action Promise  
Terry Allen guided the Governing Council in reading the Community Action Promise.
3. Roll call facilitated by Terry Allen.

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			
Benita Washington, Vice Chair, FSU Social Worker Representative		X		Michelle Tutunjian	X							
Jimi Rodgers, Secretary, Fresno EOC Commissioner	X			Emilia Reyes		X						
Larry Metzler, Cultural Arts Rotary Interact Club Advisor		X										
Jeanne Starks, Retired Law Enforcement Juvenile Probation		X										
Julio Romero, EOC Health Services	X											
Steven Taylor, Fresno EOC Commissioner	X											
Patrick Turner, Fresno EOC Training and Employment	X											
Parent Rep Lucy Luttrell	X											
Student Rep's (2) Halle Overton, Cassandra Saavedra	X											
Alternate Student Rep	X											
Susan Lopez, Staff Representative, Principal	X											
Rena Failla, Staff Representative, Guidance Coordinator	X											
Courtney Griffin, Staff Representative, Guidance Dean	X											
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X											

**4. Approval of Minutes**

February 6, 2024 Governing Council Meeting Minutes were approved with a change on item number 1: "Meeting called to order by Benita Washington".

Public Comments: None heard.

**Motion by:** Turner **Second by:** Lopez

**Ayes:**, Griffin, Overton, Lomelino, Taylor, Luttrell, Saavedra, Failla, Romero, Rodgers, Allen

**Nays:** None

**5. Public Comments**

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

**6. School Accountability Report Card**

SOUL's 2022-2023 School Accountability Report Card has been completed, and upon approval will be submitted to the State of California Department of Education today, March 12, 2024. A motion was made to approve the 2022-2023 School Accountability Report Card.

Public Comments: None heard.

**Motion by:** Rodgers **Second by:** Romero

**Ayes:** Griffin, Overton, Lomelino, Luttrell, Saavedra, Lopez, Failla, Turner, Taylor, Allen

**Nays:** None

**7. Resolution of 2022-23 Audit Findings**

Susan Lopez reported that an Audit is conducted annually to review SOUL’s fiscal records. There was a finding for the 2022-2023 school year, regarding attendance records, which has since been resolved. Going forward SOUL has implemented a 3-person team to review the attendance documents to ensure no mistakes are made.

**8. SOUL Update: Principal Report**

Lopez reported on the Classroom-based and Independent Study program demographics as presented on the Principals report.

- Current enrollment for March is 219.
- February 21, 2024 Dr. Robert Mitchell spoke to our student’s in honor of the Black History Month celebration. Both the Blood Drive and the assembly were very successful.
- Friday, April 5, 2024 will be SOUL’s 25<sup>th</sup> year celebration from 12:30 – 3:00 pm.
- Commissioner Rodgers shared that SOUL students were able to view the homemade quilts from the Heritage Quilters Guild on display at 1<sup>st</sup> Presbyterian Church.
- Monday, March 18, 2024 SOUL will present the Material Revision at EOC Board of Commissioners Meeting.
- April 19, 2024 SOUL’s annual Career Fair will be held. A Career Fair flyer will be emailed to the Governing Council members.

**9. 2024 Community Needs Assessment**

A Community Needs Assessment flyer was presented to the Council members. The flyer listed the location of each Community Forum. As the Community Needs Assessment is completed it will assist EOC to better meet the needs identified. Information on the Housing Authority, Mental Health, Chaffee Zoo, Health, Employment and Education will be provided. In addition, each household has the opportunity to receive a \$25.00 gift card.

**10. Other Business**

None heard

**11. Adjournment of Meeting**

Meeting adjourned at 9:08 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary



BOARD OF COMMISSIONERS MEETING

<b>Date:</b> April 15, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 6VII	<b>Director:</b> N/A
<b>Subject:</b> Election Materials	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The Bylaws Committee recommends approval for full Board consideration of the 2024 Election Materials.

**Background**

Attached are the updated election materials for the 2024 Board Election to be updated on the Fresno EOC’s website.

- ❖ Chronology of Board Election 2024 Dates
- ❖ Community Sector Public Notice
- ❖ Target Area Public Notice

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

If approved by the Board, these Election Materials will be uploaded to the Fresno EOC’s agency website.

If not approved, the Election Materials will not be updated on the Fresno EOC’s Website and cause delays in the 2024 Board Election.



### Chronology of Board Election 2024 Dates

Mon, 3/22	Updated election materials uploaded to website.
Mon, 4/22	Develop Open House Video with Board Chair, CEO and Commissioners testimony, uploaded to website for prospective candidates.
Mon, 5/13	Press Release is released.
Fri, 10/4	Last day of acceptance of nomination forms for Community Sector Representatives and Target Area Candidates. (Organization appointing Community Sector Representative must submit an original resolution with the application, signed and dated within 60 days).
October	Ballots to target area-registered voters are mailed as registrations are received and verified.
Thurs, 10/17	Screening Committee meets to review Community Sector applications. 5:00p.m.
Mon, 10/28 & Tue, 10/29	Screening Committee Interviews Community Sector candidates starting.
Fri, 11/01	Voter registration form deadline to vote in 2024 elections.
Fri, 11/22	Election Close Date. Ballots can be hand-delivered by 5:00p.m. If mailed, ballots must be postmarked by November 22, 2024.
Mon, 12/2	Ballots Opened at 4:00 PM in the Fresno EOC Board Room and Virtual Link provided for Public View.
Mon, 12/16	Present election and community sector selection results at the Board of Commissioners meeting for approval to seat as of January 1, 2025.
January 2025	New board members onboarding process start.

Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by the deadline.

Dates and times subject to change.



## COMMUNITY SECTOR REPRESENTATIVES PUBLIC NOTICE

Fresno Economic Opportunities Commission (Fresno EOC) is seeking qualified nominations for Board Commissioners representing the Community Sector. There are four (4) openings commencing January 2025 for a two-year term.

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.

### CANDIDATES FOR COMMUNITY SECTOR COMMISSIONERS

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 the target area, 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.

### NOMINATION PROCESS

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 by **FRIDAY, OCTOBER 4, 2024**.

### SELECTION

The Community Sector Screening Committee of the Fresno EOC Board of Commissioners shall review and screen all eligible nominations and forward the most qualified candidates to the Board to be ratified. The selected Business/Community Representatives will be seated at the January 2025 Board Meeting.

For further information, contact Executive Office at (559) 263-1014 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)

Fresno Economic Opportunities Commission, 1920 Mariposa Street, Suite 300, Fresno, CA 93721



## TARGET AREA REPRESENTATIVES PUBLIC NOTICE

Fresno Economic Opportunities Commission (Fresno EOC) is holding elections for Board Commissioner Representatives of low-income Target Areas [B](#), [C](#), [E](#), [G](#) & [H](#), to serve for a two-year term commencing January 2025.

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 members of business and community groups. The remainder must be democratically elected to represent low-income residents and groups. Representatives are a fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels are critical to Fresno EOC's efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs – and the positive effects those programs can have on the community. All board members serve on a voluntary basis.

### CANDIDATES FOR TARGET AREA COMMISSIONERS

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.

### NOMINATION PROCESS

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 by **FRIDAY, OCTOBER 4, 2024**.

### ELECTIONS

Elections will be by mail-in or in-person ballot only. Ballots will be mailed out starting in October as [registration forms](#) are received and validated. Completed ballots must be postmarked by **Friday, November 22, 2024** or submitted in person by 5:00pm to the Fresno EOC Internal Audit office at 1920 Mariposa Street, Suite 300, Fresno, CA 93721. Emails and faxes will not be accepted. Results of the election will be posted after December 16, 2024. The newly elected Commissioners will be seated at the January 2025 Board Meeting.

### REGISTRATION TO VOTE

To qualify to vote in the Fresno EOC Target Area Representative Elections, you must be 18 years or older and a resident of the target area in which you wish to vote. To register the electronic [Voter Registration Form](#) must be submitted by **Friday, NOVEMBER 1, 2024**, or postmarked and mail to "Voter Registration", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 5:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

For further information, contact Executive Office at (559) 263-1014 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)

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

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 6VIII	<b>Director:</b> N/A
<b>Subject:</b> 2024 Expiring Terms	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The information presented below is intended to keep the Board apprised on the Commissioners Expiring Terms for 2024.

**Background**

Commissioners will be notified by mail, email, phone call and text of their upcoming expiring term and receive a 90, 60 and 30 day reminders before application due date.

**Expiring Terms 2024**

<b>COMMISSIONER</b>	<b>REPRESENTS</b>
<b>Community Sector</b>	
Zina Brown-Jenkins	Head Start County-Wide Policy Council
Steven Taylor	National Association for the Advancement of Colored People
Lupe Jaime-Mileham	Fresno County Superintendent of Schools
Lauren Nikkel	Fresno Economic Development Corporation
<b>Public Sector</b>	
Amy Arambula	31st Assembly District
David Ruiz	Juvenile Court
Oliver Baines	16th Congressional District
Barigye McCoy	Board of Supervisors
<b>Target Area</b>	
Rey Leon	Target Area B
Daniel Parra	Target Area C
Alysia Bonner	Target Area F
Earl Brown	Target Area G
Linda Hayes	Target Area H

  
**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

If approved by the Board, the Commissioners will be notified of their upcoming expiring term.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 6IX	<b>Director:</b> N/A
<b>Subject:</b> Commissioners Attendance Records	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The information presented below is intended to keep the Board apprised of Commissioners Attendance Record.

**Background**

As stated in our Bylaws and corresponding Policies and Procedures,

*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.*

*Moreover, a Commissioner is expected to notify the Board Chair and Secretary or designee regarding his/her inability to either attend a scheduled meeting. 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.*

Attached for reference is the 2024 Board Meeting Monthly Attendance Record.

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

Commissioners with one absent have been notified by certified mail and email.



## Board of Commissioners 2024 Meeting Schedule

Month	Board	Executive	Audit Dates TBD	Bylaws	Head Start	Foster Grandparent	Local Conservation Corps	Sanctuary	SOUL
Time	5:30 PM	5:30 PM	12:00 PM	5:30 PM	6:00 PM	10:00 AM	12:00 PM	12:00 PM	8:30 AM
January	22				9				
February	24*	5			6		21		6
March	18	4		21	5			14	12
April	15	8			9	26			9
May	20	6			7		15		14
June	4-8**				4			13	
July		1			2				
August		5					21		
September	16	9		19		27		12	
October	21	7							
November	18	4		21			20		
December	16	2						12	

Updated: 1/24/24

\* Board Training on Saturday in lieu of Board Meeting

\*\*CAPLAW National Training Conference June 4-8, 2023 Board Training

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 6X	<b>Director:</b> N/A
<b>Subject:</b> Board Self-Assessment	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The Bylaws Committee recommends approval for full Board consideration of the Board Self-Assessment.

**Background**

On a consistent 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 timeline of the Board Self-Assessment Timeline is outlined below:

**SELF-ASSESSMENT TIMELINE**

<b>MARCH 21<sup>ST</sup></b> – Bylaws Committee Meeting	Bylaws Committee Review And Approval Of The Assessment Questions.
<b>APRIL 15<sup>TH</sup></b> – Board Meeting	Board approves assessment questions
<b>JUNE / JULY</b>	Questionnaire is sent for commissioners to complete
<b>SETEMBER 19<sup>TH</sup></b> – Bylaws Committee Meeting	Draft report is generated and presented to Bylaws committee. Bylaws Committee input is incorporated into report
<b>OCTOBER 21<sup>ST</sup></b> – Board Meeting	Final report is presented to the Board

After analyzing the data the Bylaws Committee will prepare a presentation to be given to the board on the results of their collective responses and engage in a discussion on next steps.

  
**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

If approved by the Board, staff will move forward with the Board Self-Assessment Questions to be sent out to Commissioners.

If not approved by the Committee, the Board Self-Assessment questionnaire will not be sent to the full Board to obtain the Commissioners feedback.

## Board Self-Assessment Questionnaire

Please evaluate each question based on your experience. Do not answer questions as you think they should be answered, but as you truly see it given your experience. Only select “N/A” if you feel you don’t have enough information to measure the question.

Feel free to leave comments below each section.

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A

### Section 1: Board and Staff

1. The board operates under a set of policies, procedures, and guidelines with which all members are familiar.
2. Commissioners play an active role in the organization’s strategic planning.
3. Our organization’s vision and mission is clear and accepted by our board.
4. The full board collaboratively reviews and updates the organization’s strategic plan on a regular basis.
5. Staff develop and carry out annual action plans based on the board–approved strategic plan.
6. The board routinely receives updates by the staff on their annual plans developed by staff.
7. Staff support to board meetings is adequate.
8. Information provided by staff is adequate to ensure effective board governance and decision-making.

### Section 2: Board Committees

9. Committees are the primary tools for communication and decision making for our board structure.
10. The board’s ad hoc and standing committees streamline our work process and increase board effectiveness.
11. My committee assignments make good use of my interests and expertise.
12. I am able to attend the majority of my committee meetings.

13. Each standing committee reviews its charter at the beginning of the year and modifies it as needed.
14. I understand the function of the different committees.
15. The committee structure provides adequate contact with administration and staff.
16. The Executive Committee meets only when necessary and reports to the board on all actions taken.
17. All committees have adequate agendas and minutes for each meeting.

### **Section 3: Board Meetings**

18. The number of board meetings is adequate to ensure effective governance.
19. Board meetings are long enough to accomplish the necessary work.
20. The agendas of our board meetings and supporting written material are provided in advance of meetings with enough time for adequate advance review.
21. Board meetings are well attended, with near full turnout at each meeting.
22. I am aware of and follow the board meeting attendance policy.
23. Our board thoroughly examines the pros and cons of all major issues and makes fully informed decisions.
24. I am comfortable with the amount of time spent on agenda items.
25. I understand the process to get more information when there is something I don't understand on the agenda.
26. Commissioners fully participate in discussions around significant issues.
27. Our board environment encourages dealing with different points of view.
28. Once a decision is made, we stand behind it as a group.

## **Section 4: Board Membership & Orientation**

- 29. As a Commissioner, I am aware of what is expected of me.
- 30. I am satisfied with my participation on the board.
- 31. I am aware and understand the tri-partite requirement.
- 32. Nomination and appointment of Commissioners follow clearly established procedures using known criteria that I understand.
- 33. Our board and staff inform new Commissioners about responsibilities and important organizational information through a structured new member orientation program.
- 34. The new member orientation prepared me to effectively serve as a Commissioner.
- 35. The board size is adequate to effectively govern the organization.

## **Section 5: Board - CEO Relationship**

- 37. There is a clear understanding of where the board's role ends and the Chief Executive Officer's begins.
- 38. There is good two-way communication between the board and the CEO.
- 39. Commissioners provide the necessary support that allows the CEO to carry out the role successfully.
- 40. The board has developed formal criteria and a process for evaluating the CEO.
- 41. The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.
- 42. The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.

## **Section 6: Board Chair**

- 43. The board has discussed the role and responsibilities of the Chair.
- 44. The Chair is well prepared for board meetings and helps the board stick to the agenda.

45. The Chair ensures that every Commissioner has an opportunity to be heard.
46. The Chair is skilled at managing different points of view.
47. The Chair helps the board work well together.
48. The Chair demonstrates good listening skills.
49. The board supports the Chair.
50. The Chair is effective in delegating responsibility among Commissioners.

## **Section 7: Fiscal Management and Monitoring**

51. Board members are fully aware of their legal responsibilities for the organization's fiscal management.
52. The board adequately oversees the financial performance and fiduciary accountability of the organization.
53. The board receives regular financial updates and takes necessary steps to ensure the operations of the organization are sound.
54. Our organization's fund raising needs and strategies are understood by the board.
55. Board members are knowledgeable about the organization's programs and services.
56. The board has been made aware of and understands its oversight role of the CSBG Organizational Standards.
57. The board has been made aware of and understands its oversight role of the Head Start Governance, Leadership and Oversight Capacity Screener.

## **Section 8: External Relations Practices**

58. Our board receives regular reports about the organization's relationships with external constituents and community groups.
59. I participate in critical organizational events designed to promote the organization (annual meeting, programmatic kick-off events, openings of major new programs, etc.)
60. Board members are clear about who serves as official spokesperson for the organization.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 6XI	<b>Director:</b> N/A
<b>Subject:</b> Job Descriptions	<b>Officer:</b> Emilia Reyes

**Recommended Action**

The Bylaws Committee recommends approval for full Board consideration of the Job Descriptions.

**CSBG Organizational Standard**

The organization has written job descriptions for all positions, which have been updated within the past 5 years. Category 7, Standard 7.3.

**Background**

Attached are the updated job descriptions.

- ❖ Board Chair Job Description
- ❖ Committee Chair Job Description
- ❖ Commissioners Job Description

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

If approved by the Board, the Job Description will be updated in the Commissioners Handbook.

If not approved by the Committee, the Job descriptions will remain the same and will be outdated on the Commissioners Handbook.



## BOARD CHAIR JOB DESCRIPTION

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<b>Job Title:</b>	Board Chair
<b>Responsible To:</b>	Board
<b>Compensation:</b>	Volunteer Service
<b>Staff Responsible:</b>	Chief Executive Officer
<b>Length of Service:</b>	One Year Term
<b>Time Involvement:</b>	40 to 70 hours per year including servicing on committees, task force and working groups.

Revised: ~~January~~

~~2017~~March 2024

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The Board Chair is a member of the Board of Commissioners who is elected to the position from amongst his or her peers at the Annual Meeting. They provide leadership, guide and direct the Board while working closely with the CEO. The Board Chair-CEO relationship is a partnership, and the appropriate involvement of the Board Chair is both critical and expected. The Board Chair will support the efforts of the agency by focusing the work of the board on the mission, vision and direction of Fresno EOC.

The responsibilities and qualifications listed below are in addition to those required for Commissioners and is to be representative of the duties the Board Chair will fulfill. This is not intended to be an exhaustive list.

### RESPONSIBILITIES OF THE BOARD CHAIR

- A. **Leadership.** Leads the Board in a direction that is aligned with the mission and vision of the agency while keeping the agency's financial health at the forefront of decision-making. Ensures commissioners effectively fulfill their duties and are provided with the tools they require to do so. Engages commissioners to secure collective ownership of board decisions and that these are taken with the best, long-term interests of Fresno EOC in mind.
- B. **Meeting management.** Presides over the Board and Executive Committee meetings utilizing the principles of Roberts Rules of Order. Conducts meetings in a manner that encourages participation and information sharing while moving the Board toward timely closure and prudent decision-making. The Board Chair shall vote to either make or break a tie. In collaboration with staff, the Board Chair will ensure the Board meets quorum requirements.
- C. **Committees.** Appoints committee chairs and members in consultation with commissioners and subject to board approval. Serves on the Executive Committee and as an ex-officio member of all committees.
- D. **CEO relationship.** Develops a positive, collaborative relationship with the CEO, including acting as a sounding board for the CEO on rising issues and alternative courses of action. Provides and ensures the CEO has the appropriate level of support while respecting the boundaries between the two roles and the staff-CEO-Board relationship. Adheres to the policy for Board/Staff communications.

- E. **CEO selection and performance appraisal.** Consistent with Board policy, leads the processes for hiring a new CEO and of setting CEO objectives. In charge of coordinating the annual CEO performance evaluation and compensation review with the Executive Committee, the Board and consultants, if applicable.
- F. **Board conduct.** Leads by example, setting a high standard for board conduct by exhibiting, articulating and upholding rules of conduct set out in board bylaws and policies. Ensures the Board understands their role, responsibilities and boundaries within the organization. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other sensitive issues.
- G. **Board education and development.** Plays a central role in new commissioner orientation. Actively seeks out opportunities for commissioners to educate themselves on issues pertaining to the work of the agency. Encourages the Board to study and learn about the happenings of the agency including but not limited to the materials included in board packages.
- H. **Board Relationships.** Promotes, fosters and maintains positive productive relationships between and amongst commissioners.
- I. **External Relations.** Acts as an ambassador for Fresno EOC representing the agency at internal and external conferences, meetings and events. Includes out of town travel for specialty conferences throughout the year. Develops relationships with external stakeholders in pursuit of the agency's mission.

## QUALIFICATIONS OF THE BOARD CHAIR

- A. Knowledge and understanding of the organization, its governance, the mission and vision and the people we serve.
- B. Familiar with meeting protocols including Roberts Rules of Order.
- C. Willing and able to commit the time necessary to effectively serve as Board Chair.
- D. Loyalty to the organization and commitment to its long-term success.
- E. Ability to listen, analyze and solicit feedback to insure inclusiveness of differing viewpoints.
- F. Handles conflict with tact and diplomacy, putting the needs of the agency above the desires or individual commissioners.
- G. Sensitive to and tolerant of views and opinions different from their own.
- H. Skilled at working with others and dealing with complicated issues.
- I. Maintain the respect and cordial working relationship with other commissioners and the CEO.
- J. Willing to develop skills they need in order to be an effective Board Chair.
- K. Takes responsibility and ownership for tasks.

The Board Chair must be present in person to preside over the meeting. Should the Chair be absent or call in to the meeting, the Vice-Chair will perform the duties of the Chair for that meeting.



## COMMITTEE CHAIR JOB DESCRIPTION

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<b>Job Title:</b>	Committee Chair
<b>Responsible To:</b>	Board
<b>Compensation:</b>	Volunteer Service
<b>Staff Responsible:</b>	Chief Executive Officer
<b>Length of Service:</b>	One Year Term
<b>Time Involvement:</b>	Additional 5-10 hours per year

Revised: ~~January~~

~~2017~~ March 2024

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The Committee Chair is appointed by the Board Chair and ratified by the board at the February board meeting. They provide leadership, guidance and direction to the Committee while working closely with the CEO and assigned committee staff.

The Committee Chair ensures the committee fulfills the responsibilities entrusted upon the committee per the committee charter. These responsibilities include making sure that committee work is aligned with the mission, vision and direction of Fresno EOC.

~~The committee chairs of the Audit, Bylaws, Program and Planning, Human Resources and Pension and committees are required to serve on the Executive Committee. The duties and time commitment of the Executive Committee is in addition to those as Committee Chair.~~

The responsibilities and qualifications listed below are in addition to those required for commissioners and is representative of the duties the Committee Chair will fulfill. This is not intended to be an exhaustive list.

### RESPONSIBILITIES OF THE COMMITTEE CHAIR

- A. **Leadership.** Leads the committee in a direction that advances the mission and vision of the agency while keeping the program and agency's financial health at the forefront of decision-making.
- B. **Organization.** Ensures committee members effectively fulfill their duties and are provided with the tools they require to do so. Engages committee members to secure collective ownership of committee decisions and that these are taken with the best, long-term interests of Fresno EOC in mind.
- C. **Meeting management.** Presides over the meeting utilizing the principles of Roberts Rules of Order. Conducts the meetings in a manner that encourages participation and information sharing while moving the committee toward timely closure and prudent decision-making. The chair shall vote to either make or break a tie. In collaboration with staff, the Committee Chair will ensure the committee meets quorum requirements.
- D. **Committee member relationships.** Promotes, fosters and maintains positive productive relationships between and amongst Committee Members.



- E. **Board Chair relationship.** Acts as the point person for committee matters for the Board Chair. Brings committee issues and opportunities to the Board Chair as appropriate.
- F. **CEO relationship.** Develops a positive, collaborative relationship with the CEO. Works with the CEO and staff on matters within the scope of the Committee. Adheres to the policy for Board/Staff communications.
- G. **Board reporting.** Serves as the liaison between the Committee and the Board. Brings committee items to the attention of the Board on an as-needed basis. Provides context and background on committee decisions and discussions. Reviews and approves draft agenda and meeting minutes for presentation to the committee.
- H. **Board conduct.** Leads by example, setting a high standard for board conduct by exhibiting, articulating and upholding rules of conduct set out in the board bylaws, policies and committee charter. Ensures the committee members understand the scope of the committee, responsibilities and boundaries within the organization. Intervenes and escalates to the Board Chair, when necessary, in instances involving conflict-of-interest, confidentiality and other sensitive issues.
- I. **Board education and development.** Encourages and facilitates learning opportunities for committee members to educate themselves on issues pertaining to the work of the committee including, but not limited to, the materials included in committee packages.
- J. **Charter review.** Presides over the annual committee charter review.
- K. **Self-evaluation.** Seeks feedback on his or her performance as chairperson and strives for improvement.

## QUALIFICATIONS OF THE COMMITTEE CHAIR

- A. Knowledge and understanding of the organization, its governance, the mission and vision and the people we serve.
- B. Working knowledge pertinent to the work of the committee.
- C. Familiar with meeting protocols including Roberts Rules of Order.
- D. Willing and able to commit the time necessary to effectively serve as Committee Chair.
- E. Loyalty to the organization and commitment to its long-term success.
- F. Ability to listen, analyze and solicit feedback to insure inclusiveness of differing viewpoints.
- G. Handles conflict with tact and diplomacy, putting the needs of the agency above the desires or individual commissioners.
- H. Sensitive to and tolerant of views and opinions different from their own.
- I. Maintain the respect and cordial working relationship with other commissioners, the CEO and committee staff.
- J. Willing to develop skills they need in order to be an effective Committee Chair.
- K. Takes responsibility and ownership for tasks.



The Committee Chair must be present in person to preside over the meeting. Should the Chair be absent or call in to the meeting, the longest-serving committee member will perform the duties of the Chair for that meeting.

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## BOARD COMMISSIONER JOB DESCRIPTION

<b>Job Title:</b>	Board Commissioner
<b>Responsible To:</b>	Board Chair
<b>Compensation:</b>	Volunteer Service
<b>Staff Responsible:</b>	Chief Executive Officer
<b>Length of Service:</b>	Two Year Term
<b>Time Involvement:</b>	35 to 60 hours per year including servicing on committees, task force and working groups

Revised: ~~January~~

~~2017~~ March 2024

Commissioners represent one of three categories: Public Sector, Target Area and Community Sector. Commissioners from each category are selected based on Article V of Fresno EOC's bylaws.

The Board will support the work of Fresno Economic Opportunities Commission and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

The responsibilities and qualifications listed below is representative of the responsibilities the Board will fulfill. This is not intended to be an exhaustive list.

### RESPONSIBILITIES OF THE BOARD

- A. **Leadership.** It is the board's responsibility to create a vision, and to review it periodically for relevance and validity. Each board member should fully understand and support it.
- B. **CEO Selection.** Hire the organization's Chief Executive Officer, then appoint, review, and (if necessary) dismiss that individual. The board must also ensure that the Chief Executive Officer, who has responsibility for the administration of the organization, receives the moral and professional support he or she needs to further the organization's goals.
- C. **Organization planning.** As steward of the agency, the board must actively participate with the staff in an overall planning process, and oversee implementing the plan's goals.
- D. **Financial oversight.** The board, in order to remain accountable to its funders and the public, and to safeguard its tax-exempt status, must review and approve financial policies and procedures, ensuring that proper financial controls are in place.
- E. **Programs and services.** The board's role in this area is to determine which programs are consistent with the agency's vision, and to monitor and strengthen their effectiveness. By constantly reviewing the organization's work, the board ensures the organization's capacity to carry out its programs.

- F. **Public trust.** The board is an integral link to the community. The board is responsible for ensuring the organization maintains the public's trust by clearly articulating the organization's vision, accomplishments, goals and financial integrity to the public, as well as garnering support from members of the community.
- G. **New Commissioners and board performance.** The board must ensure compliance with the tripartite board requirements and orient new commissioners to their responsibilities, and the organization's history, needs, and challenges. By evaluating its performance, the board can recognize its achievements and determine which areas need to be improved. As the organization grows and improves, the governing board must also evolve to meet changing needs and circumstances.
- H. **Long-term sustainability of the organization.** Ensure that actions taken by the board further the vision and mission of the organization while maintaining the strength of the organization in the long term.

## **MINIMUM QUALIFICATIONS OF COMMISSIONERS**

- A. A resident of Fresno County.
- B. Have a deep desire and interest in assisting low-income and disadvantaged individuals and families overcome poverty.
- C. Be among the mandated 1/3 of Elected Officials.
- D. Be among the mandated 1/3 Private Sector to ensure benefits from board community involvement.
- E. Be among the mandated 1/3 of a low-income population to ensure maximum feasible participation.
- F. Brings a variety of skills, experience, and diversity to the organization.
- G. Have backgrounds and contacts that differ from—but complement—those of the other directors. This diversity is vital to maintaining a “balanced” board composition.
- H. Have concern for the organization's development, and are willing to learn about the substantive program area of the organization.
- I. Are prepared to set aside any potential conflict between their personal or individual business interests or loyalties to support the well-being of the organization.
- J. Have a developed sense of values and personal integrity.
- K. Are sensitive to and tolerant of views and opinions different from their own.
- L. Work well with individuals and groups.
- M. Can listen, analyze, and think clearly and creatively.
- N. Are not hesitant to ask questions.
- O. Are willing to prepare for and attend board and committee meetings.
- P. Will take responsibility and follow through on assignments.
- Q. Can open doors in the community.
- R. Can recruit board members and other volunteers.
- S. Are willing to develop skills they need in order to be effective board members (e.g., the ability to read and understand financial statements).

## **RESPONSIBILITIES OF INDIVIDUAL COMMISSIONERS**

- A. Commissioners have no individual authority separate of the board.

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- B. Commissioners are expected to support decisions of the board, regardless of personal desires and/or opinions.
  - C. Attend all board and committee meetings and functions, adhering to the board attendance policies, and be prepared to participate.
  - D. Stay informed about board and committee matters; review and comment on board and committee packets, minutes and reports.
  - E. Stay informed about the organization's mission, services, policies, and programs.
  - F. Keep up-to-date on developments in the organization's field.
  - G. Follow developments in the community, economy, government, etc. that may affect the organization.
  - H. Serve on committees and offer to take on special assignments.
  - I. Inform others about the organization.
  - J. Get to know other members; build working relationships that contribute to consensus.
  - K. Follow conflict of interest and confidentiality policies.
  - L. Participate actively in the board's annual evaluation and planning efforts.
  - M. Attend organizational events
  - N. Address concerns and questions to the Board Chair and CEO, respecting the protocol of the organization.
  - O. Follow organization policy by referring staff to appropriate management and internal protocols when/if contacted.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Food Services
<b>Consent Agenda Item #:</b> 6XII	<b>Director:</b> Jon Escobar
<b>Subject:</b> Elderly Nutrition Program	<b>Officer:</b> Jack Lazzarini

**Recommended Action**

The Executive Committee recommends ratification for full Board consideration of the Elderly Nutrition Program proposal to the Fresno-Madera Area Agency on Aging (FMAAA) in the amount of up to \$2,700,000 over a one-year period from July 1, 2024, to June 30, 2025.

**Background**

For over 30 years Food Services has provided meals for homebound seniors, in addition to seniors who gather at congregate centers in Fresno and Madera Counties.

For the 2024/2025 Fiscal Year the Fresno-Madera Area Agency on Aging (FMAAA) is requesting proposals from qualified service providers under the Older American Act (OAA) and Older Californians Act programs in Fresno and Madera Counties. Food Services proposes to continue providing Congregate Meals and Home Delivered Meals in Fresno and Madera County through this funding opportunity.

Request for Proposal (RFP) #2425-ENP- Elderly Nutrition Program, Title III C1 AND C2 Funding sources:

- **Older Americans Act Title III C1 Congregate Meals: Maximum of \$700,000**
  - Fresno County \$560,000
  - Madera County \$140,000
- **Older Americans Act Title IIIC2-Home Delivered Meals: Maximum of \$2,000,000**
  - Fresno County \$1,600,000
  - Madera County \$400,000

The proposal was submitted on April 4, 2024, in the amount of \$2,700,000.

**Fiscal Impact**

If awarded this contract would provide an estimated \$2,700,000 in revenue for the 2024/2025 fiscal year.



## **Conclusion**

If ratified by the Board, this item will allow Food Services to enter into a contract with FMAAA if proposal is awarded. If not ratified, Food Services will not accept funding from FMAAA if awarded and the program will not be able to continue providing congregate and home delivered meals to seniors in Fresno and Madera County.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Food Services
<b>Consent Agenda Item #</b> 6XIII	<b>Director:</b> Jon Escobar
<b>Subject:</b> Congregate Nutrition - COVID-19 Emergency Meal Program Contract Amendment	<b>Officer:</b> Jack Lazzarini

**Recommended Action**

The Executive Committee recommends ratification for full Board consideration of the Congregate Nutrition COVID-19 Emergency Meal Program Contract Number 24-0095, Amendment 1 to \$1,050,000. This Amendment reflects an increase of \$250,000, changing the maximum amount of this agreement from \$800,000 to \$1,050,000.

**Background**

The Board approved the Title III C1 Congregate Nutrition COVID-19 Emergency Meal Program Contract at the October 5, 2023, meeting, Agenda Item 13D6.

On February 21, 2024, the Fresno Madera Area Agency on Aging (FMAAA) notified Fresno EOC of the additional funding for the 2023-2024 Emergency Meals Program, due to additional funding through the Older Americans Act.

**Fiscal Impact**

The increase in funding will generate an additional \$250,000 for the 2023-2024 contract year from July 1, 2023, to June 30, 2024.

**Conclusion**

If ratified by the Board, this item will allow Food Services to provide additional meals to clients in the Fresno and Madera County service area who are unable to leave their home to purchase or prepare their own food. If not ratified, additional funding will not be accepted from FMAAA and Food Services will not be able to provide additional meals to homebound clients in Fresno and Madera County.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Sanctuary and Support Services
<b>Consent Agenda Item #:</b> 6XIV	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> 2024 Services for Victims of Human Trafficking Grant	<b>Officer:</b> Sherry Neil

**Recommended Action**

The Executive Committee recommends approval for full Board consideration of the 2024 Services for Victims of Human Trafficking grant application due on April 22, 2024, to the U.S. Department of Justice (OJP), Office for Victims of Crime (OVC) in the amount of \$950,000 for a 3-year project period from October 1, 2024, to September 30, 2027.

**Background**

Since 2009, Fresno EOC has continuously operated the Central Valley Against Human Trafficking (CVAHT) project, administered by the Sanctuary and Support Services program. CVAHT acts as the lead anti-trafficking project in the Central Valley and provides leadership for the Central Valley Freedom Coalition. Through formal partnerships, CVAHT’s region includes Merced, Madera, Fresno, Kings, Tulare, and Kern counties. From 2010-2023, CVAHT and formal partners have identified 2,150 victims of human trafficking which includes 1,790 domestic and 360 foreign nationals. OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To enhance capacity to identify, assist, and provide services to all victims of human trafficking OVC leads the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment. This opportunity provides funding for services to victims of human trafficking.

Fresno EOC’s application is identified as Purpose Area 2: Enhancing Access to Comprehensive Services for Human Trafficking Victims. Under Purpose Area 2, awards will be made to victim service organizations with a demonstrated history of serving human trafficking victims with a comprehensive range of direct services.

This grant will support survivors in need of comprehensive services including, but not limited to, trauma response and case management. Services are available to survivors of all forms of human trafficking (labor and sex trafficking).

## **Fiscal Impact**

This funding will support personnel costs, travel, training, direct services, and other operating costs. A non-federal match of 25% is required and coming from the CA Office of Emergency Services (CalOES) and Slave 2 Nothing (S2N) in the amount of \$316,667.

## **Conclusion**

If approved by the Board, this item will expand capacity for CVAHT to serve victims of human trafficking. If not approved, CVAHT will not accept funding if grant is awarded and will not be able to continue providing comprehensive services and case management to victims of human trafficking.

Fresno EOC - Sanctuary and Support Services Central Valley Against Human Trafficking OVC 2024 Services for Victims of Human Trafficking	FY 2024-2025 Budget Period 10/1/2024 - 9/30/2025 YEAR 1	FY 2025-2026 Budget Period 10/1/2025 - 9/30/2026 YEAR 2	FY 2026-2027 Budget Period 10/1/2026 - 9/30/2027 YEAR 3	Required Matching Funds - 25% (CalOES & S2N)	Total Program Budget
Personnel	\$ 136,102	\$ 140,180	\$ 144,406	\$ 128,940	\$ 549,628
Sanctuary Director - .08 FTE					
Central Valley Against Human Trafficking Program Manager - .15 FTE					
Anti-Human Trafficking Case Manager/Advocate - 2 FTE					
Human Trafficking Outreach Coordinator - 0.35 FTE					
Office Assistant (.15 FTE)					
Program Assistant (0.10 FTE)					
Fringe Benefits	\$ 71,010	\$ 75,627	\$ 80,612	\$ 62,599	\$ 289,848
Travel/Training	\$ 44,338	\$ 5,004	\$ 5,004	\$ -	\$ 54,346
Supplies	\$ 7,700	\$ 4,100	\$ 4,100	\$ 1,168	\$ 17,068
Contractual	\$ -	\$ -	\$ -	\$ 74,100	\$ 74,100
Procurement	\$ 2,480	\$ 2,480	\$ 2,480	\$ 900	\$ 8,340
Other Operating Expenses	\$ 24,304	\$ 20,604	\$ 20,604	\$ 8,100	\$ 73,612
Direct Services	\$ 26,400	\$ 26,400	\$ 26,400	\$ 40,860	\$ 120,060
Total Direct Charges	\$ 312,334	\$ 274,395	\$ 283,606	\$ 316,667	\$ 1,187,002
Indirect Charges	\$ 26,174	\$ 26,285	\$ 27,206	\$ -	\$ 79,665
TOTALS	\$ 338,508.00	\$ 300,680.00	\$ 310,812.00	\$ 316,667.00	\$ 1,266,667

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Transit Systems
<b>Consent Agenda Item #:</b> 6XV	<b>Director:</b> Thomas Dulin
<b>Subject:</b> Transit 5.12 Drug and Alcohol Policy	<b>Officer:</b> Jack Lazzarini

**Recommended Action**

The Executive Committee recommends review and approval for full Board consideration of the revised Transit 5.12 Drug and Alcohol Policy.

**Background**

Effective June 2, 2023, legislation concerning Part 40, which governs federal drug and alcohol collection standards, was enacted. This legislation amended the regulations of the Federal Transit Administration (FTA) and the Federal Motor Carrier Safety Administration (FMCSA) regarding drug and alcohol collection.

This policy was last approved on December 16, 2020, by the Board of Commissioners. These amendments permit the collection of oral fluid instead of urine samples, particularly in cases of observed collection. Additionally, the legislation includes language addressing the collection of specimens for transgender or nonbinary individuals during observed collection.

To ensure compliance and clarity amidst these regulatory changes, we engaged with RLS & Associates, experts in Drug and Alcohol policies for transit agencies. Based on their recommendations, we have made the below adjustments to our current policy:

1. Revisions to ensure compliance with the June 2, 2023, legislation.
2. Separation of FTA and FMCSA regulations into distinct policies to mitigate potential confusion.
3. Revision of Attachment A to specify job duties requiring drug and alcohol testing by Job Title.
4. Amendment of Attachment B to eliminate the necessity for additional board approval when there's a change in the Designated Employer Representative (DER) individual for this policy.



## **Fiscal Impact**

Action on this agenda item will have no fiscal impact.

## **Conclusion**

If approved by the Board, this item will replace the current Transit 5.12 Drug and Alcohol Policy. If not approved, the policy will remain outdated and potentially non-compliant with current regulations.

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**5.12 FMCSA DRUG AND ALCOHOL TESTING POLICY**  
**Fresno Economic Opportunities Commission Transit Systems**  
**Adopted as of [MONTH DD, YEAR]**

**A. PURPOSE**

- 1) The Fresno Economic Opportunities Commission Transit Systems provides public transit and paratransit services for the residents of Fresno County and Madera County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Fresno EOC Transit Systems declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transportation industry. Specifically, the Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation has published 49 CFR Part 382, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test; and The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Fresno EOC Transit Systems and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Fresno EOC Transit Systems will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

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This policy applies to every person whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under FMCSA (Part 382), you are a covered safety-sensitive employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

### **C. DEFINITIONS**

*Actual Knowledge:* means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in § 382.121. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing under § 382.307. As used in this section, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.

*Adulterated specimen:* A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

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*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Alternate specimen:* An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Clearinghouse:* The FMCSA database that 49 CFR Part 382 requires employers and service agents to report information to, and to query, regarding CDL drivers who are subject to the DOT controlled substance and alcohol testing regulations.

*Collection Site:* A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

*Commerce means:*

1. Any trade, traffic or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States; or
2. Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in paragraph (1) of this definition.

*Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse)* means the FMCSA database that subpart G of 49 CFR Part 382 requires employers and service agents to report information to and to query regarding drivers who are subject to the DOT controlled substance and alcohol testing regulations.

*Commercial motor vehicle* means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle

1. Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
2. Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act

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(49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FMCSA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Cutoff:* The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 382.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is

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available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Driver* means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

*Employee*: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

*Evidential Breath Testing Device (EBT)*: A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

*Initial Drug Test*: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test*: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

*Invalid Result*: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory*: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

*Limit of Detection (LOD)*: The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

*Limit of Quantification (LOQ)*: For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

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**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

**Negative result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-negative specimen:** A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

**Oral Fluid Specimen:** A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

**Oxidizing Adulterant:** A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive result:** The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

**Primary specimen:** In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

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**Prohibited drug:** Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

**Reconfirmed:** The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

**Rejected for Testing:** The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

**Safety-sensitive function** means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by §§ 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of § 393.76 of this subchapter);
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Specimen:** Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

**Specimen Bottle:** The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

**Split Specimen:** In drug testing, the specimen that is sent to a first laboratory

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and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split specimen collection:* A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection .
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.

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- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Undiluted (neat) oral fluid:* An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

*Urine specimen:* Urine collected from an employee at the collection site for the purpose of a drug test.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

#### **D. EDUCATION AND TRAINING**

- 1) Fresno EOC Transit Systems will provide educational materials that explain the requirements of Part 382 as well as this policy. Fresno EOC Transit Systems will ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

The materials to be made available to drivers shall include what is provided in this policy document in addition to a detailed discussion the following:

- 1) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances

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- problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and
- 2) The requirement that the following personal information collected and maintained under Part 382 and this policy shall be reported to the FMCSA Clearinghouse:
    - a. A verified positive, adulterated, or substituted drug test result;
    - b. An alcohol confirmation test with a concentration of 0.04 or higher;
    - c. A refusal to submit to any test required by subpart C of this part;
    - d. An employer's report of actual knowledge, as defined at §382.107;
    - e. On duty alcohol use pursuant to §382.205;
    - f. Pre-duty alcohol use pursuant to §382.207;
    - g. Alcohol use following an accident pursuant to §382.209; and
    - h. Controlled substance use pursuant to §382.213;
    - i. A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
    - j. A negative return-to-duty test; and
    - k. An employer's report of completion of follow-up testing.
  - 3) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 382 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
  - 4) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.

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- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

USDOT drug testing regulations (49 CFR Part 40) require that all employees covered under FMCSA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Fresno EOC Transit Systems supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.

- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The FRESNO ECONOMIC OPPORTUNITIES COMMISSION shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Fresno EOC Transit Systems, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.

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- 8) Consistent with the Drug-free Workplace Act of 1988, all Fresno EOC Transit Systems employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including agency premises and agency vehicles.

## **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Fresno EOC Transit Systems management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

## **H. TESTING REQUIREMENTS**

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FMCSA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Fresno EOC Transit Systems authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Fresno EOC Transit Systems. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed

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- in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
  - 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Fresno EOC Transit Systems. If a legitimate explanation is found, the MRO will report the test result as negative.
  - 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
  - 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49

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CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Fresno EOC Transit Systems will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Fresno EOC Transit Systems will seek reimbursement for the split sample test from the employee.

6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Fresno EOC Transit Systems that there was not an adequate medical explanation for the result;
- ii. The MRO reports to Fresno EOC Transit Systems that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));

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- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at

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- least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Fresno EOC Transit Systems affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
  - 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FMCSA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FMCSA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Part 40 and 382. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FMCSA authority or company authority submits a drug test with a verified positive

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result, the employee shall be subject to disciplinary action in accordance with this policy.

- e. If a pre-employment test is canceled, Fresno EOC Transit Systems will require the applicant to take and pass another pre-employment drug test.
- f. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- g. Applicants are required (even if ultimately not hired) to provide *Fresno EOC Transit Systems* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Fresno EOC Transit Systems* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Fresno EOC Transit Systems proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Part 40.

## 2) FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- I. The driver has participated in a DOT testing program within the previous 30 days; and
- II. While participating in that program, either:
  - a. Was drug tested within the past six months (from the date of application with the employer), or
  - b. Participated in the random drug testing program for the previous 12 months (from the date of application with the employer); and
- III. The Fresno EOC Transit Systems can ensure that no prior employer of the driver of whom Fresno EOC Transit Systems has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months

**L. REASONABLE SUSPICION TESTING**

- 1) All Fresno EOC Transit Systems FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Fresno EOC Transit Systems' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Fresno EOC Transit Systems shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Fresno EOC Transit Systems
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Fresno EOC Transit Systems shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Fresno EOC Transit Systems. **Since the employee self-**

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referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

## **M. POST-ACCIDENT TESTING**

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

FATAL ACCIDENTS – As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

NON-FATAL ACCIDENTS – As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

### **General Accident Procedures:**

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The appropriate supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Fresno EOC Transit Systems is unable to perform an FMCSA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Fresno EOC Transit Systems may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.

- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FMCSA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered employees that fall under the FMCSA regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Fresno EOC Transit Systems authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Fresno EOC Transit Systems' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

Fresno EOC Transit Systems will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the agency, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The

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SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:

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- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
  - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.
  - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for twenty-four hours, or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

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6) FMCSA Procedures for Voluntary Self-Identification

Any covered employee who has a drug and/or alcohol use problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the [designated person or department], who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

**R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

**S. PROPER APPLICATION OF THE POLICY**

Fresno EOC Transit Systems is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

**T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Fresno EOC Transit Systems Drug and Alcohol Program Manager and, except as provided

below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Fresno EOC Transit Systems or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken

11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FMCSA.

This Policy was adopted by the *Fresno EOC Transit Systems 'Board of Directors* on 11/07/2007.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on September 27, 2017.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on January 01, 2020.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on December 16, 2020.

*This Policy was revised and adopted by the Fresno EOC Board of Commissioners on XXXXXX XX, 202X*

*[APPLICABLE SIGNATURES]*

## Attachment A

Job Title	Job Duties	Testing Authority
Safety and Training Manager	<ul style="list-style-type: none"> <li>• Driving a commercial motor vehicle which requires the driver to have a CDL</li> </ul>	FMCSA
Maintenance Manager	<ul style="list-style-type: none"> <li>• Inspecting, servicing, or conditioning any commercial motor vehicle</li> <li>• Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle</li> </ul>	FMCSA
Transit Supervisors	<ul style="list-style-type: none"> <li>• Driving a commercial motor vehicle which requires the driver to have a CDL</li> </ul>	FMCSA
Mechanic	<ul style="list-style-type: none"> <li>• Inspecting, servicing, or conditioning any commercial motor vehicle</li> <li>• Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle</li> </ul>	FMCSA
Road Safety Coordinator	<ul style="list-style-type: none"> <li>• Driving a commercial motor vehicle which requires the driver to have a CDL</li> </ul>	FMCSA
Commercial Drivers	<ul style="list-style-type: none"> <li>• Driving a commercial motor vehicle which requires the driver to have a CDL</li> <li>• Waiting to be dispatched to operate a commercial motor vehicle</li> <li>• Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle</li> </ul>	FMCSA

## **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy including but not limited to, SAP Referral Services, Drug and Alcohol Program Administrator (third party if applicable) contact information, and HHS Certified Laboratory should be directed to the following:

Fresno EOC Transit Systems Designated Employer Representative  
Fresno EOC Transit Systems Safety and Training Department  
Address: 3110 W. Nielsen Ave; Fresno, Ca. 93706  
Telephone Number: 559-486-6587 Fax Number: 559-485-5379

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**5.12 FTA DRUG AND ALCOHOL TESTING POLICY**  
**Fresno Economic Opportunities Commission Transit Systems**  
**Adopted as of [XXXXX XX, 202X]**

**A. PURPOSE**

- 1) The Fresno Economic Opportunities Commission Transit Systems provides public transit and paratransit services for the residents of Fresno County and Madera County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Fresno EOC Transit Systems declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug testing and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test; and The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Fresno EOC Transit Systems and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Fresno EOC Transit Systems will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

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Under FTA (Part 655), you are a covered employee if you perform any of the following:

- Operation of revenue service vehicle, including when the vehicle is not in revenue service.
- Maintenance of a revenue service vehicle or equipment used in revenue service.
- Security personnel who carry firearms.
- Controlling dispatch or movement of revenue service vehicles and
- Any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate.

Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service.

A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors and Managers are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS & ABBREVIATIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Alcohol use:* The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

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**Aliquot:** A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

**Alternate specimen:** An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

**Breath Alcohol Technician (BAT):** A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

**Cancelled Test:** A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

**CDL:** Commercial Drivers License

**Chain of custody.** The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.

**Collection Site:** A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

**Confirmatory Drug Test:** A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Confirmatory Validity Test:** A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

**Covered Employee Under FTA Authority:** An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

**Cutoff:** The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

**Designated Employer Representative (DER):** An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test

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results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Employee:* Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

*Evidential Breath Testing Device (EBT):* A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on Office of Drug & Alcohol Policy & Compliance’s (ODAPC) Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

*Initial Drug Test:* The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

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**Initial Specimen Validity Test:** The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid.

**Invalid Result:** The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

**Laboratory:** Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

**Limit of Detection (LOD):** The lowest concentration at which the analyte (e.g., drug or drug metabolite).

**Limit of Quantification (LOQ):** For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

**Negative result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-negative specimen:** A specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

**Oral Fluid Specimen:** A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

**Oxidizing Adulterant:** A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive result:** The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

**Primary specimen:** In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

**Prohibited drug:** Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

**Reconfirmed:** The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

**Rejected for Testing:** The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

**Revenue Service Vehicles:** All transit vehicles that are used for passenger transportation service.

**Safety-sensitive functions:** (FTA) Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.

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- (4) Controlling dispatch or movement of a revenue service vehicle.
- (5) Carrying a firearm for security purposes.

*Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.*

*Specimen Bottle:* The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

*Split Specimen:* In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee’s request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split specimen collection:* A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection, fail to permit monitoring or observation of your provision of a specimen.

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- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Undiluted (neat) oral fluid:* An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

*Urine specimen:* Urine collected from an employee at the collection site for the purpose of a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Fresno EOC Transit Systems supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having

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an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.

- a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
  - i. The employee's alcohol concentration measures less than 0.02; or
  - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Fresno EOC Transit Systems, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Fresno EOC Transit Systems employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

## **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Fresno EOC Transit Systems management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

## **H. TESTING REQUIREMENTS**

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Fresno EOC Transit Systems authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Fresno EOC Transit Systems. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the

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confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Fresno EOC Transit Systems. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Fresno EOC Transit Systems will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Fresno EOC Transit Systems will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Fresno EOC Transit Systems that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to Fresno EOC Transit Systems that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
  - v. The temperature on the original urine specimen was out of range;
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
  - vii. All follow-up-tests; or
  - viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

**J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Fresno EOC Transit Systems affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

## **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
  - e. If a pre-employment test is canceled, Fresno EOC Transit Systems will require the applicant to take and pass another pre-employment drug test.
  - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

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- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Fresno EOC Transit Systems with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Fresno EOC Transit Systems is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Fresno EOC Transit Systems proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Fresno EOC Transit Systems FTA/FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Fresno EOC Transit Systems' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Fresno EOC Transit Systems shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves

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and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Fresno EOC Transit Systems.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Fresno EOC Transit Systems shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Fresno EOC Transit Systems. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

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- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

#### **General Accident Procedures:**

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

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In the rare event that Fresno EOC Transit Systems is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Fresno EOC Transit Systems may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Fresno EOC Transit Systems authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Fresno EOC Transit Systems' authority, a non-DOT random alcohol

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test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.

- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **O. RETURN-TO-DUTY TESTING**

Fresno EOC Transit Systems will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. In the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee will require a return-to-duty drug test, alcohol test, or both.

## **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute

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a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug test, an alcohol test of 0.04 or above, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAPs) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
  - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine collection, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
  - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.

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- j. Possess or wear a prosthetic or other device used to tamper with the collection process.
- k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
- l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours, or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a Non-DOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
  - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Fresno EOC Transit Systems employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Fresno EOC Transit Systems and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
  - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal

**regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**

- e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Fresno EOC Transit Systems.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

**R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

**S. PROPER APPLICATION OF THE POLICY**

Fresno EOC Transit Systems is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

**T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Fresno EOC Transit Systems Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration

records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Fresno EOC Transit Systems or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken.
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Fresno EOC Transit Systems 'Board of Directors* on 11/07/2007.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on September 27, 2017.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on January 01, 2020.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on December 16, 2020.

*This Policy was revised and adopted by the Fresno EOC Board of Commissioners on XXXXXX XX, 202X*

*[APPLICABLE SIGNATURES]*

## Attachment A

<b>Job Title</b>	<b>Job Duties</b>	<b>Testing Authority</b>
Safety and Training Manager	<ul style="list-style-type: none"><li>• Operation of non-revenue vehicle requiring CDL</li></ul>	FTA
Maintenance Manager	<ul style="list-style-type: none"><li>• Maintenance of a revenue service vehicle or equipment used in revenue service</li></ul>	FTA
Transit Supervisors	<ul style="list-style-type: none"><li>• Operation of revenue vehicle</li><li>• Operation of non-revenue vehicle requiring CDL</li></ul>	FTA
Dispatcher	<ul style="list-style-type: none"><li>• Controlling dispatch or movement of revenue service vehicles</li></ul>	FTA
Mechanic	<ul style="list-style-type: none"><li>• Maintenance of a revenue service vehicle or equipment used in revenue service</li></ul>	FTA
Road Safety Coordinator	<ul style="list-style-type: none"><li>• Operation of revenue vehicle</li><li>• Operation of non-revenue vehicle requiring CDL</li></ul>	FTA
Commercial Drivers	<ul style="list-style-type: none"><li>• Operation of revenue vehicle</li><li>• Operation of non-revenue vehicle requiring CDL</li></ul>	FTA

## **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy including but not limited to, SAP Referral Services, Drug and Alcohol Program Administrator (third party if applicable) contact information, and HHS Certified Laboratory should be directed to the following:

Fresno EOC Transit Systems Designated Employer Representative  
Fresno EOC Transit Systems Safety and Training Department  
Address: 3110 W. Nielsen Ave; Fresno, Ca. 93706  
Telephone Number: 559-486-6587 Fax Number: 559-485-5379

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Program Planning & Development
<b>Consent Agenda Item #:</b> 6XVI	<b>Director:</b> Ana Medina
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Michelle Tutunjian

**Recommended Action**

The information presented in the Grant Tracker is intended to keep the Board apprised of program grant activity.

**Background**

The below information are updates from the last grant tracker presented on March 4, 2024.

<b>Not Awarded</b>					
<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Summary</b>	<b>Not Awarded Reason</b>
Food Services – Food Distributions	Sierra Grant Program	Bank of the Sierra	\$5,000	Funding food distributions for 2023.	Too many applications to fund
Health Services	Fresno HOPE	Fresno HOPE Pathways Community Hub	\$325,000	Funding will support care coordination agencies employing community health workers, utilizing the Pathways Community HUB Institute™ Model.	Not Available

Fresno County Economic Opportunities Commission  
Grant Tracker  
Monday, April 8, 2024

2024 AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
1/31/2024	LCC - Local Conservation Corps (LCC)	FY2023 Community Project Funding/Congressionally Directed Spending	Congress Appropriations	\$500,000	This will fund vehicle and heavy equipment for in-the-field student learning.	1/22/2024	N/A	\$500,000
1/16/2024	Health Services - AFLP	2024-25 Title X Family Planning Services	Essential Access Health	\$464,531	Title X funding is awarded to subrecipients across the nation to provide low-income women and men below 250% of poverty with quality sexual and reproductive health care services.	1/22/2024	2/5/2024	\$464,531
11/27/2023	Health Services - Community Health Center	Mpox Community-Based Organization Grant	The CA Department of Public Health	\$55,000	Funding will support Mpox vaccine administration, vaccine outreach/education and testing activities to communities at-risk for Mpox.	N/A	3/19/2024	\$55,000
2/14/2024	Health Services	2024 Public Awareness and Community Outreach Campaign Services	The Office of Community Partnerships and Strategic Communications (OCPSC)	\$600,000	To effectively reach and engage Californians, especially those experiencing the greatest health and social inequities.	3/4/2024	3/18/2024	\$600,000
2/9/2024	Sanctuary and Support Services - LGBTQ+ Resource Center	American Rescue Plan Act for Community Based Organizations	City of Fresno	\$100,000	Funding will support general operating costs for the LGBTQ+ Resource Center.	N/A	3/7/2024	\$100,000
6/13/2023	Training and Employment	One Fresno Youth Jobs Corps Program Worksites	City of Fresno	\$300,000	Provision of work experience for Fresno youth for a 6-month period.	6/26/2023	2/1/2024	\$200,000
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	\$2,350,438	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.	2/21/2024	1/29/2024	\$2,019,622
1/31/2024	LCC - Local Conservation Corps (LCC)	Local Conservation Corps SB 1013	State of California Employment Development Department	\$799,665	Connect participants and applicants of Goods Job Challenge with resources, including high school equivalency programs and vocational plans.	3/18/2024	2/28/2024	\$799,665
6/20/2023	Training and Employment	CERF Economic Development Pilot	State of California Employment Development Department	\$150,000	Connect participants and applicants of Goods Job Challenge with resources, including high school equivalency programs and vocational plans.	3/18/2024	3/1/2024	\$150,000

2023 NOT AWARDED							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
11/15/2023	Health Services	Fresno HOPE	Fresno HOPE Pathways Community Hub	\$325,000	Funding will support care coordination agencies employing community health workers, utilizing the Pathways Community HUB Institute™ Model.	12/7/2023	3/26/2024
8/7/2023	Food Services - Food Distributions	Sierra Grant Program	Bank of the Sierra	\$5,000	Funding food distributions for 2023.	N/A	3/12/2024
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	1/17/2024

PENDING GRANTS							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
Grants In Progress							
4/2/2024	Sanctuary and Support Services - Homeless Services	FY25 Community Projects (Costa) - Homeless Meal Distribution	House Appropriations Committee	TBD	Homeless and Community Meal Distribution Program.	N/A	TBD
4/2/2024	Training and Employment	FY25 Community Projects (Costa) - Workforce Development	House Appropriations Committee	\$1,500,000	Workforce Training Program with a focus on energy efficiency, solar and electrification.	N/A	TBD
4/16/2024	Health Services - Tobacco Education Program	CG 24-10056 Advancing Tobacco Cessation in Community Clinics Project (ATCP) Cohort 3	California Department of Public Health, California Tobacco Control Program	\$81,000	The purpose of the Advancing Tobacco Cessation in Community Clinics Project (ATCP) Cohort 3 is to measurably reduce tobacco use within the funded clinic populations. Achieving this outcome will decrease tobacco use disparities and reduce the burden of tobacco-related diseases.	N/A	TBD
4/22/2024	Sanctuary and Support Services - CVAHT	OVC FY 2024 Services for Victims of Human Trafficking	Office for Victims of Crime (OVC)	\$440,000	The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, including those that provide trauma-informed services.	4/8/2024	9/30/2024
4/30/2024	Food Services - Free Meals for Kids	No Kid Hungry Summer Grant	No Kid Hungry	\$15,000	The No Kid Hungry Community Nutrition Grant Opportunity will provide funding to community organizations and government entities to maximize the child nutrition programs to ensure children and families have access to healthy meals at school and at home during the school year and/or summer months.	N/A	TBD
5/1/2024	Health Services - Dental Care for Kids	School-Based and School-Linked Initiatives to Improve Oral Health	CareQuest Institute	\$125,000	CareQuest Institute is seeking to fund projects that are engaging schools to address systemic barriers to oral health, inclusive of access, for children and their families.	N/A	TBD
3/22/2024	Stop the Violence	Gang Intervention Proposal for FUSD	FUSD	\$73,000	STV will conduct gang intervention programming and mentoring at FUSD school sites (sites to be determined)	N/A	TBD
Grants Submitted							
3/20/2024	Advancing Fresno County Guaranteed Income	Mayors for a Guaranteed Income Proposal	Mayors for a Guaranteed Income	\$15,000	Funds will help the GI program provide gift cards to evaluation survey respondents.	N/A	TBD
3/11/2024	Foster Grandparent Program	FY2024 AmeriCorps Seniors Q4 Foster Grandparent Program Continuation or Renewal	AmeriCorps	\$495,000	Funding will support the continuation of Foster Grandparents. Older adults 55+ and over volunteer to mentor and tutor for low-income students in Fresno County.	2/7/2024	6/1/2024
2/27/2024	Training and Employment - Valley Apprenticeship Connections (VAC)	Career Skills Training	Department of Energy	\$1,081,250	Funding for job training to gain industry-recognized certifications in energy efficiency sector.	1/22/2024	5/20/2024
3/4/2024	Food Services - Food Distributions	Kaiser Permanente Food & Nutrition Security Grant	Kaiser Permanente	\$25,000	Funding will expand capacity in rural communities to new partners and schools in Riverdale and Five Points providing 3,600 low-income families with nutritious, healthy, and fresh food commodities.	N/A	TBD

3/1/2024	Sanctuary and Support Services - LGBTQ+ Resource Center	2024 wayOut Grant	wayOUT	\$112,740	Funding will support general operating costs for the LGBTQ+ Resource Center, including case management, drop-in services, and mental health workshops.	N/A	4/1/2024
3/1/2024	Food Services - Food Distributions	Open Call Grant Application Clif Family Foundation	Clif Family Foundation	\$50,000	Funding for operational support with areas of focus: Strengthen our food system, Enhance equitable community health outcomes, Safeguard our environment and natural resources	N/A	TBD
2/1/2024	Foster Grandparent Program	FY2024 AmeriCorps Foster Grandparents Program Replacement and Expansion Opportunity	AmeriCorps	\$360,000	Funding will expand capacity to service low-income program participants in rural areas of Fresno County.	2/7/2024	4/1/2024
1/29/2024	Sanctuary and Support Services - CVAHT	Human Trafficking Victim Assistance	Cal OES	\$899,999	This grant will fund trauma-informed, supportive services for victims of human trafficking, including shelter, case management, and emergency assistance.	1/22/2024	TBD
1/9/2024	Sanctuary and Support Services - Homeless Services	Homeless, Housing, Assistance, and Prevention (HHAP)	County of Fresno Department of Social Services	\$4,368,334	Funding will support Bridge & Rapid Rehousing services.	1/22/2024	4/23/2024
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.	9/25/2023	TBD
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	TBD
8/8/2023	Food Services - Food Distributions	Costco Charitable Giving Grant	Costco Wholesale	\$7,500	Funding food distributions for 2023.	N/A	TBD
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



BOARD OF COMMISSIONERS MEETING

<b>Date:</b> April 15, 2024	<b>Program:</b> Human Resources
<b>Consent Agenda Item #:</b> 6XVII	<b>Director:</b> N/A
<b>Subject:</b> Human Resources Quarterly Summary Report	<b>Officer:</b> Nelson Dibie

**Recommended Action**

The information presented below is intended to keep the Board apprised with a high-level snapshot of Human Resources activity. The following information is provided in these reports:

**Background**

On a quarterly basis, staff provide the Committee with a high-level snapshot of Human Resources activity. A summary of findings and detailed reports are provided on the following:

- Employee Overview
  - Active Staff
  - Separations
  - Agency Demographics
- Talent Acquisition
  - New Hires
  - Promotions
  - Job Fairs
- Benefits Enrollments
  - Enrollment Details
- Safety & Worker’s Compensation
  - Injuries
  - Near Misses

**Fiscal Impact**

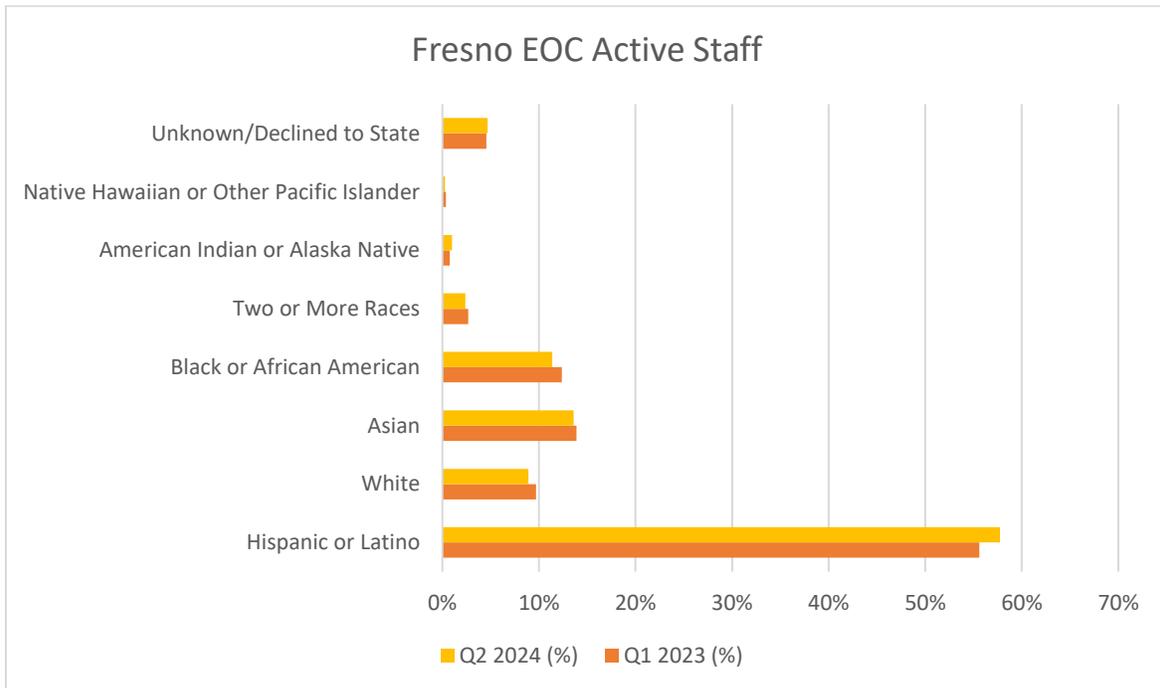
Action on this agenda item will have no fiscal impact.

# Fresno EOC Demographics

Quarter 1

January 1, 2024 through March 31, 2024

Fresno EOC Active Staff		
Ethnicity	Q1 2023 (%)	Q1 2024 (%)
Hispanic or Latino	56%	58%
White	10%	9%
Asian	14%	14%
Black or African American	12%	11%
Two or More Races	3%	2%
American Indian or Alaska Native	1%	1%
Native Hawaiian or Other Pacific Islander	0%	0%
Unknown/Declined to State	5%	5%
<b>Total</b>	<b>1050</b>	<b>1089</b>

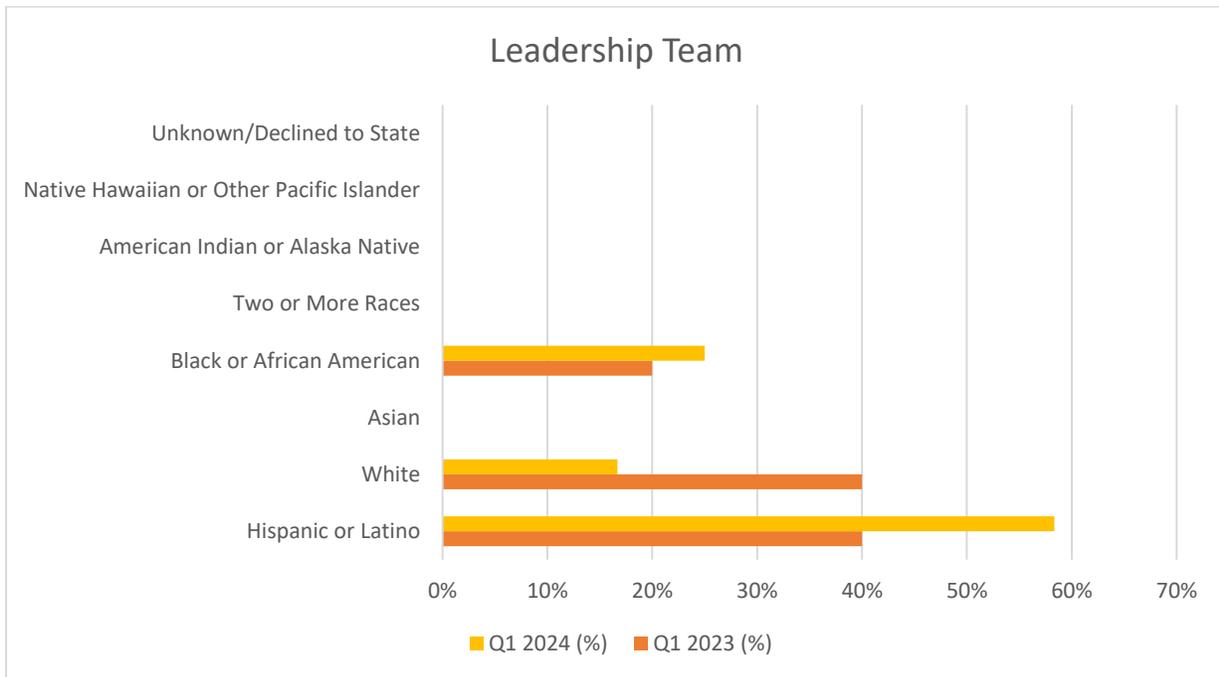


# Fresno EOC Leadership Team & Program Director Demographics

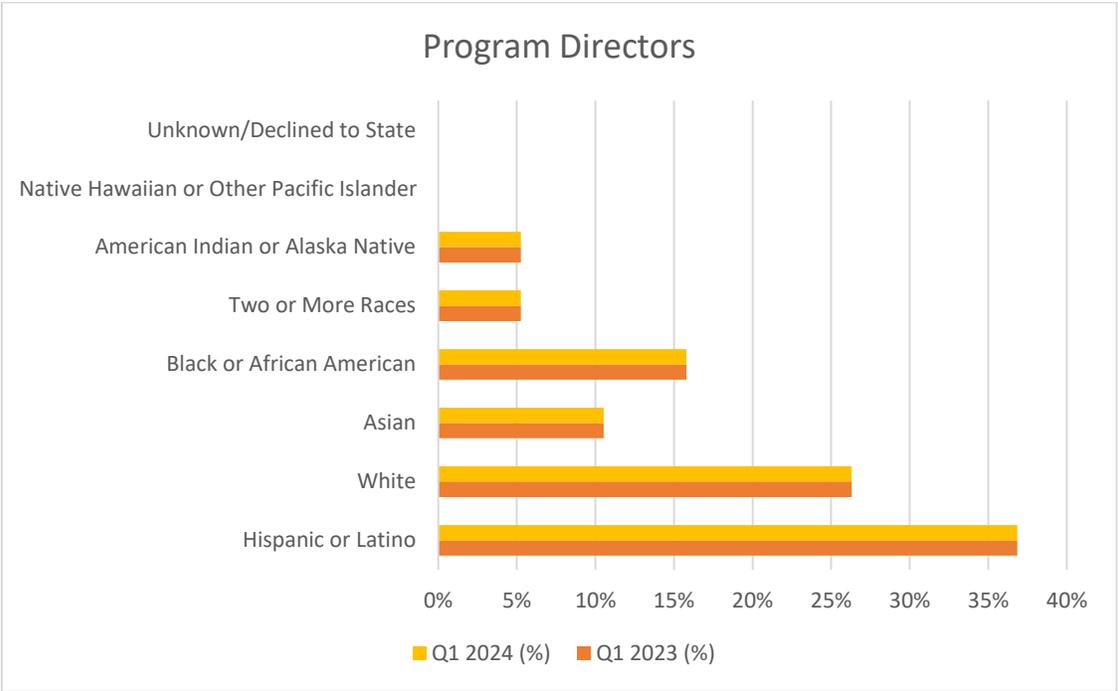
Quarter 1

January 1, 2024 through March 31, 2024

Leadership Team		
Ethnicity	Q1 2023 (%)	Q1 2024 (%)
Hispanic or Latino	40%	58%
White	40%	17%
Asian	0%	0%
Black or African American	20%	25%
Two or More Races	0%	0%
American Indian or Alaska Native	0%	0%
Native Hawaiian or Other Pacific Islander	0%	0%
Unknown/Declined to State	0%	0%



Program Directors		
Ethnicity	Q1 2023 (%)	Q1 2024 (%)
Hispanic or Latino	37%	37%
White	26%	26%
Asian	11%	11%
Black or African American	16%	16%
Two or More Races	5%	5%
American Indian or Alaska Native	5%	5%
Native Hawaiian or Other Pacific Islander	0%	0%
Unknown/Declined to State	0%	0%

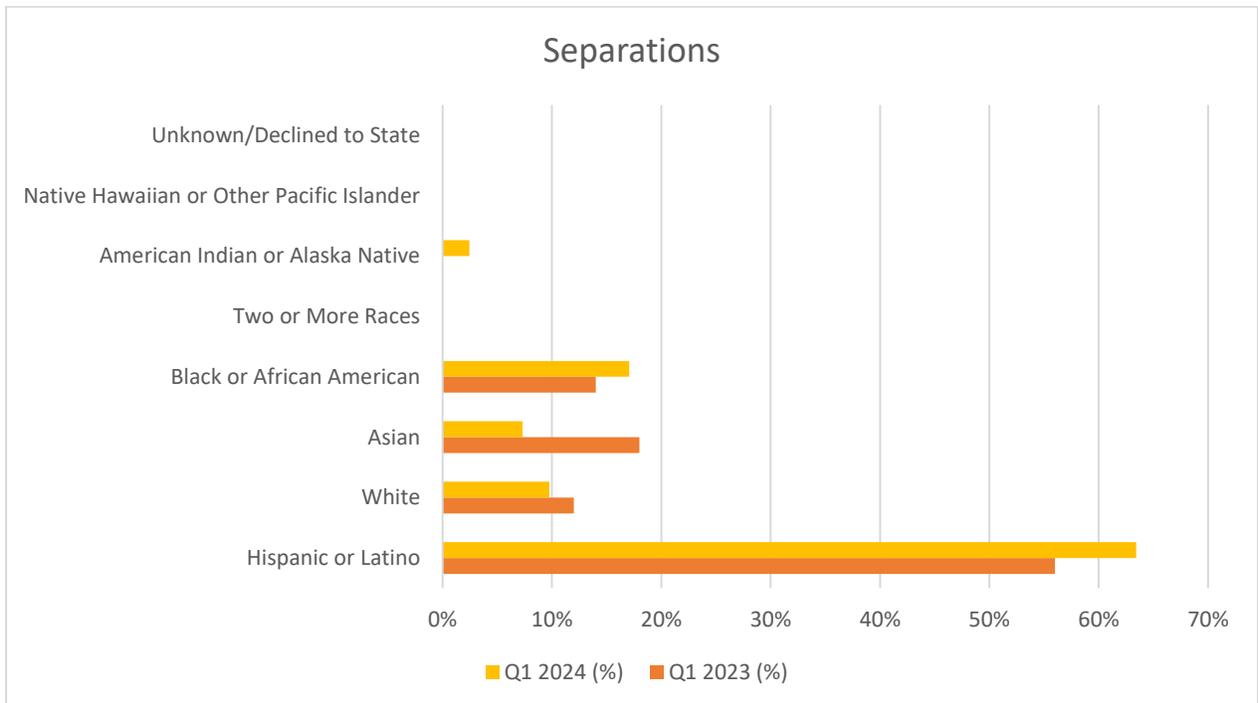


# Fresno EOC Separations

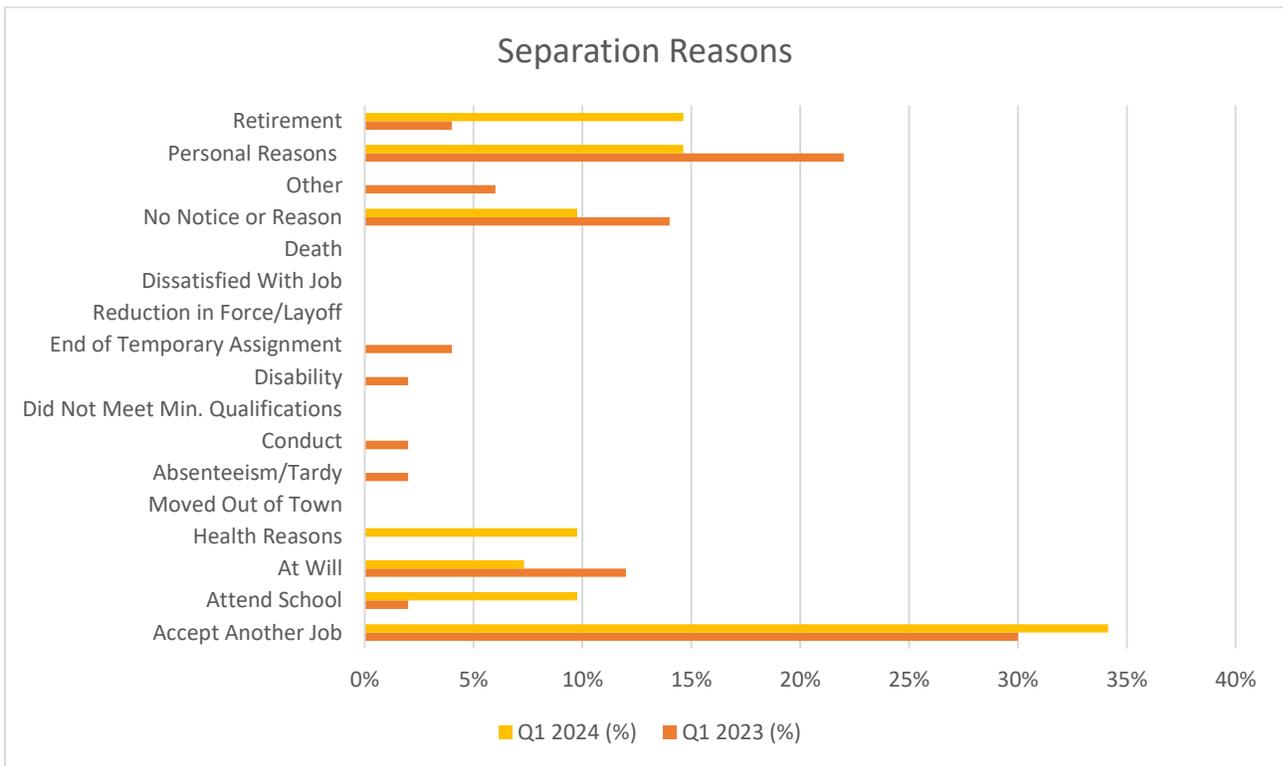
Quarter 1

January 1, 2024 through March 31, 2024

Fresno EOC Separations		
Ethnicity	Q1 2023 (%)	Q1 2024 (%)
Hispanic or Latino	56%	63%
White	12%	10%
Asian	18%	7%
Black or African American	14%	17%
Two or More Races	0%	0%
American Indian or Alaska Native	0%	2%
Native Hawaiian or Other Pacific Islander	0%	0%
Unknown/Declined to State	0%	0%
<b>Total</b>	<b>50</b>	<b>41</b>



Fresno EOC Separation Reasons		
Reason	Q1 2023 (%)	Q1 2024 (%)
Accept Another Job	30%	34%
Attend School	2%	10%
At Will	12%	7%
Health Reasons	0%	10%
Moved Out of Town	0%	0%
Absenteeism/Tardy	2%	0%
Conduct	2%	0%
Did Not Meet Min. Qualifications	0%	0%
Disability	2%	0%
End of Temporary Assignment	4%	0%
Reduction in Force/Layoff	0%	0%
Dissatisfied With Job	0%	0%
Death	0%	0%
No Notice or Reason	14%	10%
Other	6%	0%
Personal Reasons	22%	15%
Retirement	4%	15%
<b>Total</b>	<b>50</b>	<b>41</b>

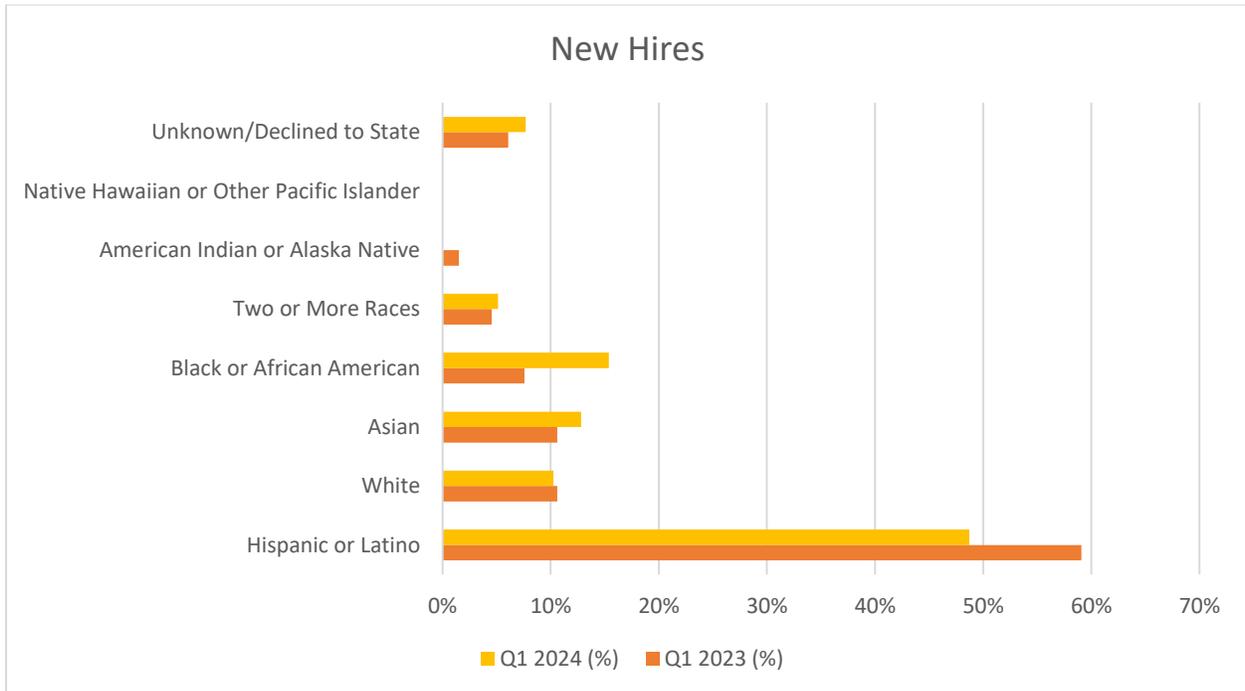


# Fresno EOC New Hires

Quarter 1

January 1, 2024 through March 31, 2024

Fresno EOC New Hires		
Ethnicity	Q1 2023 (%)	Q1 2024 (%)
Hispanic or Latino	59%	49%
White	11%	10%
Asian	11%	13%
Black or African American	8%	15%
Two or More Races	5%	5%
American Indian or Alaska Native	2%	0%
Native Hawaiian or Other Pacific Islander	0%	0%
Unknown/Declined to State	6%	8%
<b>Total</b>	<b>66</b>	<b>39</b>



**Time to Hire - Time to Fill January 1, 2024 - March 31, 2024**

VACANCY	PROGRAM/ DEPARTMENT	APPLICANT TYPE	GENDER	ETHNICITY	REQUISITION DATE	APPLICATION RECEIVED	DATE OF HIRE	TIME TO HIRE	TIME TO FILL
Navigation Center Coordinator	Navigation Assistance Center	Promotion	Female	Hispanic or Latino	02/27/2024	02/27/2024	3/11/2024	13	13
ECE Coordinator	Head Start 0 to 5	Promotion	Male	Not Specified	12/18/2023	2/4/2024	2/26/2024	22	70
ECE Coordinator	Head Start 0 to 5	Promotion	Female	Not Specified	12/18/2023	2/4/2024	2/26/2024	22	70
Quality Control Inspector	Energy Services	Promotion	Man / Male	Hispanic or Latino	03/06/2024	3/11/2024	3/11/2024	0	5
Administrative Assistant	Communications	New Hire	Woman / Female	Hispanic or Latino	11/22/2023	11/22/2023	01/16/2024	55	55
Administrative Assistant	Human Resources	New Hire	Woman / Female	Not Specified	02/08/2024	2/8/2024	02/13/2024	5	5
Administrative Assistant	Energy Services	New Hire	Woman / Female	Not specified	11/21/2023	11/22/2023	01/02/2024	41	42
Billing Analyst II	Energy Services	New Hire	Man / Male	Hispanic or Latino	03/07/2024	3/8/2024	3/11/2024	3	4
Construction Project Instructor	Energy Services	New Hire	Man / Male	Hispanic or Latino	01/31/2024	02/02/2024	02/26/2024	24	26
Database Analyst	Energy Services	New Hire	Woman / Female	Not Hispanic or Latino	01/21/2024	1/31/2024	03/11/2024	40	50
Diagnostic Technician	Energy Services	New Hire	Man / Male	Not Hispanic or Latino	11/17/2023	01/08/2024	02/13/2024	36	88
Driver in Training	Transit Systems	New Hire	Man / Male	Not Specified	02/23/2024	02/26/2024	03/11/2024	14	17
Driver in Training	Transit Systems	New Hire	Woman / Female	Hispanic or Latino	02/23/2024	02/23/2024	03/11/2024	17	17
ECE Specialist	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	08/21/2023	9/14/2023	1/2/2024	110	134
Education Services Manager	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	10/18/2023	11/03/2023	02/26/2024	115	131
ERSEA Assistant	Head Start 0 to 5	New Hire	Woman / Female	Not Hispanic or Latino	10/16/2023	10/19/2023	01/16/2024	89	92
Family Support Assistant I	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	09/07/2023	10/18/2023	01/16/2024	90	131
Food Services Assistant I	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	08/21/2023	10/10/2023	01/02/2024	84	134
Food Services Assistant I	Head Start 0 to 5	New Hire	Woman / Female	Not Hispanic or Latino	11/22/2023	12/23/2023	03/11/2024	79	110
FP Worker II	Food Services	New Hire	Prefer not to say	Not Specified	12/19/2023	01/30/2024	03/11/2024	41	83
Grant Writer II	Executive office	New Hire	Not Specified	Not Specified	10/12/2023	10/19/2023	01/02/2024	75	82
Para-Transit Driver	Transit Systems	New Hire	Woman / Female	Hispanic or Latino	11/02/2023	12/29/2023	01/29/2024	31	88
Para-Transit Driver	Transit Systems	New Hire	Woman / Female	Not Hispanic or Latino	11/02/2023	11/07/2023	02/13/2024	98	103
Para-Transit Driver	Transit Systems	New Hire	Man / Male	Hispanic or Latino	11/2/2023	12/28/2023	1/2/2024	5	61
Quality Assurance Analyst	Energy Services	New Hire	Woman / Female	Not Hispanic or Latino	12/19/2023	12/20/2023	01/02/2024	13	14
Recruitment Assistant	Human Resources	New Hire	Man / Male	Not Hispanic or Latino	02/22/2024	02/22/2024	03/04/2024	11	11
School Bus Driver	Transit Systems	New Hire	Man / Male	Hispanic or Latino	11/02/2023	12/07/2023	02/26/2024	81	116
Site Monitor	Sanctuary and Support Services	New Hire	Woman / Female	Not Specified	12/01/2023	12/05/2023	01/02/2024	28	32
Teacher Assistant I	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	10/10/2023	11/09/2023	01/29/2024	81	111
Teacher I	Head Start 0 to 5	New Hire	Woman / Female	Not Hispanic or Latino	10/10/2023	10/15/2023	01/29/2024	106	111
Teacher I	Head Start 0 to 5	New Hire	Woman / Female	Not Hispanic or Latino	10/10/2023	10/18/2023	01/29/2024	103	111
Transitional Support Advisor	VAC	New Hire	Woman / Female	Hispanic or Latino	01/12/2024	01/20/2024	02/26/2024	37	45
WIC Nutrition Assistant Non-Certified	WIC	New Hire	Woman / Female	Hispanic or Latino	01/02/2024	01/02/2024	02/26/2024	55	55

**Time to Hire - Time to Fill January 1, 2024 - March 31, 2024**

VACANCY	PROGRAM/ DEPARTMENT	APPLICANT TYPE	GENDER	ETHNICITY	REQUISITION DATE	APPLICATION RECEIVED	DATE OF HIRE	TIME TO HIRE	TIME TO FILL
WIC Nutrition Assistant Non-Certified	WIC	New Hire	Woman / Female	Hispanic or Latino	01/02/2024	01/02/2024	03/11/2024	69	69
FP Worker I/Driver	Food Services	Internal Hire	Male	Not Hispanic or Latino	12/27/2023	01/05/2024	1/15/2024	10	19
FP Worker I/Driver	Food Services	Internal Hire	Male	Hispanic or Latino	12/27/2023	01/04/2024	1/15/2024	11	19
Warehouse Clerk	Food Services	Internal Hire	Male	Not Hispanic or Latino	01/03/2024	01/10/2024	1/16/2024	6	13
Family Support Assistant I	Head Start 0 to 5	New Hire	Woman / Female	Hispanic or Latino	09/07/2023	10/17/2023	01/16/2024	91	131
Custodian	Head Start 0 to 5	Promotion	Man / Male	Hispanic or Latino	10/10/2023	12/01/2023	1/29/2024	59	111
Executive Assistant	Human Resources	Promotion	Female	Hispanic or Latino	01/04/2024	01/08/2024	2/11/2024	34	38
Finance Director	Finance	Promotion	Woman / Female	Hispanic or Latino	02/20/2024	02/21/2024	2/25/2024	4	5
Food Service Supervisor	Food Services	Promotion	Male	Hispanic or Latino	12/20/2023	12/26/2023	1/1/2024	6	12
Quality Control Inspector	Energy Services	Promotion	Man / Male	Not Hispanic or Latino	03/06/2024	3/6/2024	3/11/2024	5	5
Recruitment Specialist	Human Resources	Promotion	Woman / Female	Hispanic or Latino	01/26/2024	01/31/2024	2/11/2024	11	16
Program Officer	Executive office	Rehire	Woman / Female	Not Hispanic or Latino	10/16/2023	11/01/2023	1/9/2024	69	105
Family Support Assistant I	Head Start 0 to 5	Transfer	Woman / Female	Hispanic or Latino	09/07/2023	10/19/2023	1/29/2024	102	144

Average time to Hire (in days): 46.68

Average time to Fill (in days): 63.13

New Hires: 31

Terminations 2

**Promotions: January 1,2024 - March 31, 2024**

<b>Vacancy</b>	<b>Program/ Department</b>	<b>Position Start Date</b>	<b>Ethnicity</b>	<b>Race Description</b>
Senior Accountant	Finance	02/12/2024	Not Hispanic or Latino	Asian
Senior Accountant	Finance	02/12/2024	Not Hispanic or Latino	Asian
Teacher Assistant III	Head Start	01/16/2024	Not Hispanic or Latino	White
Teacher Assistant III	Head Start	01/29/2024	Hispanic or Latino	Not Specified
Teacher II	Head Start	02/15/2024	Hispanic or Latino	Not Specified
Senior Supervisor - Public Lands Conservation	Local Conservation Corps	01/29/2024	Not Hispanic or Latino	American Indian or Alaska Native
Senior Data Support Technician	Transit	02/14/2024	Not Hispanic or Latino	Asian
Chief People and Culture Officer	Human Resources	02/11/2024	Not Hispanic or Latino	Black or African American
Billing Analyst II	Energy Services	03/11/2024	Hispanic or Latino	Not Specified
Quality Control Inspector	Energy Services	03/11/2024	Not Hispanic or Latino	White
Quality Control Inspector	Energy Services	03/11/2024	Hispanic or Latino	Not Specified
Finance Director	Finance	02/25/2024	Hispanic or Latino	Not Specified
Food Service Supervisor	Food Services	01/01/2024	Hispanic or Latino	Not Specified
Warehouse Clerk	Food Services	01/16/2024	Hispanic or Latino	Not Specified
Warehouse Clerk	Food Services	01/16/2024	Not Hispanic or Latino	Black or African American
Custodian	Head Start	01/29/2024	Hispanic or Latino	Not Specified
ECE Coordinator	Head Start	02/26/2024	Not Hispanic or Latino	Asian
ECE Coordinator	Head Start	02/26/2024	Hispanic or Latino	Not Specified
Executive Assistant	Human Resources	02/11/2024	Hispanic or Latino	Not Specified
Human Resources Specialist	Human Resources	02/11/2024	Hispanic or Latino	Not Specified

**Total Promotions: 20**  
**Internal Promotions 8**  
**Recruitment Process: 12**

**Recruitment Events January 1, 2024 - March 31, 2024**

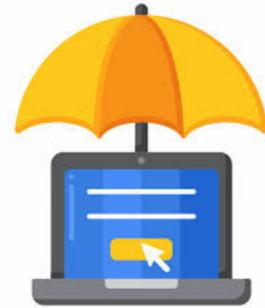
Date	Event Name	Organization
2/3/2024	Early Education Job Fair	Office of Fresno County Superintendent of Schools
2/6/2024	17th Annual African American Student Leadership Conference	Office of Fresno County Superintendent of Schools
2/24/2024	Super Saturday Job Fair	Head Start 0 to 5
2/29/2024	Job and Training Fair	Workforce Connection
3/14/2024	Job Fair	Fresno Housing Authority (Mendota)
3/23/2024	Community Engagement Resource Fair	Saints Community Church of God in Christ

Job Fairs: 6

# Benefit Enrollment (As of 03/31/2024)

Year  
2024

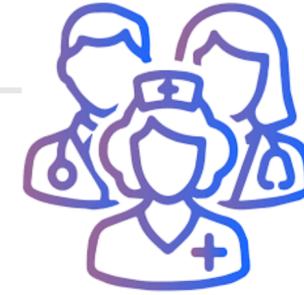
MonthNumber  
Multiple selections



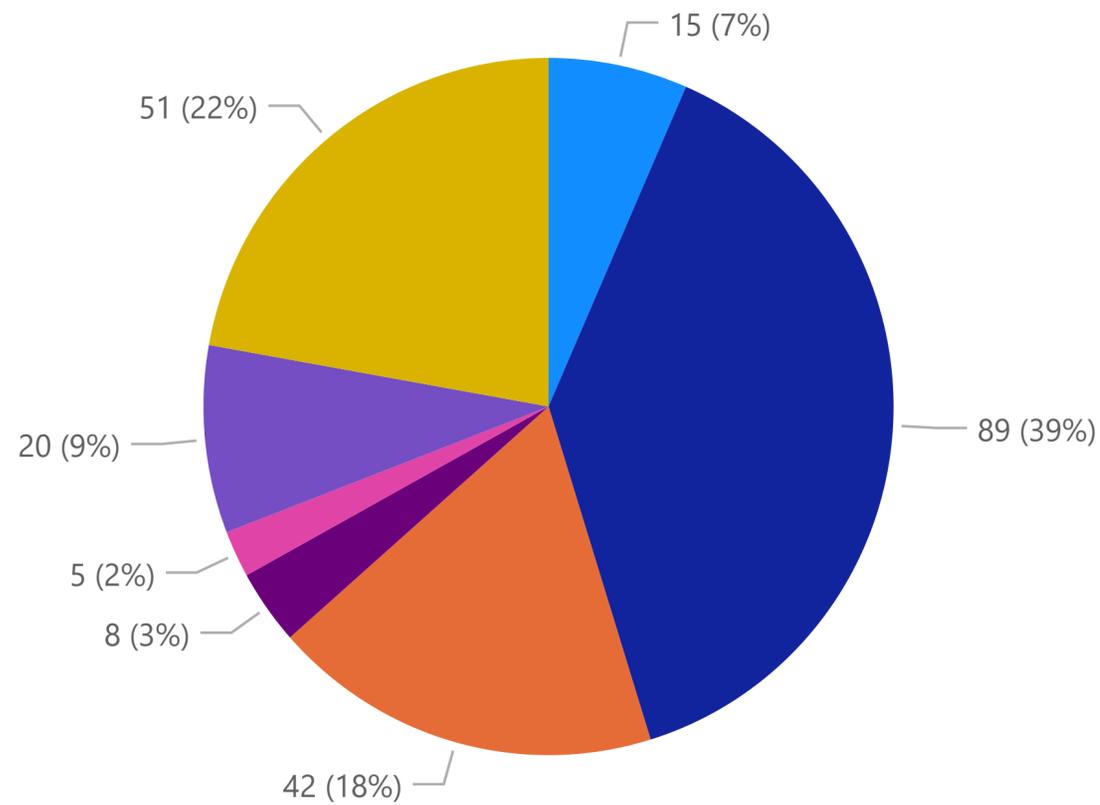
## Benefit Enrollment (%)

**80%**  
(Medical)

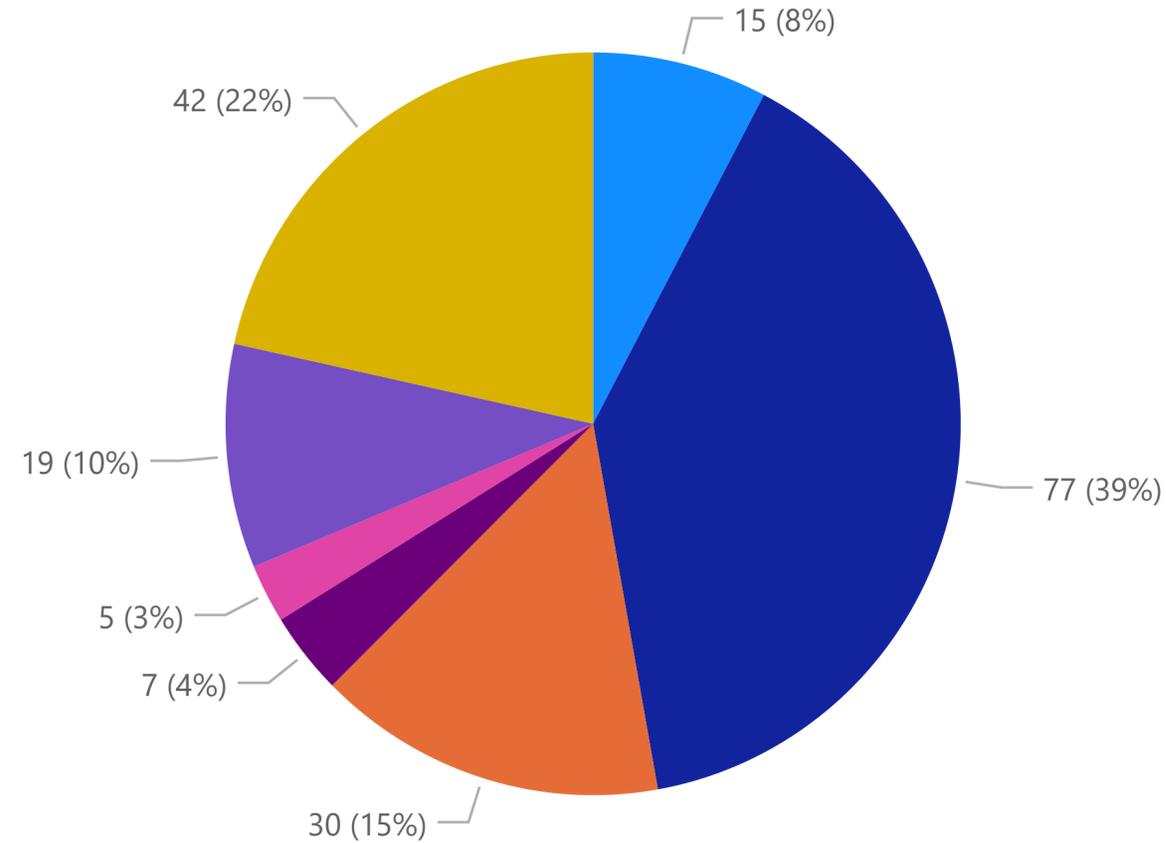
**82%**  
(Dental)



### Medical Plan Waived



### Dental Plan Waived



#### Waived Reason

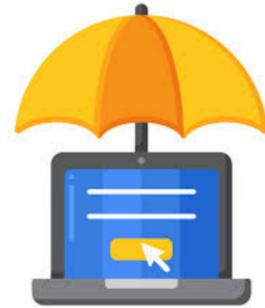
- -
- Choosing Not To Enroll - ZCHOIC
- Participating in a State Plan - STE...
- Participating in Another Employer...
- Participating in Domestic Partner's...
- Participating in Parent's Plan - PO...
- Participating in Spouse's Plan - S...

**Benefit Details**

# Benefit Enrollment (As of 03/31/2023)

Year  
2023

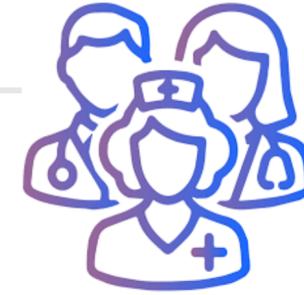
MonthNumber  
Multiple selections



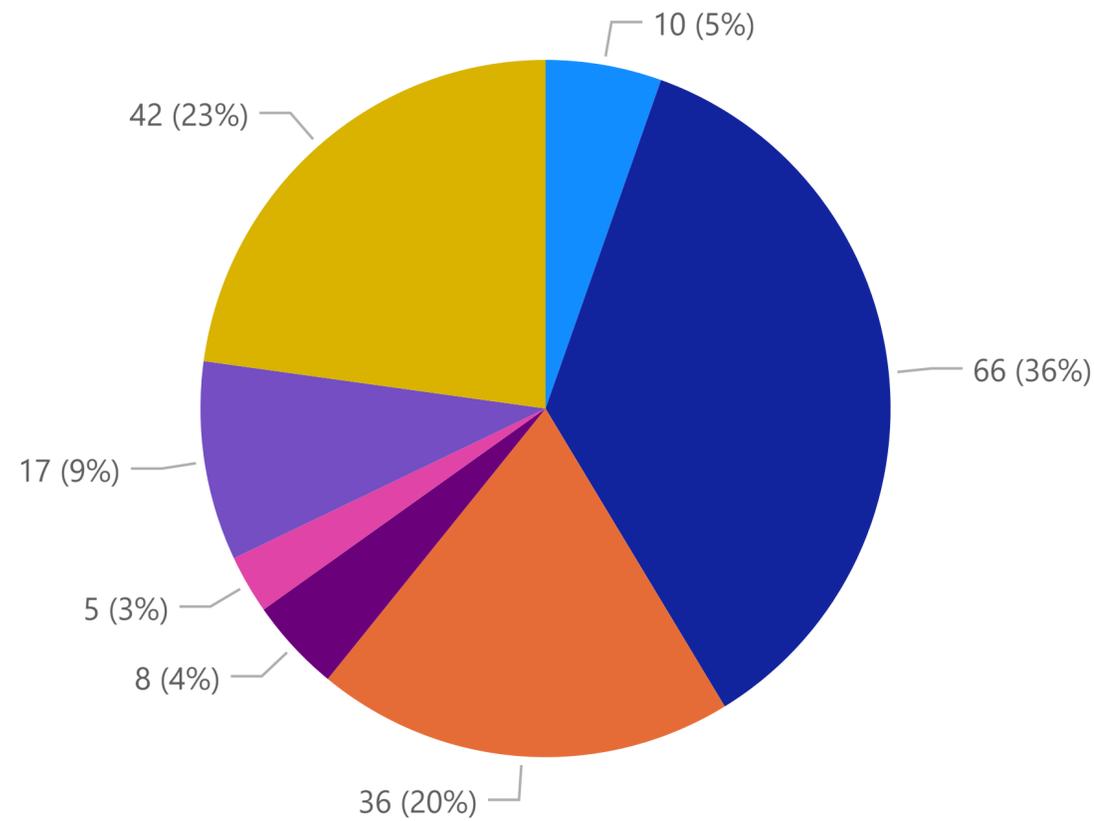
## Benefit Enrollment (%)

**82%**  
(Medical)

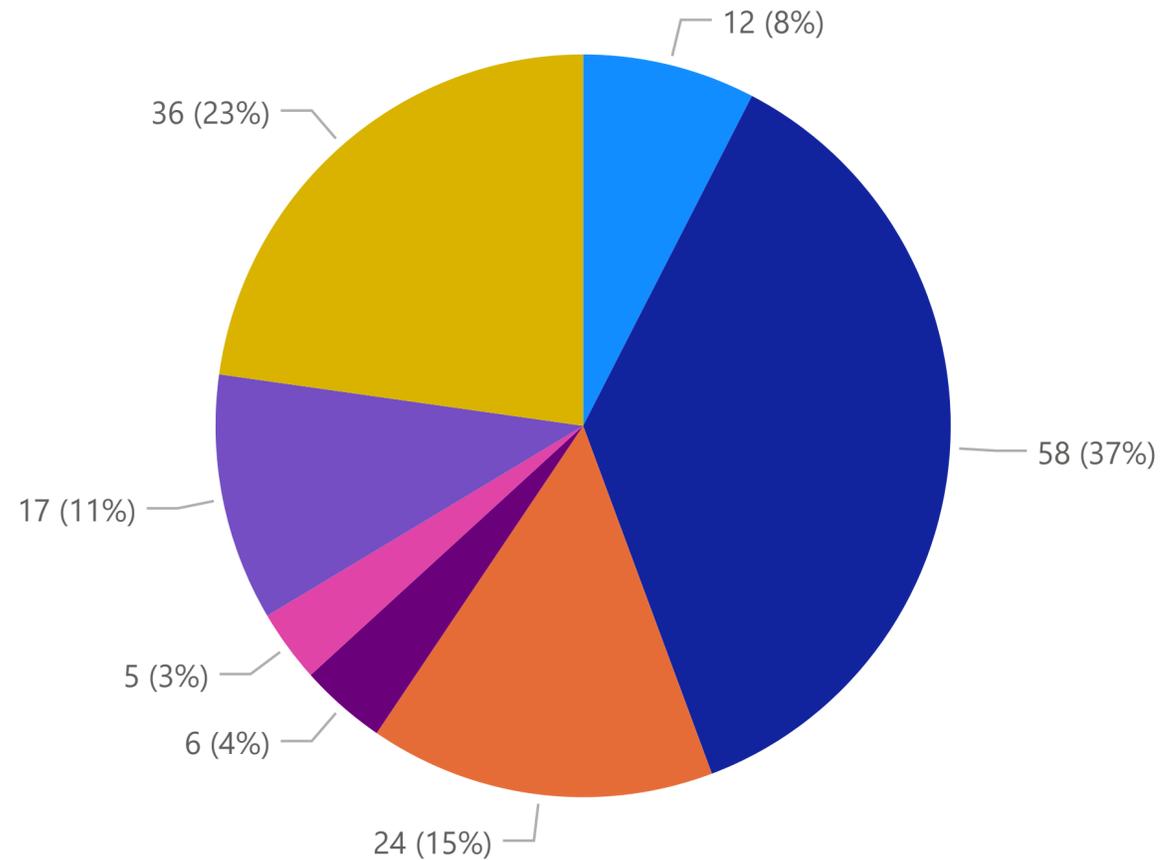
**85%**  
(Dental)



### Medical Plan Waived



### Dental Plan Waived



#### Waived Reason

- -
- Choosing Not To Enroll - ZCHOIC
- Participating in a State Plan - STE...
- Participating in Another Employer...
- Participating in Domestic Partner'...
- Participating in Parent's Plan - PO...
- Participating in Spouse's Plan - S...

**Benefit Details**



# Benefit Enrollment

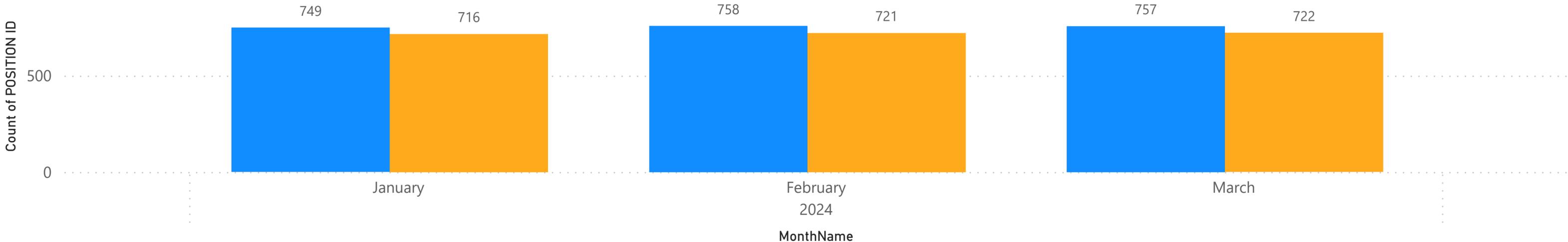
BUSINESS UNIT  
All

Year  
2024

MonthNubmer  
Multiple selections

## Medical and Dental Enrollments

PLAN TYPE ● Dental ● Medical



### Monthly Medical Enrollments

Year	MonthNubmer	YearMonth	Medical Enrollments
2024	1	2024-1	716
2024	2	2024-2	721
2024	3	2024-3	722

### Monthly Dental Enrollments

Year	MonthNubmer	YearMonth	Dental Enrollments
2024	1	2024-1	749
2024	2	2024-2	758
2024	3	2024-3	757



# Benefit Enrollment

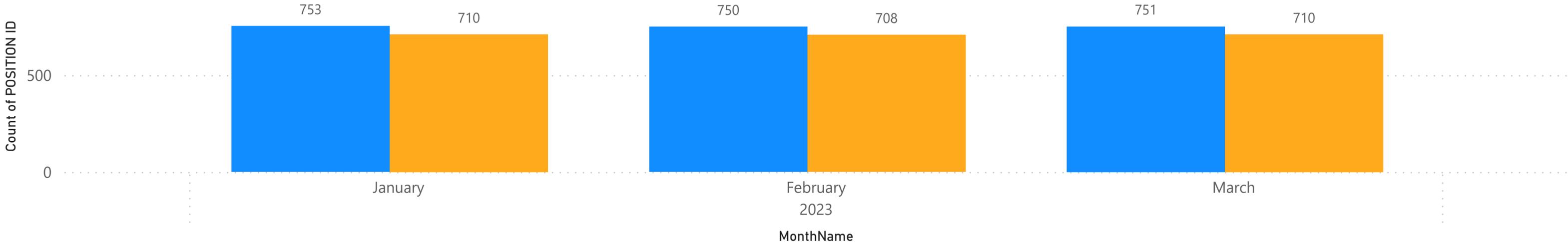
BUSINESS UNIT  
All

Year  
2023

MonthNubmer  
Multiple selections

## Medical and Dental Enrollments

PLAN TYPE ● Dental ● Medical



### Monthly Medical Enrollments

Year	MonthNubmer	YearMonth	Medical Enrollments
2023	1	2023-1	710
2023	2	2023-2	708
2023	3	2023-3	710

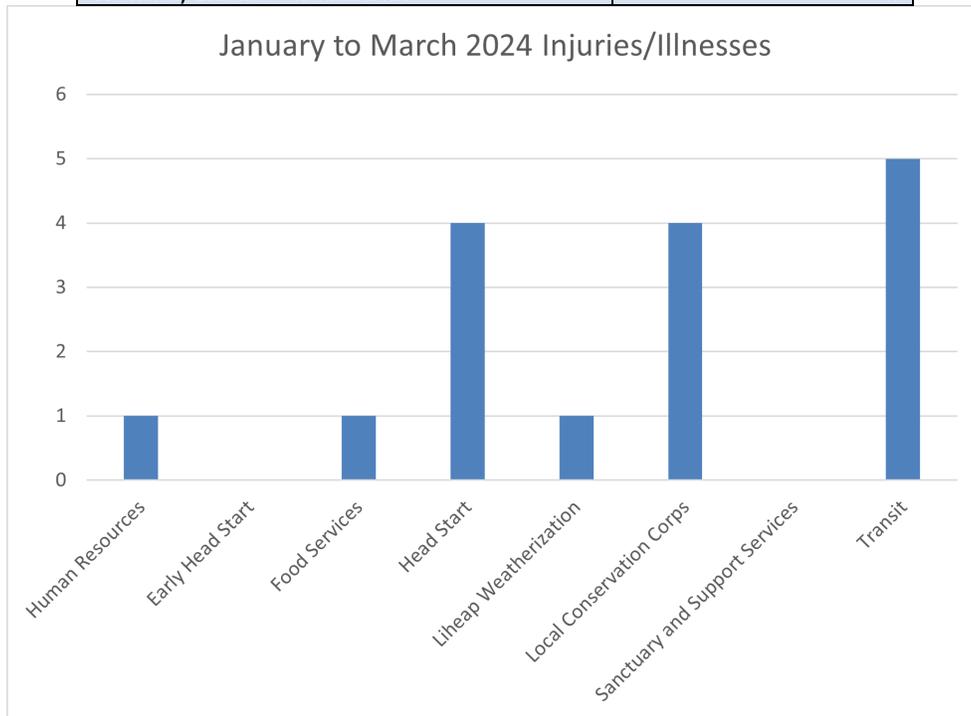
### Monthly Dental Enrollments

Year	MonthNubmer	YearMonth	Dental Enrollments
2023	1	2023-1	753
2023	2	2023-2	750
2023	3	2023-3	751

Fresno Economic Opportunities Commission  
 Workers Compensation Analysis  
 2024 Quarterly Report

**Trending Data: By Program**

Departments	Injuries/Illnesses
Finance	0
AFLP	0
Early Head Start	0
Employment & Training	0
Energy Services	0
Executive Office	0
Food Services	1
Head Start	4
Health Services	0
Human Resources	1
Liheap Weatherization	1
Local Conservation Corps	4
Sanctuary and Support Services	0
Transit	5
Valley Apprenticeship Connection	0
Women, Infants & Children	0

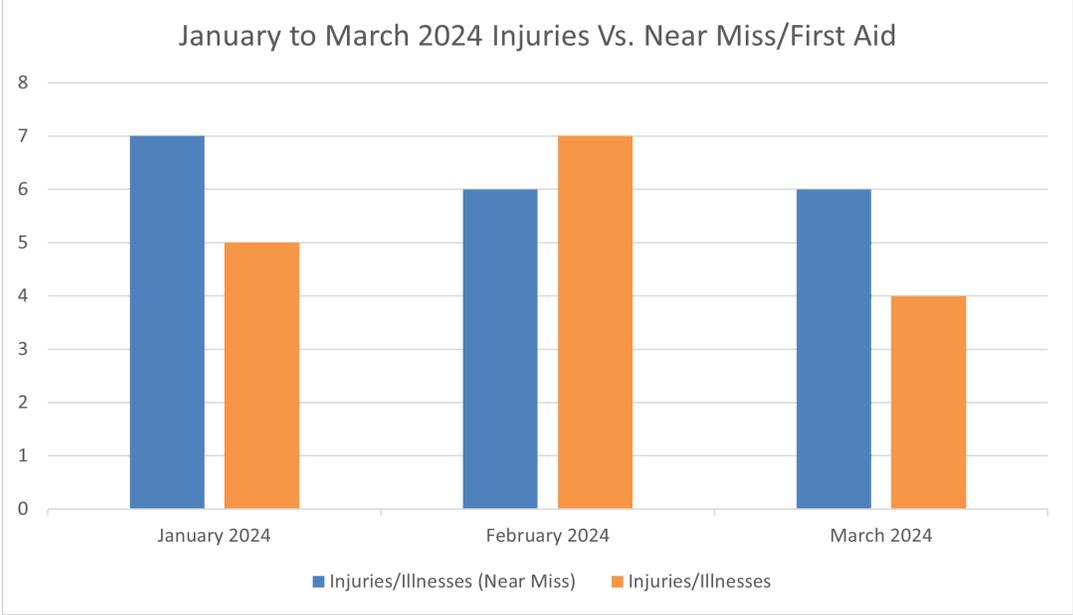


16 total of injuries/illnesses were reported. Transit with 5 injuries and Local Conservation Corps with 4.

Injuries by Month Vs. Near Miss

**Trending Data: By Month**

Month	Injuries/Illnesses (Near Miss)	Incidents: Injuries/Illnesses
January 2024	7	5
February 2024	6	7
March 2024	6	4



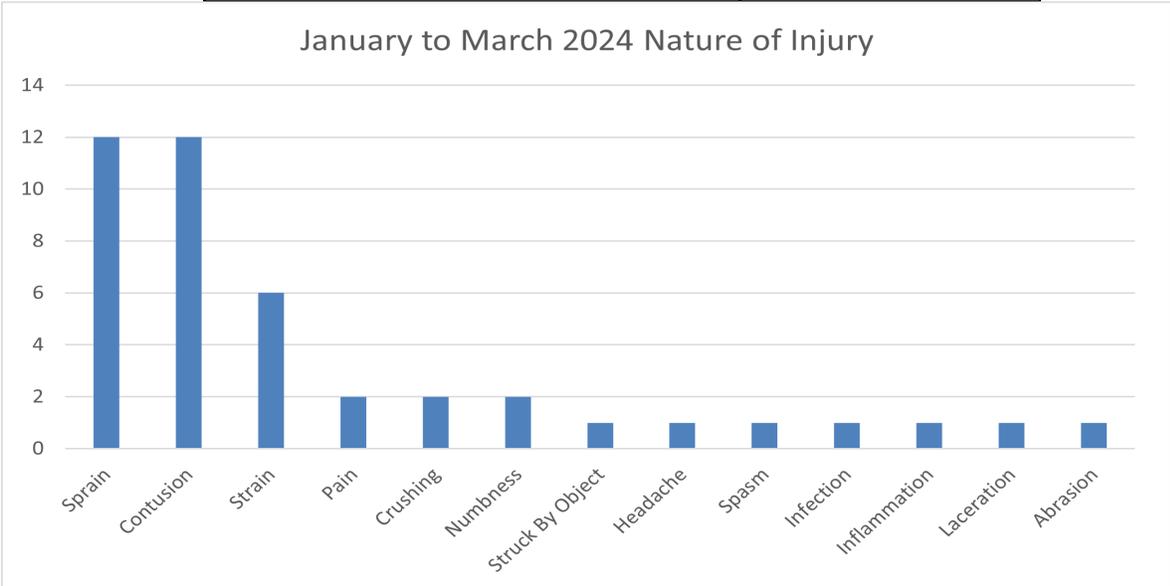
% of work-related incidents at Fresno EOC did not result in a claim filed.

*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	6
Contusion	12
Sprain	12
Pain	2
Inflammation	1
Trauma	0
Headache	1
Laceration	1
Infection	1
Crushing	2
Cut/Puncture/Laceration	0
Numbness	1
Stress	0
Struck By Object	1
Spasm	1
Abrasion	1

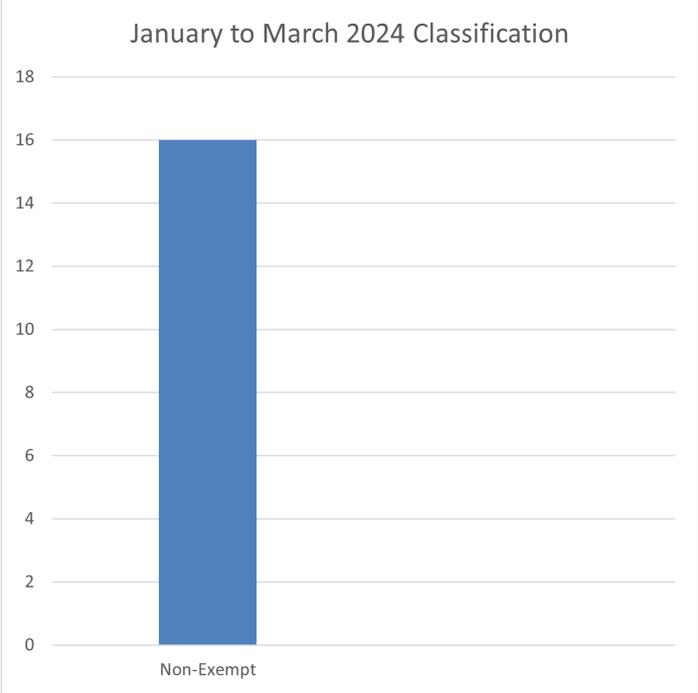


Most injury occurrences are a direct result of a sprain, while laceration claims filed continue to remain low.

Claims Based on Employee Job Classification

**Trending Data: By Classification**

Classifications	Injuries/Illnesses
No classification assigned	0
Exempt	0
Non-Exempt	16
Other	0



Out of 16 injury/illnesses reported, % of workers compensation claims were filed by non- exempt employees

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 6XVIII	<b>Director:</b> Rose M. Pineda
<b>Subject:</b> Program Update Report PUR for February 2024	<b>Chief Executive Officer:</b> Emilia Reyes

**Recommended Action**

The County-Wide Policy Council recommends acceptance of the Head Start 0 to 5 Program Update Report (PUR) for the month of February 2024.

**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 February 2024 Program Update Report is attached for review.

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**Conclusion**

If approved by the full Board, the February 2024 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. If not accepted, Head Start Director will review and make recommended changes.



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT  
REPORT MONTH: FEBRUARY 2024**

**I. Head Start 0 to 5**

Program Information Summary:

1. February 12, 2024 – Lincoln’s Birthday Holiday was observed. All Head Start 0 to 5 offices and sites were closed in observance.
2. February 13, 2024 – Program Directors attended Director’s Leadership Training at the Nielsen center with other Fresno EOC Directors.
3. Self-Assessment II Parent Orientation Training was provided for parents in the Fresno EOC Board Room.
4. February 19, 2023 – President’s Day Holiday was observed. All Head Start 0 to 5 offices and sites were closed in observance.
5. February 21 -22, 2024 – CPR/First Aid Training was provided to Head Start 0 to 5 employees in need of certification or renewal.
6. February 22, 2024 – Directors, Managers, and ERSEA staff attended a virtual Funded Enrollment Initiative workshop with other grantees.
7. February 24,2024 – Job Fair took place at Executive Plaza for Head Start vacant positions from 8:30am to 1:00pm.
8. February 26 & 28, 2024 – Triannual Review for Self-Assessment II Meetings took place at Franklin Head Start.
9. February 26-27, 2024 – Family Engagement/Volunteer Services Staff and parents attended the Parent & Family Engagement Conference in Long Beach, CA.
10. February 28-March 1, 2024 – Education Services Staff attended the Education Conference in Long Beach, CA.

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

On February 9, 2024, Office of Head Start (OHS) Director Khari M. Garvin released a video in response to the received feedback from grant recipients about the Full Enrollment Initiative. Many feel like it is an unfair burden that can feel as though OHS is unaware of staffing challenges and other factors that make it difficult for Head Start programs to maintain full enrollment.

Director Garvin also announces renewed commitment going forward to improve the quality of the customer service programs experience while participating in the Full Enrollment Initiative. He explains that OHS is evaluating areas where we can be more responsive to and mindful of each grant recipient that is under-enrolled. OHS has already changed the tone of the letter that we must send out to grant recipients to announce inclusion in the Full Enrollment Initiative. It is never an easy message to deliver, but we want to do so as compassionately as possible.

The video includes good news for grant recipients proposing to adjust their program design or structure through the Change in Scope application process.

**III. Early Head Start**

Program Information Summary:

1. February 13, 2024- Budget Training for EHS Center Base and HS 0 to 5 Home Base took place at Franklin Head Start for parents and staff.
2. Eric White CDC continues to enroll children and recruit staff.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 403, Monthly ADA: Center Base: 85.65%, Home Base: NA  
Wait List Total: 166

Our Early Head Start funded enrollment is 478. For the month of February 2024, we had an actual enrollment of 377. There was a total of 26 drops and this gives us an overall enrollment of 403 (377+26). There are 35 children on the waitlist of which 28 are income eligible. Staff continues to recruit children for EHS center base and home base by collaborating with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services. In addition, staff continue to visit WIC offices, clinics, and schools to promote our EHS services. Early Head Start attended 2 Community events for the month of February and received 72 online referrals for Early Head Start. Our recruitment efforts to hire additional staff for EHS Center Base and Home Base continues as we were able to make conditional job offers for vacant EHS positions as well. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 681 Lunches: 739 Snacks: 681

**IV. Head Start**

Program Information Summary:

1. February 1, 2024 – Health Services Manager trained 12 Fresno State nursing students on vision and hearing, Hemoglobin, and ChildPlus data entry of health data. Nursing students have been assigned to Head Start Center Base sites for the semester.



## BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

2. February 5-20, 2024 – Community Care Licensing visited the following sites: Area II, Franklin, Romain, & Reedley during this time period and received no violations.
3. February 8, 2024- Budget Training for HS Center Base took place at Franklin Head Start for parents and staff.
4. February 16, 2024- Sequoia Head Start received a Five Star rating from Early Stars QRIS.

### Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,608; Monthly ADA: Center Base 83.27%; Home Base: NA  
Wait List Total: 484

Our Head Start funded enrollment is 2112. For the month of February 2024, we had an actual enrollment of 1,581 and a total of 27 drops. As a result, we had an enrollment of 1608 (1581+27). We have 287 children on our waitlist, and 271 of the children are three-year-old's of which 184 are income eligible. Our data shows that the majority of children are three years old. As a result, we submitted a Locally Designed Program Option (LDO) to Office of Head Start on February 4, 2024, to enroll additional three-year old children in selected classrooms. We were notified on February 22, 2024 that our request for an LDO was approved and to begin planning for implementation. In addition, we continue to recruit children and families and our recruitment efforts consist of canvassing, participating in community events, and facilitating presentations in the community. In February, we received 29 online referrals and participated in 2 community events. Lastly, we continue to face staffing challenges as we have following vacancies: 1-ERSEA Liaison, 4- Family/Community Services Specialists, 10-Family Support Assistants and 4-Home Base Educators, 2- Family Development Specialist, 2-Teachers, 41- Teacher Assistants. In the month of February, we hosted a Job Fair on Saturday, February 24, 2024, where we made 17 conditional job offers. Analysis of all areas below the recommended 85% ADA, if any, has been done.

### Head Start Meals/Snacks:

Total Children: Breakfasts: 15,947 Lunches: 19,472 Snacks: 15,040

Submitted by:

Rosa M. Pineda  
Head Start Director

Nidia Davis  
Program Support Director



**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

(FEBRUARY 2024 BOARD PUR REPORT) cq 04/08/24 ~ CWPC (2023-2024 (PUR (BOARD))) ~

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 6XIX	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Head Start 0 to 5 Monthly Update	<b>Chief Executive Officer:</b> Emilia Reyes

**Background**

In compliance of the Head Start Performance Standards Sec. 642 (42 U.S.C.9837) Powers and Functions of Head Start Agencies – Program Governance, staff is providing a monthly update to the Board of Commissioners of the oversight of quality services for Head Start children and families to make decision related to program design and implementation.

The following information presented below is intended to keep the Board apprised on Head Start 0 to 5’s leadership efforts in improving ongoing communication with the Commissions, focusing primarily on employee morale, compensation, and enrollment.

**Head Start Adhoc Group**

In November of 2023 the Fresno EOC Board Chair created the Head Start (HS) Adhoc group to enhance the program and identify any gaps to be addressed. The HS Adhoc group includes Fresno EOC Board Chair Hayes, Commissioners Rodgers, Jaime-Mileham, Brown-Jenkins, Taylor and HS leadership. The first meeting took place on December 18, 2023. Commissioners provided input, feedback and directed staff to develop a Head Start Action Plan to identify areas of improvement.

On March 14, 2024, Head Start leadership and Emilia Reyes, CEO, met with the Ad hoc committee to discuss the Head Start Action Plan that includes the following:

- Culture Needs Assessment
- Listening Sessions
- Employee Survey Feedback
- Restructure of Head Start Program
- Funded Enrollment Initiative
- Community Needs Assessment
- Employee Relations and Workforce Development
- Increase Compensation and Financial Support for Head Start Staff
- Develop a Process and/or Strategy to Recognize Employee
- Performance Management Evaluations
- Professional Development and Training
- Hiring of a new HR Manager for Head Start
- Media Campaign Outreach



The Head Start Director, CEO, and the adhoc group will continue to 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, May 20, 2024 at 4:30pm.

### **Other HS Meetings and Deadlines**

On March 5, 2024, the program had their County-Wide Council Meeting for the month of February, quorum was met as we had 32 parents, 3 community representatives and 2 Fresno EOC Board of Commissioners in attendance.

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**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 6XX	<b>Director:</b> Rose M. Pineda
<b>Subject:</b> Amendment of the Head Start 0 to 5 County-Wide Policy Council Bylaws	<b>Chief Executive Officer:</b> Emilia Reyes

**Recommended Action**

The County-Wide Policy Council recommends review and approval of the Fresno EOC Board for the Amendment of the Head Start 0 to 5 County-Wide Policy Council Bylaws.

**Background**

Per the CWPC Bylaws adopted on September 25, 1991, Head Start 0 to 5 staff and parents are to review the CWPC Bylaws every two years. This is to ensure maximum parental participation in the decision-making related to program planning and operations. On February 14, 2024, the Parent Planning and Review Committee met to review the CWPC Bylaws. In doing so, they are recommending amendment of the bylaws to consists of the following:

- Article III, Section 14, *Meeting Reimbursement* was added to inform Head Start parent/caregivers that they will be reimbursed for childcare and/or mileage.
- Article VI, Section 1, *CWPC Executive Board*, the reinstatement of the CWPC Executive Board meetings, as it was deemed necessary to reinstate and conduct an additional meeting to prepare and review the agenda with the full Executive Board. The bylaws will now read as “The CWPC Executive Board shall meet prior to the CWPC’s regular monthly meeting to prepare its agenda generally the third (3<sup>rd</sup>) Tuesday of each month,” Article VI, Committees, Section I CWPC Executive Board (A). “The Executive Board shall act on interim matters which cannot wait until the next County-Wide Policy Council meeting,” Article VI, Committees, Section I, CWPC Executive Board (B).

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.



## **Conclusion**

If approved by the Board, the revised bylaws will go into effect and implemented. If not approved, the bylaws will be taken back to the Parent Planning and Review Committee for review and consideration of recommended changes.



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

### INTRODUCTION

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

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

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

### ARTICLE I. NAME OF ORGANIZATION

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

### ARTICLE II. PURPOSE

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

### ARTICLE III. MEMBERSHIP

#### Section 1. Membership

Membership shall be comprised of:

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

## **Section 2. Composition**

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

## **Section 3. Conflict of Interest**

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

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

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

## **Section 4. Membership Election Process**

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

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

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

- A. Six (6) elected officers, standing committee chairpersons (Article IV, Section 1. Officers Responsibilities) and
- B. Two (2) elected officers or appointed Representatives from Early Head Start, (one (1) for Home Base and one (1) for Center Base).

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

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

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

## **Section 5. Term of Office**

All Head Start 0 to 5 CWPC Representatives shall be seated at the October meeting and serve a term of one (1) year. In order to maximize opportunities for parent engagement in program governance, Representatives who have completed three (3) one year terms (any 3 years combined) cannot serve on the CWPC in accordance with the Head Start Program Performance Standards 1301.3 d (3). Community Representatives shall be seated once elections have been conducted by the CWPC and they will serve a term of one (1) year from the date of election.

## **Section 6. Resignation**

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

- A. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the CWPC Chair and Family Engagement/Volunteer Services Coordinator (FE/VSC) within ten (10) calendar days. It shall be the final decision of the Executive Board Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

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

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

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

Grounds for termination shall include but are not limited to:

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

## **Section 8. Representative Vacancy**

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

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

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

## **Section 10. Appointed Members**

If a vacancy occurs in an appointed member's position ([Committee Chairpersons](#)) the CWPC Chairperson will appoint a new member, [and inform the general body in the following meeting](#).

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

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

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

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

## **Section 12. CWPC Voting**

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

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

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

## **Section 14. Reimbursement**

Per Head Start Program Performance Standard 1303.3(e) Reimbursement, CWPC Representative will receive reimbursement for reasonable expenses. This amount is determined by the Head Start 0 to 5 Reimbursement Policies and Procedures.

### A. Reimbursement amounts will be provided for the following:

1. CWPC (regularly scheduled, annual emergency and special meetings)
2. Personnel Committee
3. Parent Planning & Review Committee
4. Budget & Finance Committee
5. Eligibility Recruitment, Selection, Enrolment & Attendance (ERSEA) Committee.
6. Health Services Advisory Committee.

## **ARTICLE IV. OFFICERS**

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

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

#### **Chairperson**

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

#### **Vice-Chairperson**

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

### **Secretary**

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

### **Treasurer**

- A. The Treasurer shall attend all [CWPC Executive Board](#) and CWPC meetings.
- B. The Treasurer shall be responsible to communicate information regarding financial matters of the program and present the Financial Status Report at CWPC meetings.
- C. The Treasurer will assist staff in collecting reimbursement forms at the end of all [CWPC Executive Board](#) and CWPC meetings.

### **Sergeant-at-Arms**

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

### **Historian**

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

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

- A. The elected/appointed EHS Representatives attend all [CWPC Executive Board](#) and CWPC meetings.
- B. The elected/appointed EHS Representatives greet members as they arrive at the meetings.
- C. An elected/appointed EHS Representative will present Average Daily Attendance (ADA) reports at CWPC meetings.

## **ARTICLE V. MEETINGS**

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

The Head Start 0 to 5 CWPC shall meet monthly.

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

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

### **Section 3. Quorum**

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

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

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

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

### **Section 5. Absentees**

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

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

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

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

## **ARTICLE VI. COMMITTEES**

### **Section I. CWPC Executive Board**

The CWPC Executive Board shall be comprised of six (6) elected officers, four (4) Standing Committee Chairpersons and two (2) EHS elected officers or if none elected, then two appointed Representatives. The CWPC Executive Board shall reflect the demographics of the children in the program.

- A. [The CWPC Executive Board shall meet prior to the CWPC's regular monthly meeting to prepare its Agenda generally the third \(3<sup>rd</sup>\) Tuesday of each month.](#)
- B. [The Executive Board shall act on interim matters which cannot wait until the next County-Wide Policy Council meeting.](#)
- C. -The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.
- D. The CWPC Executive Board shall perform such duties as assigned by the CWPC.

**Section 2. Personnel Committee**

- A. The Personnel Committee shall participate in the hiring process of Head Start 0 to 5 Staff according to Fresno EOC's personnel practices and procedures.
- B. The Personnel Committee shall be composed of five (5) members and at least three (3) alternates.
- C. The Chairperson of the CWPC shall participate in the interview and hiring of the following four positions: Chief Executive Officer, Chief Financial Officer, Head Start Director 0 to 5, and Chief Administrative Officer, and any other person in an equivalent position with the agency, as indicated on the Head Start Act Section 642 (c)(1)(E)(IX). In the absence of the Chairperson, the Personnel Committee Chairperson will represent the CWPC.
- D. All promotions, transfers, separations, and new hires will be presented as an Informational Item each month at the regular CWPC meeting.

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

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

**Section 4. Budget and Finance Committee**

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

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

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

**Section 6. Special Committees**

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

**Section 7. Committee Make-Up**

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

**ARTICLE VII. PARLIAMENTARY PROCEDURES**

**Section 1. Rules and Procedures**

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

**ARTICLE VIII. AMENDMENT OF BYLAWS**

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

**ARTICLE IX. ADOPTION OF BYLAWS**

These Bylaws have been adopted by a majority vote of the Head Start 0 to 5 CWPC present on **August 2, 2022** and EOC Board of Commissioners on **August 24, 2022**.

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Fresno EOC Head Start 0 to 5 CWPC Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

Fresno EOC Governing Board Chair

\_\_\_\_\_

Date

For Fresno EOC Head Start 0 to 5 Use Only	
Revised and Approved by CWPC Personnel Committee/CWPC	Approved by Fresno EOC Board of Commissioners
[09/18/91] [10/10/95] [11/19/97] [8/15/01] [10/20/10] [12/18/13] [7/16/14] [10/21/15] [8/19/20] [8/2/22] <u>[04/09/24]</u>	[9/25/91] [10/27/10] [9/24/14] [11/18/15] [9/30/20] [8/24/22]

(HEAD START 0 TO 5 CWPC BYLAWS 2024 [DRAFT/FINAL](#)) REV. bw/cq 043/103/24 ~ BYLAWS (2024) ~

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 6XXI	<b>Director:</b> Rose M. Pineda
<b>Subject:</b> COVID-19 Mitigation Policy Revisions	<b>Chief Executive Officer:</b> Emilia Reyes

**Recommended Action**

The County-Wide Policy Council (CWPC) recommends review and approval of the Fresno EOC Board for the COVID-19 Mitigation Policy revisions.

**Background**

Head Start Program Performance Standards 1302.93 and 1302.94 require us to have an evidence-based COVID-19 Mitigation Policy developed in consultation with our Health Services Advisory Committee (HSAC). The HSAC has made changes to the COVID-19 Mitigation Policy as directed by California Department of Public Health. We are seeing decreasing numbers of COVID-19 cases and the change in the severity of the disease. In addition, we have antivirals to treat COVID-19. In accordance with the most recent directives, on January 9, 2024 the California Department of Public Health (CDPH) updated its COVID-19 isolation guidance and COVID-19 testing recommendations, the information now consists of infectious period which are now defined as follow:

- For COVID-19 cases, individuals may return if 24 hours have passed with no fever, without the use of fever-reducing medications AND
- Their symptoms are mild and improving.

Note on changes to testing recommendations:

- All people with new COVID-19 Symptoms.
- Close contacts who are at a higher risk of severe disease or who have contact with people who are at higher risk for severe disease.
- Regardless of CDPH recommendations, employers must continue to make COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for asymptomatic employees who recently recovered from COVID-19.

The Policy was originally created and approved on January 23, 2023. On January 23, 2024 the Health Advisory Committee met to revise and approve the policy with recommended changes. On



April 9, 2024, it was presented to the CWPC for review and approval, where Health Services Manager, Marie Sani was able to answer questions and concerns presented by the CWPC.

### **Fiscal Impact**

Action on this agenda item will have no fiscal impact.

### **Conclusion**

If approved by the Board, the revised changes to the COVID-19 Mitigation Policy will go into effect and implemented. If not approved, the Policy will be taken back to HSAC for review and consideration of recommended changes.

## COVID-19 MITIGATION POLICY

**Head Start Program Performance Standards (HSPPS) at 45 CFR §§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).**

This policy is scaled to the community Covid levels that we have in our county. It was finalized after incorporating feedback from our Health Services Advisory Committee.

The Fresno EOC Head Start 0 to 5 will continue operations using the recommended mitigation guidelines that are informed by:

- Fresno County Department of Public Health (FCDPH) website and FCDPH consultants
- California Department of Social Service Community Care Licensing (CCL)
- Centers for Disease Control (CDC)
- California Department of Public Health
- Fresno EOC managers and administrators
- Office of Head Start (OHS)
- HSAC Health Services Advisory Committee

Since the start of the pandemic Fresno EOC Head Start 0 to 5 has been following the below guidance.

1. Required primary series vaccinations for all staff and volunteers, and recommended for children 2 years of age and older [\(In August of 2023 it was changed to recommended\)](#).
2. Universal masking of all children 2 and older. We instituted a Mask Campaign and received mask donations from around the country. Since universal masking has been dropped, universal masking is no longer required but is still recommended (see matrix).
3. Implemented COVID screeners for staff and volunteers.
4. Required Weekly Mandated testing of unvaccinated staff with assistance from the African-American Coalition. This was dropped in August of 2020 after guidance from the Fresno County Department of Public Health.
5. Isolation and quarantining of staff and children with + Covid tests.
6. Reporting cases of COVID to DPH SPOT website, Human Resources and later in the pandemic if three or more cases, Community Care Licensing.
7. We developed a Sanitation Schedule for staff to use for infection control and prevention.
8. Switched to individual plating as a prevention strategy instead of family style.
9. Ventilation – Filters were installed and a ventilation risk reduction strategy was adopted.

Based on guidance from the Office of Head Start and the local FCDPH, as well as CDPH CCL and CDC, Fresno EOC Head Start is modifying the above mitigation strategies as described in the following grid.

**See page 2-3 for our grid to Mitigate COVID using the CDC COVID Community levels**

## MITIGATION PREVENTION MEASURES

### Mitigating the spread of COVID-19 using Local COVID Community Levels

- **Health Manager will check the Fresno County Department of Public Health (FCDPH) website weekly on Thursday and email the Early Childhood Education Specialist (ECE) the present community level to determine the prevention strategy to be used below.**

Prevention Strategy	High COVID >20	Medium COVID 10-20	Low COVID rate <10
<b>Vaccination</b>	Primary series required for staff and volunteers. All staff, volunteers and children recommended to remain up to date with immunizations including boosters when recommended.	Primary series required for staff and volunteers. All staff, volunteers and children recommended to remain up to date with immunizations including boosters when recommended.	<del>Primary series required for staff and volunteers.</del> All staff, volunteers and children recommended to remain up to date with immunizations including boosters when recommended.
<b>Masking</b>	<p>Wear a well-fitting mask if you are not otherwise excluded but have symptoms, or for 10 days following a positive test.</p> <p>Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19.</p> <p>Everyone to wear mask if outbreak of 3 or more cases.</p> <p>Everyone is supported in their decision to wear or not wear a face covering.</p>	<p>Wear a well-fitting mask if you are not otherwise excluded but have symptoms, or for 10 days following a positive test.</p> <p>Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19.</p> <p>Everyone to wear mask if outbreak of 3 or more cases.</p> <p>Everyone is supported in their decision to wear or not wear a face covering.</p>	<p>Wear a well-fitting mask if you are not otherwise excluded but have symptoms, or for 10 days following a positive test.</p> <p>Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19.</p> <p>Everyone to wear mask if outbreak of 3 or more cases.</p> <p>Everyone is supported in their decision to wear or not wear a face covering.</p>
<b>COVID Screeners</b>	<p>Screen with posted questionnaires regarding fever &gt;100.4 or chills, or new or worsening trouble breathing or cough</p> <p>During outbreak, staff to screen students/parents regarding fever &gt;100.4 or chills, or new or worsening trouble breathing or cough</p>	<p>Screen with posted questionnaires regarding fever &gt;100.4 or chills, or new or worsening trouble breathing or cough</p> <p>Staff continue to report to supervisor if they will be out ill.</p>	<p>Screen with posted questionnaires regarding fever &gt;100.4 or chills, or new or worsening trouble breathing or cough</p> <p>Staff continue to report to supervisor if they will be out ill.</p> <p><a href="#">Staff continue to report to Human Resources positive cases.</a></p>

Prevention Strategy	High COVID >20	Medium COVID 10-20	Low COVID rate <10
	Staff continue to report to supervisor if they will be out ill.		
<b>COVID Testing</b>	Test prior to return to school if fever >100.4 or chills, or new or worsening trouble breathing or cough. Test prior to return if less than 10 days since diagnosed with COVID-19. OTC rapid antigen testing acceptable. School to have capacity for onsite rapid antigen testing.	Test prior to return to school if fever >100.4 or chills, or new or worsening trouble breathing or cough. Test prior to return if less than 10 days since diagnosed with COVID-19. OTC rapid antigen testing acceptable. School to have capacity for onsite rapid antigen testing.	Test <del>if symptoms, prior to return to school</del> if fever >100.4 or chills, or new or worsening trouble breathing or cough. <del>Test prior to return if less than 10 days since diagnosed with COVID-19. OTC rapid antigen testing acceptable.</del> School to have <del>test kits available capacity for onsite rapid antigen testing.</del>
<b>Quarantining COVID cases- guidance for close contacts</b>	Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19. Everyone to wear mask if outbreak of 3 or more cases.	Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19.	Wear a well-fitting mask x 10 days after last exposure to someone with COVID-19.  <a href="#">Wear mask day 1-10 from date of positive test</a>
<b>Isolation</b>	Stay home if test positive for 5 days. May return after 6 <sup>th</sup> day if test negative and wearing mask through day 10. Remain at home through day 10 if test positive.	Stay home if test positive for 5 days. May return after 6 <sup>th</sup> day if test negative and wearing mask through day 10. Remain at home through day 10 if test positive.	Stay home if test positive for <del>24 hours or until fever free 5 days.</del> May return after <del>fever resolves without fever reducing medication.</del> <del>6<sup>th</sup> day if test negative and wearing mask through day 10. Remain at home through day 10 if test positive.</del>
<b>Reporting</b>	Report outbreaks of more than 2 cases to CCL. Report 20 cases to the Fresno Department of Public Health.	Report outbreaks of more than 2 cases to CCL. Report 20 cases to the Fresno Department of Public Health.	Report outbreaks of more than 2 cases to CCL. Report 20 cases to the Fresno Department of Public Health.
<b>Cleaning</b>	Use sanitation schedule	Cleansing between classes and cohorts	Clean using health and hygiene schedules
<b>Meal service</b>	Individual plating of meals	Family style meals	Family style meals
<b>Ventilation Improvements</b>	Add strategies when feasible such as fans to blow air out of areas,	Maintain filters and ventilation improvements	Maintain filters and ventilation improvements

Prevention Strategy	High COVID >20	Medium COVID 10-20	Low COVID rate <10
	opening windows to increase ventilation, or placement of HEPA filters		

**Recommendations noted above were adopted from the following with modifications based on local considerations:**

CDC.gov

CDC Center for Disease Control and Prevention COVID-19 by county

Guidance for Child Care Provider and Programs March 12, 2022

Guidance for Child Care Providers and Programs: Question and answers July 22,2022

Guidance for Child Care Providers and Programs Oct. 21, 2022

County of Fresno Department of Public Health news release August 13, 2020 COVID 19 return to work guideline for Fresno County clearance testing is neither needed nor recommended.

California Department of Public Health Guidance for local jurisdictions on Isolation and Quarantine of the General Public Nov 9, 2022

California Department of Public Health a Guidance for the use of Face Coverings September 20,2022

Department of Social Services All child care facility licensee’s and providers Nov. 23, 2021 Face cover requirements

**For Fresno EOC Head Start 0 to 5 Use Only**

Reviewed by Health Services Advisory Committee (HSAC)	Approved by County-Wide Policy Council (CWPC)	Approved by Fresno EOC Board of Commissioners
[01/24/23] <a href="#">[02/23/24]</a>	[03/07/23] [04/09/24]	[04/06/23]



**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Finance
<b>Consent Agenda Item #:</b> 6XXII	<b>Director:</b> Steven Warnes
<b>Subject:</b> Health Insurance Report	<b>Officer:</b> Jay Zapata

**Background**

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

As of February 29, 2024, the health insurance reserve is at \$7.0 million, which would cover approximately 8.8 months of average expenditures. Contributions from programs and employees total \$2,046,801 while the Fund has paid out \$2,106,575 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%. Recordkeeper for FSA and HSA plans moved to Health Equity.

This table presents a sample of the monthly health insurance premium rates for 2024. 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).

	<b>Agency</b>	<b>Employee</b>	<b>Total Premium</b>
<b>Employee Only</b>	<b>\$684</b>	<b>\$162</b>	<b>\$846</b>
<b>EE +Child(ren)</b>	<b>\$1,238</b>	<b>\$291</b>	<b>\$1,529</b>
<b>EE + Family</b>	<b>\$1,643</b>	<b>\$387</b>	<b>\$2,030</b>
<b>EE + Spouse</b>	<b>\$1,374</b>	<b>\$324</b>	<b>\$1,698</b>

**FRESNO EOC**  
**HEALTH INSURANCE FUND REPORT**  
 THROUGH FEBRUARY 29, 2024

	2024					2023		
	January	February	March	YTD totals Jan-Feb	Mo. Avg. Prev 12 mos	YTD totals Jan-Feb	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
<b>Beginning Fund Balance</b>	<b>7,058,109</b>	<b>6,940,644</b>	<b>6,998,335</b>					
<b><u>Income</u></b>								
Agency Contributions	838,792	816,359		1,655,151	731,957	1,501,342	8,629,680	719,140
Additional Agency Contr.	-	-		-	0	0	0	-
Employee Contributions	194,023	197,627		391,650	156,870	372,339	1,863,131	155,261
<b>Total Income</b>	<b>1,032,815</b>	<b>1,013,986</b>	-	<b>2,046,801</b>	<b>888,828</b>	<b>1,873,681</b>	<b>10,492,811</b>	<b>874,401</b>
<b><u>Expenses</u></b>								
Health Claims Paid	701,011	381,551		1,082,562	406,631	850,202	4,647,215	387,268
Dental Claims Paid	45,940	41,346		87,286	44,039	85,837	527,020	43,918
Prescriptions Paid	150,425	179,445		329,870	154,384	255,307	1,778,042	148,170
Vision Claims Paid	8,667	845		9,512	6,695	8,814	79,636	6,636
Stop Loss Premiums	99,933	99,717		199,650	103,166	209,609	1,247,950	103,996
Stop Loss Claims	-	-		0	(3,459)	(22,123)	(63,636)	(5,303)
Life Insurance Premiums	9,181	9,261		18,442	9,016	16,438	106,188	8,849
Pinnacle	11,800	12,557		24,357	13,187	26,888	160,775	13,398
Blue Cross/Kaiser	103,405	103,446		206,851	28,746	27,730	165,827	13,819
Benefits Consultant	12,083	120,383		132,466	21,108	24,167	145,000	12,083
Employee Assist. Program	4,740	4,740		9,480	4,740	9,074	56,475	4,706
Preferred Chiropractors	780	782		1,562	855	1,746	10,442	870
TeleDoc	2,315	2,222		4,537	3,409	4,959	41,326	3,444
Other Expenses	-	-		0	1,619	3,232	22,661	1,888
ACA Fees	-	-		0	308	0	3,690	308
<b>Total Expenses</b>	<b>1,150,280</b>	<b>956,295</b>	-	<b>2,106,575</b>	<b>794,442</b>	<b>1,501,880</b>	<b>8,928,611</b>	<b>744,051</b>
<b>Current Fund Activity (net)</b>	<b>(117,465)</b>	<b>57,691</b>	-	<b>(59,774)</b>	<b>94,385</b>	<b>371,801</b>	<b>1,564,200</b>	<b>130,350</b>
<b>Ending Fund Balance</b>	<b>6,940,644</b>	<b>6,998,335</b>	<b>6,998,335</b>	<b>6,998,335</b>				
<b><u>Enrollment</u></b>								
Employee only-EOC funded	310	312			311		341	
Kaiser	54	62			58			
Family coverage-EOC funded	312	314			313		355	
Kaiser	30	32			31			
Other-Dental only or Sub/On Call	42	50			46		48	
<b>Total employees enrolled</b>	<b>748</b>	<b>770</b>	-		<b>759</b>		<b>744</b>	

Estimated # months funded: 8.8

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Training & Employment
<b>Agenda Item #:</b> 7	<b>Director:</b> Patrick Turner
<b>Subject:</b> Transforming and Inspiring	<b>Officer:</b> Sherry Neil

**Recommended Action**

The information presented in this item is intended to keep the Board apprised of the 2023 Strategic Program Progress Report Year 1, as well as highlight the clients we serve.

**Background**

Since 1973, Training & Employment (T&E) has provided job readiness programming for thousands of youths and young adults in Fresno County. T&E operates a range of programs including Valley Apprenticeship Connections (VAC), the Workforce Connection Young Adult Program, and the Summer Internship Program. VAC provides a 12-week pre-apprenticeship training to prepare individuals for the construction industry. The Workforce Connection Young Adult Program provides young people ages 14-24 with educational and employment training opportunities to enhance their academic proficiency and facilitate their transition into self-sufficiency. The Summer Internship Program provides paid employment training opportunities for students who are graduating high school and who are enrolled in or planning to attend college.

Participants in tonight’s presentation include 10 young adults that are participating in the One Fresno Youth Job Corps through an internship here at Fresno EOC. This project is funded by the City of Fresno to provide six months of paid internship training in a discipline of their choice.

**Fiscal Impact**

Action on this agenda item will have no fiscal impact.

**CSBG Organizational Standard**

The organization’s governing board receives programmatic reports at each regular board meeting per Category 5, Standard 5.9.

**Conclusion**

The strategic progress report highlights the poverty conditions the program sought to address, the methods used to address these poverty conditions, and how the program partnered with communities to build pathways out of poverty.

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Finance
<b>Agenda Item #:</b> 8	<b>Director:</b> Angela Riofrio
<b>Subject:</b> Agency Financial and Head Start Financial Status Report February 2024	<b>Officer:</b> Steve Warner (Interim CFO)

**Recommended Action**

Staff recommends acceptance for full Board consideration of the interim consolidated financial statements as of February 29, 2024, Agency and Head Start 0 to 5.

**CSBG Organizational Standard**

The governing board receives financial reports at each regular meeting that include the following per Category 8, Standard 8.7:

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

**Background**

In accordance with the Agency’s bylaws, this item is intended to keep commissioners apprised of the agency’s financial situation as of February 29, 2024 (17% of the year) and to provide an opportunity to discuss and review financial statements for each month are available for each meeting of the Board of Commissioners. Enclosed are the monthly financials for Fresno EOC (consolidated) and for Head Start for review and acceptance.

**Fiscal Impact**

The following are key points of the attached financials for context.

**Agency Statement of Activities and Statement of Financial Position**

Revenues: \$27,756,414 (16% received)

- In-kind Contributions \$7,307,018 (16% recorded) – Majority of the contributions are the Head Start 0 to 5 parents volunteering in the classroom.

Expenditures: (17% of budget expensed)

- Facilities Costs: \$1,346,371 (34% of budget expended) – Facilities costs currently exceed budget to date due to higher than average spending on energy assistance as the 2023 grant is being spent out.
- Equipment Costs: \$195,744 (34% of budget expended) – Equipment costs currently exceed budget to date due to the final payment on the purchase and delivery of two portable classrooms.

As of February 29, 2024, we have not received any of the anticipated donation revenue. Program groups that are reporting operating deficits are Food Services, Transit and Employment & Training. Other program groups have received funds in advance that reduces the reported deficit to \$817,228.

### **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**  
as of February 29, 2024 (17% Variance) and Prior Years 2023 Actuals

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	
	<b>PROPOSED BUDGET JAN - DEC 2024</b>	<b>ACTUAL FEBRUARY 2024</b>	<b>BUDGET VARIANCE (TARGET 17%)</b>	<b>BUDGET BALANCE REMAINING</b>	
				<b>ACTUAL JAN - DEC 2023</b>	
<b>REVENUES AND SUPPORT</b>					
GRANT REVENUE	\$ 90,161,275	\$ 15,234,043	 17%	\$ 74,927,232	86,311,936
FEE FOR SERVICE REVENUE	29,804,459	4,538,918	 15%	25,265,541	24,918,337
OTHER REVENUE	3,823,080	676,435	 18%	3,146,645	5,133,795
DONATION CONTRIBUTIONS	178,905	-	0%	178,905	116,860
<b>TOTAL CASH REVENUE</b>	\$ 123,967,719	\$ 20,449,396	 16%	\$ 103,518,323	\$ 116,480,928
IN KIND REVENUE	\$ 45,745,161	\$ 7,307,018	 16%	\$ 38,438,143	52,657,103
<b>TOTAL REVENUE &amp; SUPPORT</b>	169,712,880	27,756,414	 16%	141,956,466	169,138,031
<b>EXPENDITURES</b>					
PERSONNEL COSTS	\$ 82,254,198	\$ 13,408,136	 16%	\$68,846,062	70,833,954
ADMIN SERVICES	8,385,781	1,292,441	 15%	7,093,340	7,278,403
CONTRACT SERVICES	11,467,106	2,049,004	 18%	9,418,102	10,594,413
FACILITY COSTS	3,909,803	1,346,371	 34%	2,563,432	6,444,884
TRAVEL, MILEAGE, VEHICLE COSTS	3,646,896	568,746	 16%	3,078,150	3,248,366
EQUIPMENT COSTS	577,288	195,744	 34%	381,544	2,146,174
DEPRECIATION - AGENCY FUNDED	296,000	50,873	 17%	245,127	293,861
OFFICE EXPENSE	2,099,241	497,314	 24%	1,601,927	4,284,681
INSURANCE	918,175	189,532	 21%	728,643	972,297
PROGRAM SUPPLIES & CLIENT COSTS	9,723,254	1,510,184	 16%	8,213,070	13,433,542
OTHER COSTS	689,977	127,050	 18%	562,927	942,324
<b>TOTAL CASH EXPENDITURES</b>	\$ 123,967,719	\$ 21,235,394	 17%	\$ 102,732,325	120,472,898
IN KIND EXPENSES	\$ 45,745,161	\$ 7,307,018	 16%	\$ 38,438,143	52,657,103
<b>TOTAL EXPENDITURES</b>	169,712,880	28,542,412	 17%	141,170,468	173,130,001
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ (785,998)		\$ 785,998	\$ (3,991,970)
<b>OTHER INCOME / EXPENSE</b>					
TRANSIT GRANT ASSET DEPRECIATION		31,230		(31,230)	206,584
<b>NET SURPLUS (DEFICIT)</b>	\$ -	(\$817,228)		817,228	(\$4,198,554)

\* Budget for 2024 is pending. Above reflects the 2024 budget.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of February 29, 2024**

	<b>2024</b>	<b>2023</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 4,899,971	\$ 5,965,941	\$ (1,065,970)
ACCOUNTS RECEIVABLE	16,136,803	14,816,461	1,320,342
PREPAIDS/DEPOSITS	428,773	352,935	75,839
INVENTORIES	157,167	172,850	(15,683)
PROPERTY, PLANT & EQUIPMENT	13,582,947	13,661,978	(79,031)
NOTES RECEIVABLE (net)	334,523	341,740	(7,217)
<b>TOTAL ASSETS</b>	<b>\$ 35,540,184</b>	<b>\$ 35,311,905</b>	<b>\$ 228,280</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 6,780,909	\$ 4,117,268	\$ 2,663,642
ACCRUED PAYROLL LIABILITIES	4,077,817	5,835,844	(1,758,026)
DEFERRED REVENUE	3,982,849	2,130,977	1,851,872
NOTES PAYABLE	3,122,113	3,143,319	(21,206)
HEALTH INSURANCE RESERVE	6,998,335	5,865,709	1,132,626
OTHER LIABILITIES	1,005,026	1,162,828	(157,802)
<b>TOTAL LIABILITIES</b>	<b>\$ 25,967,049</b>	<b>\$ 22,255,945</b>	<b>\$ 3,711,104</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ (785,998)	\$ (502,116)	\$ (283,882)
UNRESTRICTED NET ASSETS	(307,563)	2,819,828	(3,127,391)
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	10,110,428	10,181,980	(71,553)
<b>TOTAL FUND BALANCE</b>	<b>\$ 9,573,136</b>	<b>\$ 13,055,960</b>	<b>\$ (3,482,825)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 35,540,185</b>	<b>\$ 35,311,905</b>	<b>\$ 228,280</b>

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 February 29, 2024

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	\$20,210,662	\$1,105,143	\$3,392,572	\$16,818,090	\$0	\$0	\$0	\$0
Fringe Benefits	8,468,009	\$157,103	1,288,175	7,179,834	-	-	-	-
<b>Total Personnel</b>	<b>\$28,678,671</b>	<b>\$1,262,246</b>	<b>\$4,680,748</b>	<b>\$23,997,923</b>	-	-	-	-
Travel	-	-	-	-	50,644	-	-	50,644
Equipment*	-	-	-	-	-	-	-	-
Supplies	665,867	20,645	83,121	582,746	14,706	-	-	14,706
Contractual	2,929,424	216,108	346,328	2,583,096	-	-	-	-
<b>Facilities / Construction</b>								
<b>Other:</b>								
Food Cost	555,870	79,322	218,490	337,380				
Transportation	200,000	41,831	45,720	154,280				
Staff Mileage	85,871	6,391	19,559	66,312				
Field Trips, including Transportation	6,600	100	100	6,500				
Space	642,495	2,306	87,575	554,920				
Utilities / Telephone / Internet	130,000	8,850	60,636	69,364				
Repair/Maintenance Building	245,600	16,737	51,377	194,223				
Repair/Maintenance Equipment	1,707	623	1,020	687				
Property & Liability Insurance	180,750	42,883	58,514	122,236				
Parent Involvement / CWPC	32,377	1,595	2,706	29,671				
Other Costs*	140,422	8,607	16,890	123,532				
Staff & Parent Training	18,244	-	250	17,994	231,739	5,644	20,650	211,089
<b>Total Direct Charges</b>	<b>\$34,513,898</b>	<b>\$1,708,243</b>	<b>\$5,673,034</b>	<b>\$28,840,864</b>	<b>297,089</b>	<b>5,644</b>	<b>20,650</b>	<b>276,439</b>
<b>Total Indirect Charges</b>	<b>\$3,106,251</b>	<b>\$153,742</b>	<b>\$510,573</b>	<b>\$2,595,678</b>	<b>\$26,738</b>	<b>\$508</b>	<b>\$1,858</b>	<b>\$24,880</b>
<b>Total Federal Expenditures</b>	<b>\$37,620,149</b>	<b>\$1,861,985</b>	<b>\$6,183,607</b>	<b>\$31,436,542</b>	<b>\$323,827</b>	<b>6,152</b>	<b>22,508</b>	<b>\$301,319</b>
% of Annual Budget Expended to Date			16%				7%	
<b>Non-Federal Share</b>	<b>\$8,622,143</b>	<b>\$823,090</b>	<b>\$1,194,280</b>	<b>\$7,427,863</b>	<b>\$64,765</b>	<b>\$1,538</b>	<b>\$5,627</b>	<b>\$59,138</b>

14%

\*Other Costs Include:  
 DEPRECIATION EXPENSE  
 POSTAGE/EXPRESS MAIL  
 FINGERPRINTING / BACKGROUND CHECK  
 RECRUITMENT  
 EMPLOYEE APPRECIATION  
 TRAINING OTHER

Credit Card Expenses: Credit card statement dated 2/1/24-2/29/24		
February 2024 expenses:		
Program Supplies -		
Nutrition/Medically Prescribed	\$ 428	Manor Drug- Medically Prescribed Formula
Staff Training	\$ 1,621	Hilton - Hotel for Parent Engagement/Education Conferences
Parent Training	\$ 1,113	Hilton - Hotel for Parent Engagement/Education Conferences
Program Supplies - Kitchen	\$ 223	Cresco Resco - Kitchen Supplies
Program Supplies - Disposables	\$ 455	Target - Toiletries for children with disabilities
Licenses - Premise	\$ 68	Selma City Hall - Business License Renewal - Roosevelt, Wilson
CWPC - Other	\$ 579	Diciccos - Catering for County-Wide meeting
Staff Training	\$ 180	Laura Fink - HS Coaching
Staff Training	\$ 984	Emily Juricek Coaching - HS Coaching
Telephone	\$ 1,739	Frontier Communication - Telephone Service
Internet	\$ 322	Frontier Communication - Internet Service
	<b>\$ 7,712</b>	

Fresno Economic Opportunities Commission  
 Head Start/Early Head Start Financial Status  
 Monthly Report  
 February 29, 2024

Description	Early Head Start - Basic				Early Head Start - T & TA YTD			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	Expenses	Balance Remaining
<b>Personnel</b>	\$5,065,542	\$171,994	\$520,761	\$4,544,781	\$0	\$0	\$0	\$0
<b>Fringe Benefits</b>	1,345,661	\$20,780	149,531	1,196,130	-	-	-	-
<b>Total Personnel</b>	<b>6,411,203</b>	<b>192,775</b>	<b>670,292</b>	<b>5,740,911</b>	-	-	-	-
<b>Travel</b>	-	-	-	-	44,821	-	-	44,821
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	102,544	1,522	18,060	84,484	1,289	-	-	1,289
<b>Contractual</b>	277,288	12,455	25,483	251,805	11,526	-	-	11,526
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	378,940	2,336	8,205	370,735				
<b>Transportation</b>	56,097	461	703	55,394				
<b>Staff Mileage</b>	34,129	2,281	7,448	26,681				
<b>Field Trips, including Transportation</b>	1,000	-	-	1,000				
<b>Space</b>	48,360	5	15,448	32,912				
<b>Utilities / Telephone / Internet</b>	140,000	9,322	14,197	125,803				
<b>Repair/Maintenance Building</b>	96,087	1,080	2,050	94,037				
<b>Repair/Maintenance Equipment</b>	3,983	159	307	3,676				
<b>Property &amp; Liability Insurance</b>	60,250	2,359	4,156	56,094				
<b>Parent Involvement / CWPC</b>	33,268	292	351	32,917				
<b>Other Costs*</b>	35,081	1,319	2,902	32,179				
<b>Staff &amp; Parent Training</b>	10,480	111	111	10,369	101,420	2,138	7,781	93,639
<b>Total Direct Charges</b>	<b>7,688,710</b>	<b>226,476</b>	<b>769,713</b>	<b>6,918,997</b>	<b>159,056</b>	<b>2,138</b>	<b>7,781</b>	<b>\$151,275</b>
<b>Total Indirect Charges</b>	<b>\$691,984</b>	<b>\$20,383</b>	<b>\$69,274</b>	<b>\$622,710</b>	<b>\$14,315</b>	<b>\$192</b>	<b>\$700</b>	<b>\$13,615</b>
<b>Total Federal Expenditures</b>	<b>\$8,380,694</b>	<b>246,859</b>	<b>\$838,987</b>	<b>\$7,541,707</b>	<b>\$173,371</b>	<b>2,330</b>	<b>\$8,481</b>	<b>\$164,890</b>
% of Annual Budget Expended to Date			10%				5%	
<b>Non-Federal Share</b>	<b>\$2,103,842</b>	<b>\$195,255</b>	<b>\$317,821</b>	<b>\$1,786,021</b>	<b>\$34,674</b>	<b>\$583</b>	<b>\$2,120</b>	<b>\$41,222</b>

\*Other Costs Include:  
 DEPRECIATION EXPENSE  
 POSTAGE/EXPRESS MAIL  
 FINGERPRINTING / BACKGROUND CHECK  
 RECRUITMENT  
 EMPLOYEE APPRECIATION  
 TRAINING OTHER

**Credit Card Expenses: Credit card statement dated 2/1/24-2/29/24**  
**February 2024 expenses:**

Program Supplies - Kitchen	\$	49	Cresco Resco - Kitchen Supplies
Staff Training	\$	356	Hilton - Hotel for Parent Engagement/Education Conferences
Program Supplies - Disposables	\$	272	Target - Detergent, Supplies for CDC and Eric White
CWPC - Other	\$	127	Dicccos - Catering for County-Wide meeting
Staff Training	\$	820	Laura Fink - HS Coaching
Staff Training	\$	216	Emily Juricek Coaching - HS Coaching
Telephone	\$	126	Frontier Communication - Telephone Service
	<b>\$</b>	<b>1,966</b>	

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Finance
<b>Agenda Item #:</b> 9	<b>Director:</b> Angela Riofrio
<b>Subject:</b> 2024 Agency Budget	<b>Officer:</b> Steve Warnes (Interim CFO)

**Recommended Action**

Staff recommends Board approval of the 2024 consolidated agency budget.

**Background**

As a best practice, the Agency presents the consolidated annual budget to the Board for approval. This budget includes both existing grants and anticipated grants for the calendar year. The 2024 agency budget projection is integrated into the monthly financial reports to facilitate monitoring and review of the actual versus budget status.

In March, the board conducted three budget hearings to discuss the specific details of each program's budget. These hearings were organized into focus areas based on the agency's strategic plan. Program Officers presented departments budget, alongside Program Director's with the Finance Team's support on the following dates:

- o March 11<sup>th</sup> at 5:30pm – Food Security, Health & Wellness
- o March 18<sup>th</sup> at 4:30pm – Educational Achievement, Employment Opportunities
- o March 25<sup>th</sup> at 5:30pm – Community Safety, Housing Stability

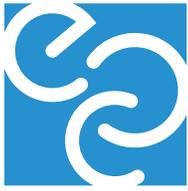
Commissioners provided input and feedback. The final proposed budget include the recommendations and updates.

**Fiscal Impact**

The budget presents both revenue and expenses of approximately \$113,142,000. Additionally, there is a budgeted amount of In-Kind Revenue of approximately \$45,745,000.

**Conclusion**

If approved by the Board, this Budget will be used in conjunction with the interim financial statements to keep the Board apprised on the agency's financial position. If not approved, the agency will operate with an outdated agency budget.



Fresno  
Economic  
Opportunities  
Commission

# 2024 AGENCY *Budget*



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# 2024 AGENCY BUDGET SUMMARY

	Total Agency Budget		Food Insecurity	
	2024 Budget	% of budget	Food Services	Women Infants & Children
<b>REVENUES AND SUPPORT</b>				
Grant Revenue	\$ 79,335,851	70.1%	\$ 1,711,293	\$ 7,291,304
Fee for Service Revenue	\$ 29,804,459	26.3%	\$ 6,693,682	\$ -
Other Revenue	\$ 3,823,080	3.4%	\$ 1,797,557	\$ -
Donation Contributions	\$ 178,905	0.2%	\$ -	\$ -
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 113,142,294</b>	<b>100%</b>	<b>\$ 10,202,532</b>	<b>\$ 7,291,304</b>
<b>EXPENSES</b>				
Personnel Costs	\$ 74,280,816	65.7%	\$ 3,981,688	\$ 5,778,945
Admin Services	\$ 7,425,959	6.6%	\$ 424,482	\$ 662,845
Program Costs	\$ 30,745,542	27.2%	\$ 5,737,264	\$ 735,622
Other Costs	\$ 689,977	0.6%	\$ 59,098	\$ 113,892
<b>TOTAL EXPENSES</b>	<b>\$ 113,142,294</b>	<b>100%</b>	<b>\$ 10,202,532</b>	<b>\$ 7,291,304</b>
<b>IN-KIND TRANSACTIONS</b>				
Non-Cash Revenue	\$ 45,745,161		\$ -	\$ 26,722,646
Non-Cash Expenses	\$ (45,745,161)		\$ -	\$ (26,722,646)
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Percentage of Expenditures</b>	<b>100.00%</b>		<b>9.02%</b>	<b>6.44%</b>
<b>BEGINNING RESERVE</b>	<b>\$0</b>			
<b>2024 NET SURPLUS/(DEFICIT)</b>	<b>\$0</b>			
<b>ENDING RESERVE</b>	<b>\$0</b>			

# 2024 AGENCY BUDGET SUMMARY

Health & Wellness	Educational Achievement		
Health Services	Foster Grandparent	Head Start 0-5	School of Unlimited Learning
\$ 2,632,585	\$ 1,181,901	\$ 37,476,092	\$ 3,855,256
\$ 1,124,085	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 7,794	\$ 2,000
\$ -	\$ 2,891	\$ -	\$ 105,000
<b>\$ 3,756,670</b>	<b>\$ 1,184,792</b>	<b>\$ 37,483,886</b>	<b>\$ 3,962,256</b>
\$ 2,576,637	\$ 308,511	\$ 28,660,421	\$ 2,305,092
\$ 352,555	\$ 33,513	\$ 3,041,547	\$ 197,835
\$ 827,479	\$ 842,768	\$ 5,781,918	\$ 1,346,829
\$ -	\$ -	\$ -	\$ 112,500
<b>\$ 3,756,670</b>	<b>\$ 1,184,792</b>	<b>\$ 37,483,886</b>	<b>\$ 3,962,256</b>
\$ -	\$ -	\$ 10,825,424	\$ -
\$ -	\$ -	\$ (10,825,424)	\$ -
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ -	\$ -	\$ -
<b>3.32%</b>	<b>1.05%</b>	<b>33.13%</b>	<b>3.50%</b>

# 2024 AGENCY BUDGET SUMMARY

Community Safety			
Transit	Sanctuary & Support Services	Advance Peace	Navigation Network Support
\$ 2,651,057	\$ 4,013,226	\$ 1,494,246	\$ 736,230
\$ 8,790,889	\$ 724,534	\$ -	\$ -
\$ 1,189,552	\$ 181,393	\$ -	\$ -
\$ -	\$ 73,905	\$ -	\$ -
<b>\$ 12,631,498</b>	<b>\$ 4,993,058</b>	<b>\$ 1,494,245</b>	<b>\$ 736,230</b>
\$ 7,642,682	\$ 2,882,130	\$ 757,061	\$ 588,984
\$ 763,299	\$ 349,500	\$ 93,093	\$ -
\$ 4,225,195	\$ 1,674,963	\$ 624,091	\$ 147,246
\$ 322	\$ 86,465	\$ 20,000	\$ -
<b>\$ 12,631,498</b>	<b>\$ 4,993,058</b>	<b>\$ 1,494,245</b>	<b>\$ 736,230</b>
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>11.16%</b>	<b>4.41%</b>	<b>1.32%</b>	<b>0.65%</b>

# 2024 AGENCY BUDGET SUMMARY

Employment Opportunities			Housing Stability	
Local Conservation Corps	Employment & Training	Valley Apprenticeship Connections	Energy Services	Administration
\$ 3,223,560	\$ 1,451,413	\$ 1,553,831	\$ 9,727,156	\$ 336,700
\$ 461,242	\$ 14,236	\$ -	\$ -	\$ 11,992,900
\$ 36,684	\$ -	\$ -	\$ -	\$ 608,100
\$ -	\$ -	\$ -	\$ -	\$ -
<b>\$ 3,721,486</b>	<b>\$ 1,465,649</b>	<b>\$ 1,553,831</b>	<b>\$ 9,727,156</b>	<b>\$ 12,937,700</b>
\$ 2,565,833	\$ 984,000	\$ 1,072,111	\$ 4,996,822	\$ 9,179,900
\$ 292,188	\$ 82,108	\$ 132,867	\$ 972,726	\$ 27,400
\$ 863,466	\$ 399,541	\$ 348,853	\$ 3,757,608	\$ 3,432,700
\$ -	\$ -	\$ -	\$ -	\$ 297,700
<b>\$ 3,721,487</b>	<b>\$ 1,465,649</b>	<b>\$ 1,553,831</b>	<b>\$ 9,727,156</b>	<b>\$ 12,937,700</b>
\$ -	\$ -	\$ -	\$ 8,197,091	\$ -
\$ -	\$ -	\$ -	\$ (8,197,091)	\$ -
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ -	\$ -	\$ -	\$ -
<b>3.29%</b>	<b>1.30%</b>	<b>1.37%</b>	<b>8.60%</b>	<b>11.43%</b>

# Fresno EOC Strategic Focus Areas Programs



# **Food Insecurity Budget Narrative**

## **Food Services**

The Food Services program generates revenue totaling \$10,202,532. This revenue includes state funding for various programs like Summer Food and At-Risk initiatives, as well as federal funds for Senior C-19 meal deliveries. Additionally, the program earns income through contracts with school sites, senior communities, and other entities for services like catering and cafe operations. Expenses mirror the revenue amount, with personnel costs covering 72 employees, including full-time and part-time/temporary staff. Other major expenses include administrative services, program costs such as raw food and kitchen maintenance, and miscellaneous safety expenditures. Donation contributions have not been historically received.

## **Women, Infants, and Children (WIC)**

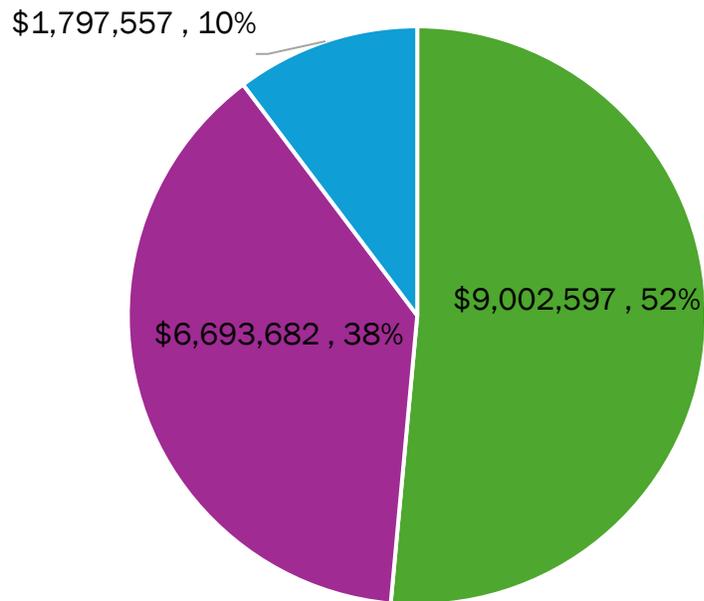
The Women, Infants, and Children (WIC) program operates with a revenue of \$7,291,304, sourced entirely from a contract with the California Department of Public Health/Women, Infants, and Children Division. Expenses match this revenue figure, with personnel costs amounting to \$5,778,945, covering 80 staff members, including full-time and part-time staff with and without fringe benefits. Administrative services incur \$662,845, factoring in an indirect cost rate of 10%. Operating costs total \$849,514, encompassing various general expenses such as office supplies, nutrition education, facility expenses like rent and utilities, and other operational necessities

# Food Insecurity 2024 Budget

REVENUES AND SUPPORT	Food Insecurity	Food Services	WIC
Grant Revenue	\$ 9,002,597	\$ 1,711,293	\$ 7,291,304
Fee for Service Revenue	\$ 6,693,682	\$ 6,693,682	
Other Revenue	\$ 1,797,557	\$ 1,797,557	
Donation Contributions	\$ -	\$ -	
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 17,493,836</b>	<b>\$ 10,202,532</b>	<b>\$ 7,291,304</b>
<b>EXPENSES</b>			
Personnel Costs	\$ 9,760,633	\$ 3,981,688	\$ 5,778,945
Admin Services	\$ 1,087,327	\$ 424,482	\$ 662,845
Program Costs	\$ 6,472,886	\$ 5,737,264	\$ 735,622
Other Costs	\$ 172,990	\$ 59,098	\$ 113,892
<b>TOTAL EXPENSES</b>	<b>\$ 17,493,836</b>	<b>\$ 10,202,532</b>	<b>\$ 7,291,304</b>
<b>IN-KIND TRANSACTIONS</b>		\$ -	\$ -
		\$ -	\$ -
Non-Cash Revenue	\$ 26,722,646	\$ -	\$ 26,722,646
Non-Cash Expenses	\$ (26,722,646)	\$ -	\$ (26,722,646)
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

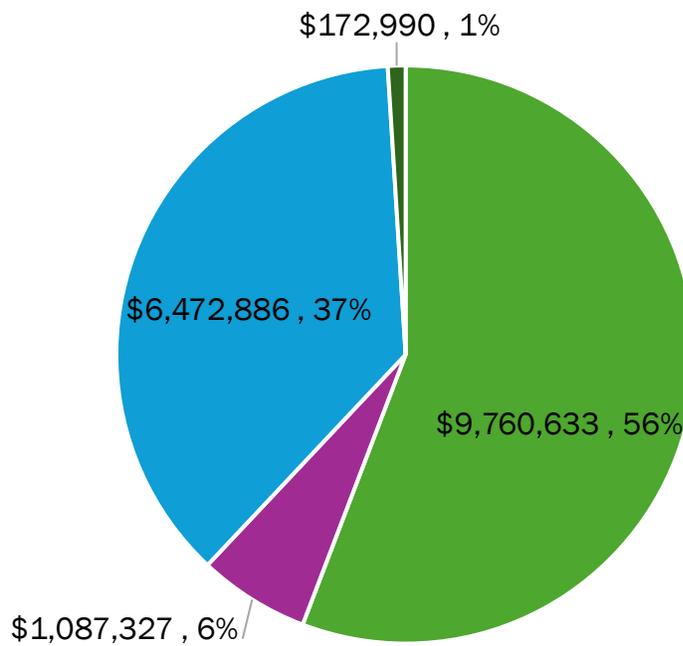
# Food Insecurity Summary

## Revenue and Support



■ Grant Revenue   ■ Fee for Service Revenue   ■ Other Revenue

## Expenses



■ Personnel Costs   ■ Admin Services   ■ Program Costs   ■ Other Costs

# Health & Wellness

## Budget Narrative

### Health Services

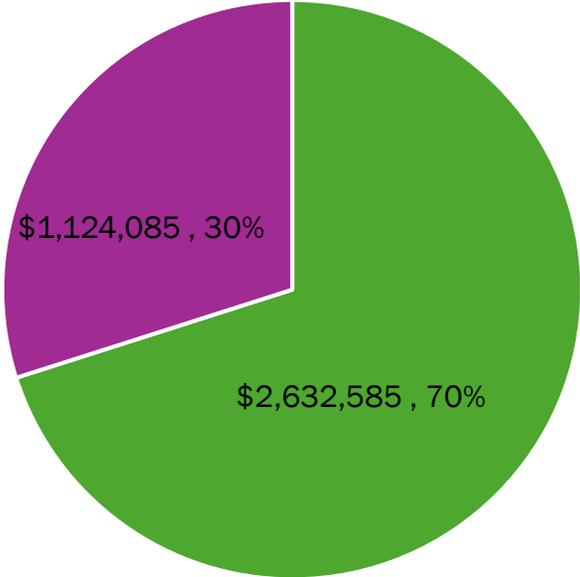
The Health Services program operates with a revenue of \$3,756,670, primarily sourced from 13 projects funded by federal, state, and county grants and contracts. Approximately 32% of this revenue is derived from fee-for-service arrangements with health plans and private pay patients accessing medical and oral health services at the Community Health Center, including specialized services such as Covid-19 testing and treatments. While short-term special projects may extend additional funding, the program does not receive cash donations. Expenses align with revenue, totaling \$3,756,670, with personnel costs amounting to \$2,576,636.80, covering 43 full-time equivalents, 2 part-time employees, and vacancies. Administrative services incur \$352,555, including indirect costs covering facilities, rent, and utilities, while program costs of \$827,479 include outreach, education, equipment, and contractual services like a Medical Director. There are no other associated costs with the program.

## Health & Wellness 2024 Budget

REVENUES AND SUPPORT	Health & Wellness	Health Services
Grant Revenue	\$ 2,632,585	\$ 2,632,585
Fee for Service Revenue	\$ 1,124,085	\$ 1,124,085
Other Revenue	\$ -	
Donation Contributions	\$ -	
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 3,756,670</b>	<b>\$ 3,756,670</b>
<b>EXPENSES</b>		
Personnel Costs	\$ 2,576,637	\$ 2,576,637
Admin Services	\$ 352,555	\$ 352,555
Program Costs	\$ 827,479	\$ 827,479
Other Costs	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 3,756,670</b>	<b>\$ 3,756,670</b>
<b>IN-KIND TRANSACTIONS</b>		
Non-Cash Revenue	\$ -	\$ -
Non-Cash Expenses	\$ -	\$ -
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>

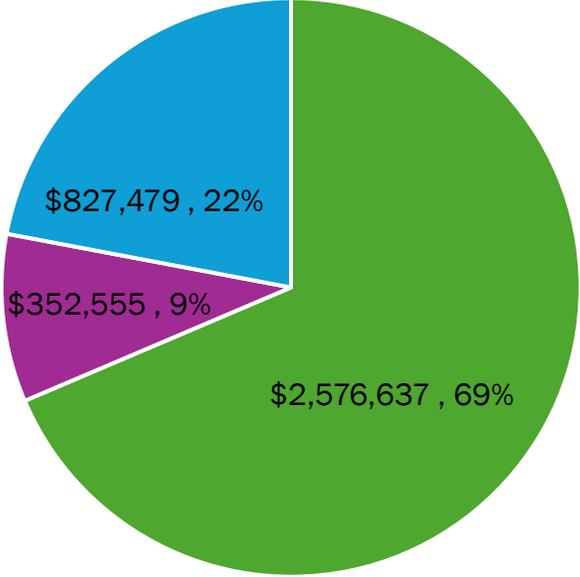
# Health & Wellness Summary

## Revenue and Support



■ Grant Revenue    ■ Fee for Service Revenue

## Expenses



■ Personnel Costs    ■ Admin Services    ■ Program Costs

# **Educational Achievements**

## **Budget Narrative**

### **Head Start**

The Head Start program reports a revenue of \$49,103,805, sourced from one federal grant and three state grants and contracts. The California State Preschool Program operates on a fee-for-service basis, where fees are determined by parents' income levels, ensuring accessibility across various income brackets. Additional revenue comes from fees collected from parents exceeding income qualifications, supporting program operations and early childhood education services for low-income families. In-kind donations, including volunteer services, labor, goods, and supplies, further contribute to the program. Expenses match revenue at \$49,103,805, with personnel costs covering 383 full-time staff, 17 part-time staff, and 118 vacancies, including fringe benefits. Administrative services incur indirect costs at 9% for Head Start 0 to 5 and 10% for the California State Preschool Program (CSPP) and General Child Care and Development (CCTR). Program costs include various items such as travel, equipment, supplies, contractual services, staff development, and transportation. Other costs encompass rent, utilities, telephone, internet, insurance, janitorial and security services, transportation, and equipment repairs.

### **Foster Grandparents**

The Foster Grandparent Program reports a revenue of \$1,184,792, derived from two federal grants, one state grant, and one private foundation. Additionally, fundraising efforts and private donations contribute to the program's revenue stream. Expenses match revenue at \$1,184,792, with personnel costs covering 10 full-time staff, totaling \$308,511 including fringe benefits. Administrative services incur an indirect cost rate of 10%. Program costs primarily consist of volunteer stipends, internet purchases for DSS clients, and supplies for the Eisner Program. Other costs include expenses for rent, telephone, internet, and janitorial services.

### **School of Unlimited Learning (SOUL)**

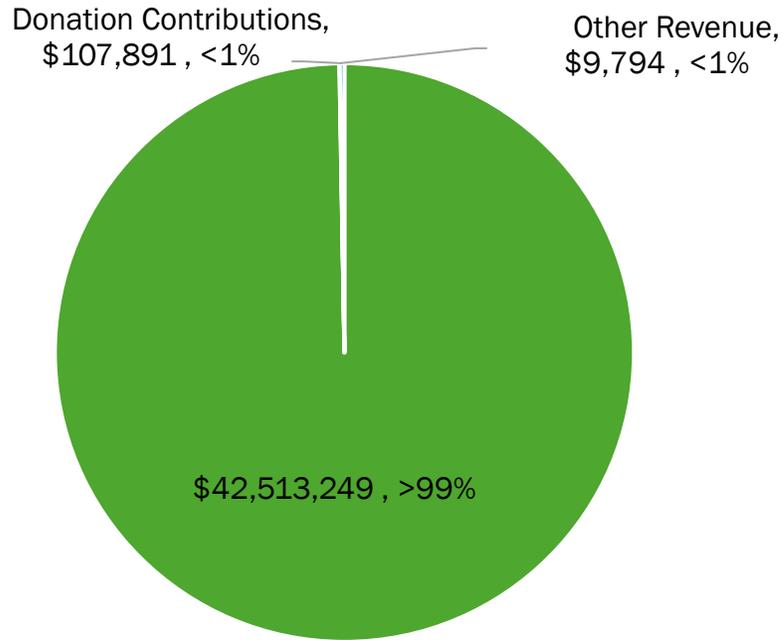
The School of Unlimited Learning (SOUL) generates revenue totaling \$3,875,246, derived from 5 federal grants and 6 State of California grants, alongside approximately \$2,249,812 in Average Daily Attendance (ADA) funding calculated by the state based on attendance percentages. However, SOUL does not engage in fee-for-service programs and does not receive monetary donations. Expenses amount to \$3,786,766, with personnel costs accounting for \$2,252,448, covering 22 full-time staff members and one part-time staff member. Administrative services incur \$387,524.60, with an indirect cost rate of 10%. Program costs include expenses for textbooks, materials, food for students, travel, insurance, rent, professional consulting services, and communications. There are no other associated costs with the program.

## Educational Achievement 2024 Budget

REVENUES AND SUPPORT	Educational Achievement	Head Start 0-5	Foster Grandparents	School of Unlimited Learning
Grant Revenue	\$ 42,513,249	\$ 37,476,092	\$ 1,181,901	\$ 3,855,256
Other Revenue	\$ 9,794	\$ 7,794	\$ -	\$ 2,000
Donation Contributions	\$ 107,891	\$ -	\$ 2,891	\$ 105,000
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 42,630,934</b>	<b>\$ 37,483,886</b>	<b>\$ 1,184,792</b>	<b>\$ 3,962,256</b>
<b>EXPENSES</b>				
Personnel Costs	\$ 31,274,024	\$ 28,660,421	\$ 308,511	\$ 2,305,092
Admin Services	\$ 3,272,895	\$ 3,041,547	\$ 33,513	\$ 197,835
Program Costs	\$ 7,971,515	\$ 5,781,918	\$ 842,768	\$ 1,346,829
Other Costs	\$ 112,500	\$ -	\$ -	\$ 112,500
<b>TOTAL EXPENSES</b>	<b>\$ 42,630,934</b>	<b>\$ 37,483,886</b>	<b>\$ 1,184,792</b>	<b>\$ 3,962,256</b>
<b>IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>		
Non-Cash Revenue	\$ 10,825,424	\$ 10,825,424	\$ -	\$ -
Non-Cash Expenses	\$ (10,825,424)	\$ (10,825,424)	\$ -	\$ -
		\$ -	\$ -	
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

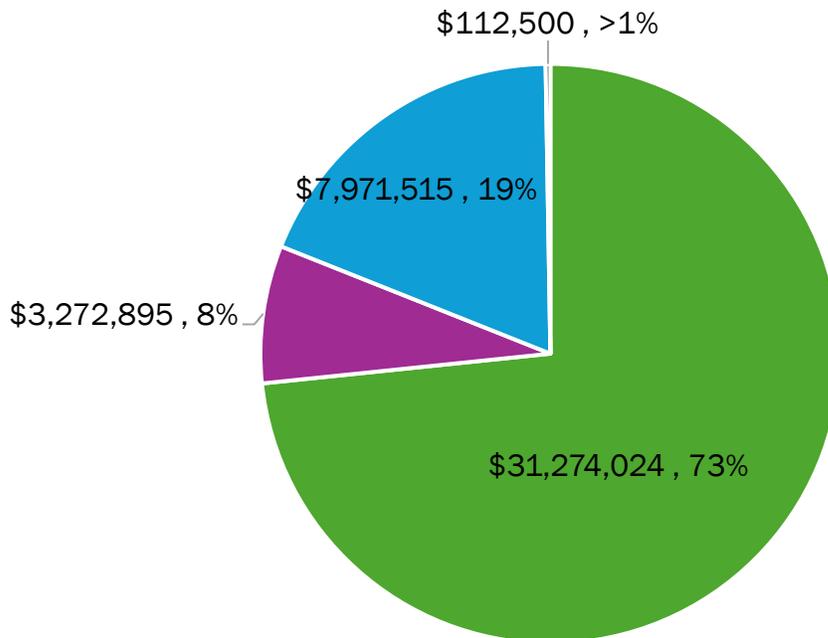
# Educational Achievement Summary

## Revenue and Support



■ Grant Revenue ■ Other Revenue ■ Donation Contributions

## Expenses



■ Personnel Costs ■ Admin Services ■ Program Costs ■ Other Costs

# **Community Safety**

## **Budget Narrative**

### **Transit**

The Transit program operates with a revenue of \$12,631,498, primarily sourced from state funding through the Local Transportation Fund. Additionally, Transit engages in fee-for-service contracts with various entities such as CUSD, CVRC, FUSD, and Madera, providing special trips and maintenance services. Revenue is further supplemented by providing transportation services to other programs like Head Start and meal deliveries. However, historical records indicate no donation contributions. Expenses mirror revenue, totaling \$12,631,498, with personnel costs covering 133 full-time employees, including both union and non-union workers, alongside additional hires and overtime for new winter holiday services. Administrative services incur a 10% indirect cost rate, while program costs encompass contract services, facility expenses, travel, vehicle costs, and various other operational necessities. Safety costs constitute the bulk of other expenses.

### **Sanctuary and Support Services**

The Sanctuary and Support Services program generates revenue totaling \$1,807,620, primarily sourced from three federal, one state, and three local government grants and/or contracts. Additionally, the program receives funds from private foundations/organizations for conducting program activities and reimbursement contracts supporting CVAHT clients. Another local, private funding source supports LGBTQ Manager advocacy efforts. Donations include general financial contributions and funds raised from training and other fundraising activities. Expenses equal the revenue amount, totaling \$1,807,620, with personnel costs covering eight full-time staff for CVAHT and six full-time staff for the LGBTQ+ Resource Center, inclusive of fringe benefits. Administrative services incur a 10% indirect cost rate, while program costs include travel, equipment, supplies, contractual services, staff development, and other operational expenses. Other costs encompass rent, marketing, telecommunications, janitorial or security services, among others, with details on computation basis provided.

# **Community Safety**

## **Budget Narrative**

### **Advance Peace**

The Advance Peace program operates with revenue totaling \$1,494,246. This revenue is sourced from 1 federal grant, 1 state grant, 1 City of Fresno grant, 1 private foundation grant, and a proposed second-year funding from the City of Fresno. Additionally, recent donation contributions amount to \$4,035. Advance Peace does not operate under a fee-for-service model. Expenses total \$1,465,648.72, with personnel costs covering 10 full-time staff, 2 part-time staff, and 1 partially funded director, totaling \$757,061 for salaries and fringe benefits. Administrative services incur a 10% indirect cost rate. Program costs include three contractual obligations totaling \$624,091 per year, while other costs encompass supportive service costs of \$20,000.

### **Navigation Network Support**

The Navigation Network Support has undergone significant expansion this year, growing from 3 to 7 full-time employees, with 5 operating at the Navigation Center and 2 stationed at the Lighthouse Community Learning Center. Furthermore, a temporary presence has been established in Huron, CA, specifically for the Advanced Guaranteed Income program. In collaboration with Information Technology, Navigation Network Support plans to strategically install kiosk devices throughout Fresno County to extend services to rural areas, aligning with the Community Needs Assessment to enhance service effectiveness. This evolution reflects Fresno EOC's commitment to better serve the community and improve outreach efforts.

# Community Safety 2024 Budget

REVENUES AND SUPPORT	Community Safety	Transit	Sanctuary and Support Services
Grant Revenue	\$ 6,548,527	\$ 2,651,057	\$ 1,666,994
Fee for Service Revenue	\$ 8,879,460	\$ 8,790,889	\$ 88,571
Other Revenue	\$ 1,196,052	\$ 1,189,552	\$ 6,500
Donation Contributions	\$ 45,555	\$ -	\$ 45,555
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 16,669,593</b>	<b>\$ 12,631,498</b>	<b>\$ 1,807,620</b>
<b>EXPENSES</b>			
Personnel Costs	\$ 9,942,510	\$ 7,642,682	\$ 953,783
Admin Services	\$ 993,249	\$ 763,299	\$ 136,856
Program Costs	\$ 5,711,420	\$ 4,225,195	\$ 714,888
Other Costs	\$ 22,415	\$ 322	\$ 2,093
<b>TOTAL EXPENSES</b>	<b>\$ 16,669,593</b>	<b>\$ 12,631,498</b>	<b>\$ 1,807,620</b>
<b>IN-KIND TRANSACTIONS</b>			
Non-Cash Revenue	\$ -	\$ -	\$ -
Non-Cash Expenses	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

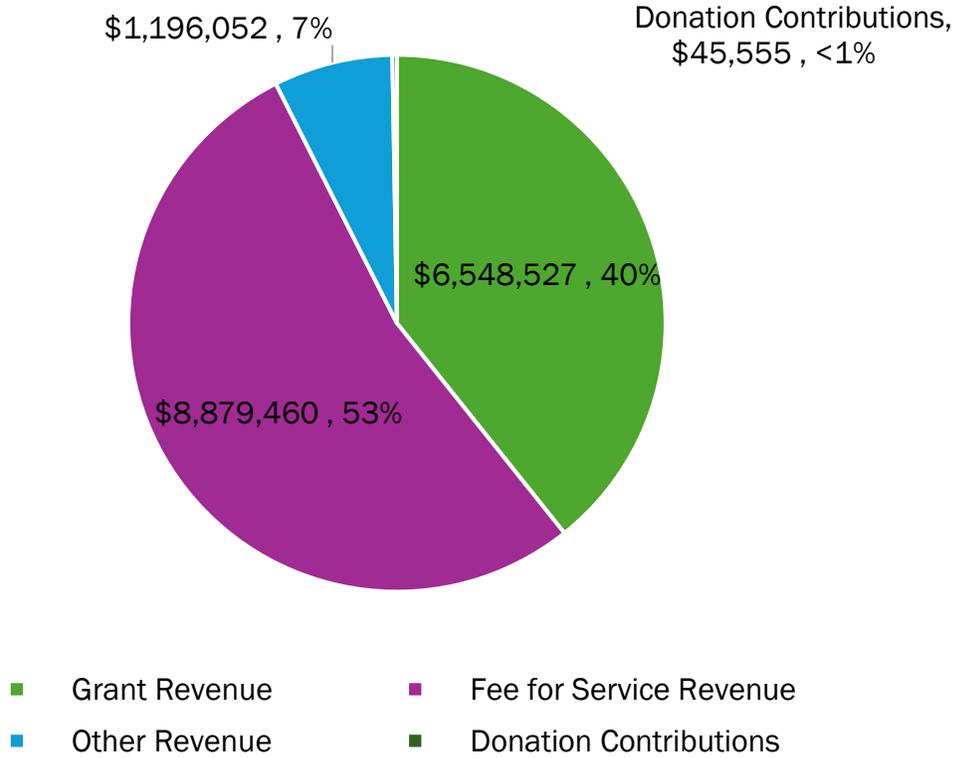
# Community Safety 2024 Budget

## Continued

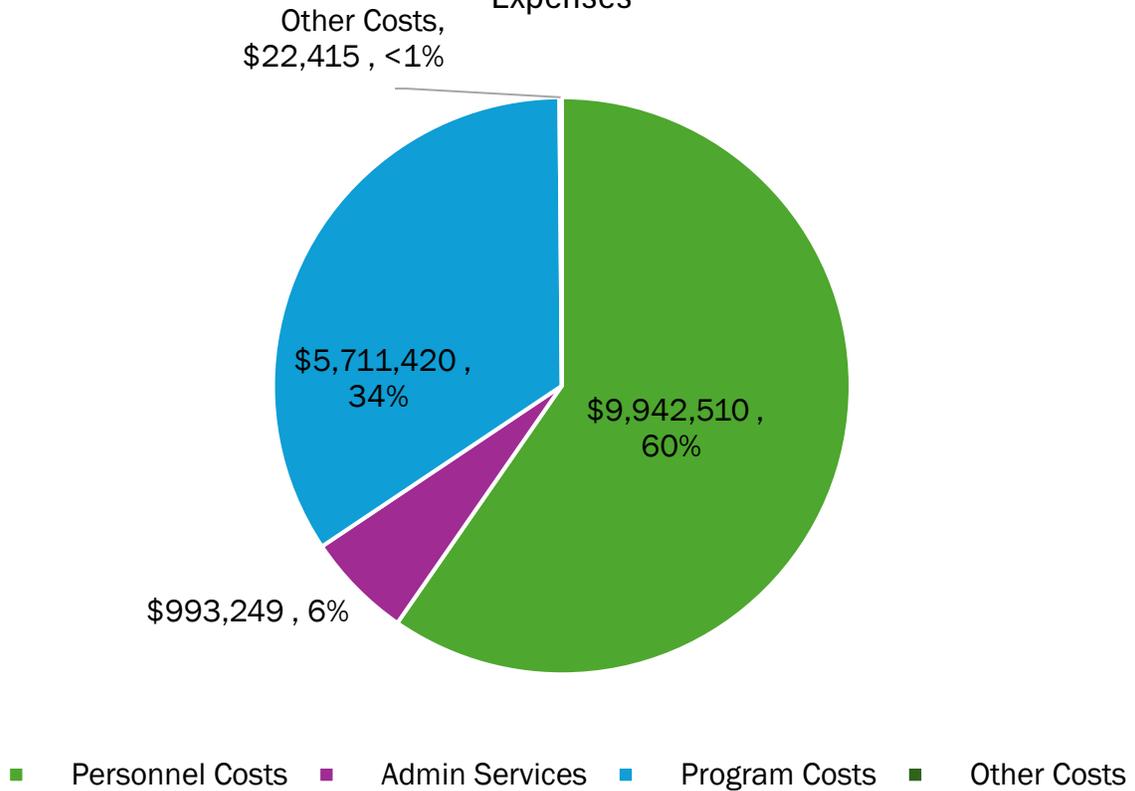
Advance Peace	Navigation Network Support
\$ 1,494,246	\$ 736,230
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
<b>\$ 1,494,245</b>	<b>\$ 736,230</b>
\$ 757,061	\$ 588,984
\$ 93,094	\$ -
\$ 624,091	\$ 147,246
\$ 20,000	\$ -
<b>\$ 1,494,245</b>	<b>\$ 736,230</b>
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
<b>\$ -</b>	<b>\$ -</b>

# Community Safety Summary

## Revenue and Support



## Expenses



# Employment Opportunities

## Budget Narrative

### Local Conservation Corps

The Local Conservation Corps generates a revenue of \$7,592,579, primarily from federal, state, and local government grants and contracts totaling \$7,189,577. They also earn \$222,242 through fee-for-service projects such as landscaping contracts with the City of Fresno and recycling initiatives like the Friant Buyback Center and used mattress recycling. Additionally, they gain \$36,684 from facility rentals. Contributions from the Community Services Block Grant (CSBG) amount to \$144,076, mainly supporting key personnel and building costs, notably security expenses due to the site's location. Expenses total the same as revenue, with significant portions allocated to personnel costs, administrative services, program expenses, and various other costs including rent, security services, utilities, and property taxes. The corps currently employs 22 full-time staff and one part-time staff, with plans to fill four additional positions.

### Training and Employment

The Training and Employment program has a revenue of \$1,201,036, sourced from a federal grant, a state grant, a city grant, and a donation. They also generate fee-for-service opportunities through their internship program. However, there are no other revenue streams or forecasted donations. On the expense side, totaling \$1,465,648.72, personnel costs constitute the largest portion, covering 14 full-time staff, a partially funded director, and a split-funded quality assurance manager, amounting to \$983,999.72 including fringe benefits. Administrative services account for indirect costs at a rate of 10%. Program costs are projected at \$386,811, primarily based on 2023 internship funding with a potential shortfall due to reduced internship wages projected for 2024. Operating costs are minimal at \$12,730, largely due to the majority of staff being housed within the Fresno Regional Workforce Development Board's premises without incurring additional operational expenses.

### Valley Apprenticeship Connections

The Valley Apprenticeship Connections reports a revenue of \$1,553,831, derived from two federal grants, one state grant, two county grants, two local agency subcontracts, and one donation. Additionally, fee-for-service opportunities are created through their Tiny Home program, although there are no other revenue sources or forecasted donations. Expenses match revenue at \$1,553,831, with personnel costs being the largest expenditure, covering 12 full-time staff, a partially funded director, and a split-funded quality assurance manager, totaling \$1,072,111 including fringe benefits. Administrative services incur indirect costs at a rate of 10%. Program costs for Valley Apprenticeship Connections amount to \$348,853, with operating costs totaling \$132,867.

# Employment Opportunities 2024 Budget

REVENUES AND SUPPORT	Employment Opportunities	Local Conservation Corps
Grant Revenue	\$ 6,228,805	\$ 3,223,561
Fee for Service Revenue	\$ 475,478	\$ 461,242
Other Revenue	\$ 36,684	\$ 36,684
Donation Contributions	\$ -	\$ -
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 6,740,967</b>	<b>\$ 3,721,487</b>
<b>EXPENSES</b>		
Personnel Costs	\$ 4,621,944	\$ 2,565,833
Admin Services	\$ 507,163	\$ 292,188
Program Costs	\$ 1,611,860	\$ 863,466
Other Costs	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 6,740,967</b>	<b>\$ 3,721,487</b>
<b>IN-KIND TRANSACTIONS</b>		
Non-Cash Revenue	\$ -	\$ -
Non-Cash Expenses	\$ -	\$ -
	\$ -	\$ -
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>

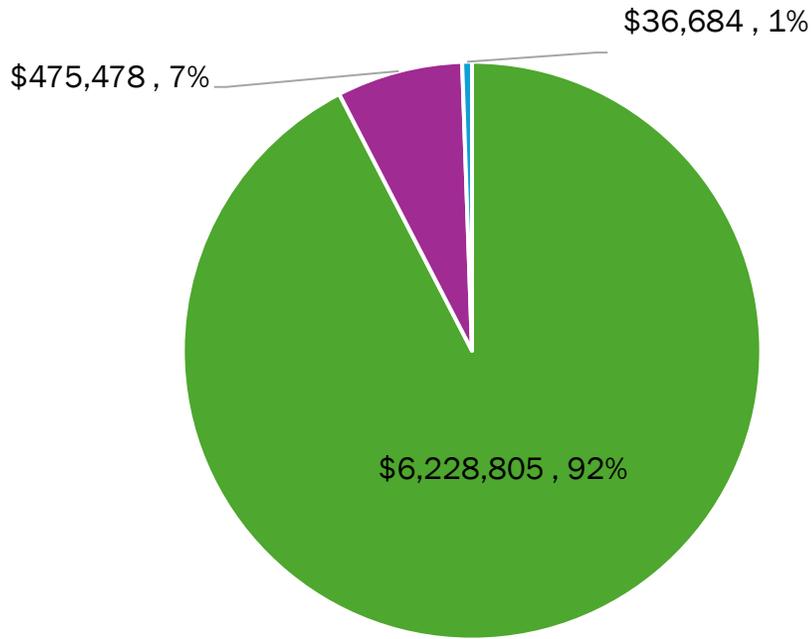
# Employment Opportunities 2024 Budget

## Continued

Training and Employment		Valley Apprenticeship Connections	
\$	1,451,413	\$	1,553,832
\$	14,236	\$	-
\$	-	\$	-
\$	-	\$	-
<b>\$</b>	<b>1,465,649</b>	<b>\$</b>	<b>1,553,832</b>
\$	984,000	\$	1,072,112
\$	82,108	\$	132,867
\$	399,541	\$	348,853
\$	-	\$	-
<b>\$</b>	<b>1,465,649</b>	<b>\$</b>	<b>1,553,832</b>
\$	-	\$	-
\$	-	\$	-
\$	-	\$	-
<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

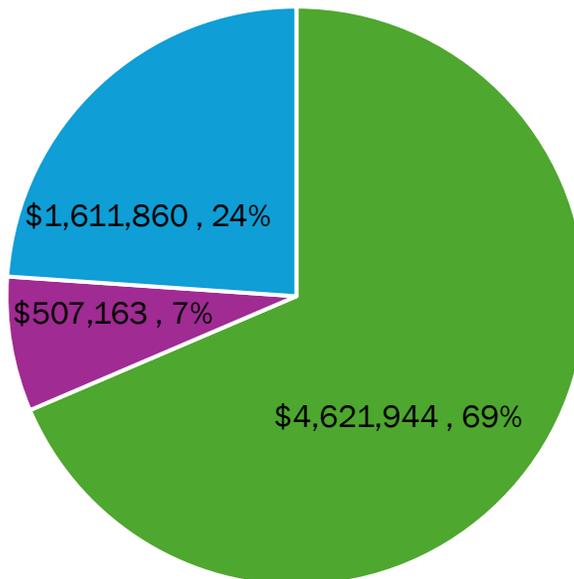
# Employment Opportunities Summary

## Revenue and Support



■ Grant Revenue   ■ Fee for Service Revenue   ■ Other Revenue

## Expenses



■ Personnel Costs   ■ Admin Services   ■ Program Costs

# Housing Stability Budget Narrative

## Energy Services

The Energy Services program reports a revenue of \$17,924,247, primarily from grants and contracts with eight states and one local government, notably from the Department of Energy (DOE) and LIHEAP contracts issued by CSD. The program is actively seeking fee-for-service contracts to raise unrestricted funds and is open to exploring new opportunities. There are no other revenue sources or donation contributions. Expenses match revenue at \$17,924,247, with personnel costs covering 73 filled positions, totaling 65 full-time equivalents (FTE), and 8 positions to be hired. Administrative services incur an indirect cost rate of 10%. Program costs are predominantly allocated to subcontractors, with additional expenses for implementing a new front-end system called ServTraq and attending the Energy Out West national conference. Other costs include rent and utilities for three out of five satellite locations, with the Fresno Executive Plaza allocation also constituting a significant portion of the budget.

## Sanctuary and Support Services

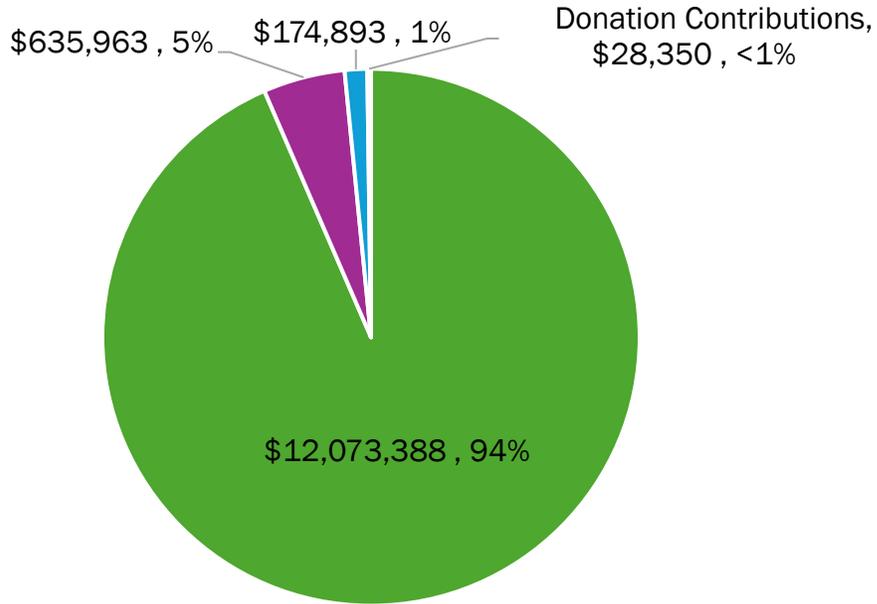
The Sanctuary and Support Services reports a revenue of \$3,185,438, sourced from four federal grants, one state grant, and three local government grants and contracts. Additionally, the program receives funds from private foundations/organizations for program activities and acts as the Fiscal Agent FMCoC under a contract. Rental revenue from SOUL, which rents the building from the program, constitutes another funding source, along with general financial donations. Expenses match revenue at \$3,185,438, with personnel costs covering 23 full-time staff and three on-call staff, including fringe benefits. Administrative services incur an indirect cost rate of 10%. Program costs include various items such as travel, equipment, supplies, contractual services, staff development, transportation, and food. Other costs encompass rent, marketing, telephone, internet, janitorial or security services, with details provided by major type and computation basis.

## Housing Stability 2024 Budget

REVENUES AND SUPPORT	Housing Stability	Energy Services	Sanctuary and Support Services
Grant Revenue	\$ 12,073,388	\$ 9,727,156	\$ 2,346,232
Fee for Service Revenue	\$ 635,963	\$ -	\$ 635,963
Other Revenue	\$ 174,893	\$ -	\$ 174,893
Donation Contributions	\$ 28,350	\$ -	\$ 28,350
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 12,912,594</b>	<b>\$ 9,727,156</b>	<b>\$ 3,185,438</b>
<b>EXPENSES</b>			
Personnel Costs	\$ 6,925,169	\$ 4,996,822	\$ 1,928,347
Admin Services	\$ 1,185,370	\$ 972,726	\$ 212,644
Program Costs	\$ 4,794,360	\$ 3,757,608	\$ 1,036,752
Other Costs	\$ 7,695	\$ -	\$ 7,695
<b>TOTAL EXPENSES</b>	<b>\$ 12,912,594</b>	<b>\$ 9,727,156</b>	<b>\$ 3,185,438</b>
<b>IN-KIND TRANSACTIONS</b>			
Non-Cash Revenue	\$ 8,197,091	\$ 8,197,091	\$ -
Non-Cash Expenses	\$ (8,197,091)	\$ (8,197,091)	\$ -
	\$ -		
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

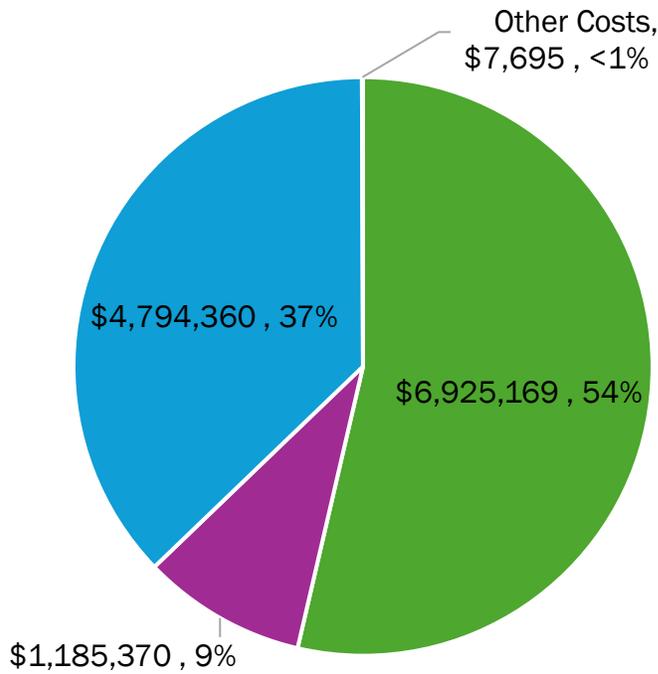
# Housing Stability Summary

## Revenue and Support



- Grant Revenue
- Fee for Service Revenue
- Other Revenue
- Donation Contributions

## Expenses



- Personnel Costs
- Admin Services
- Program Costs
- Other Costs

# Administration

## Budget Narrative

### Administration

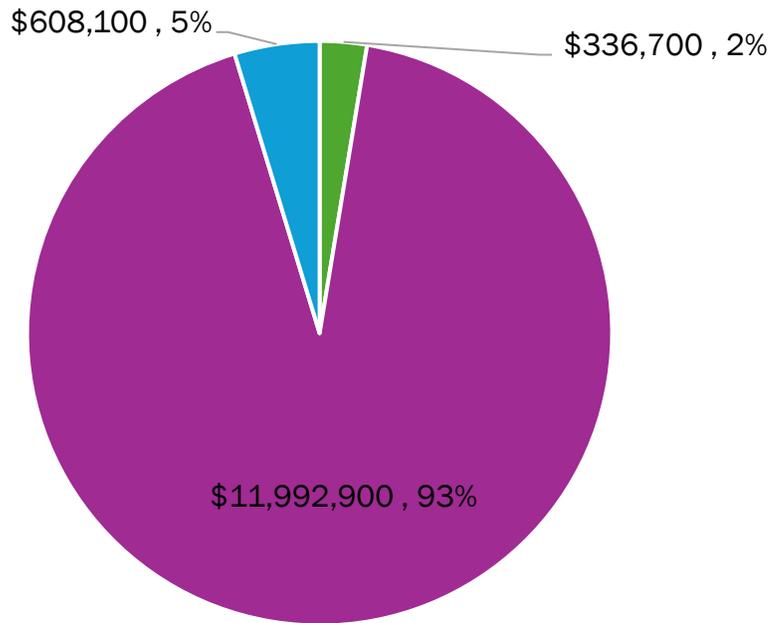
The Administration Department reports a revenue of \$12,937,700. This revenue includes a federal grant from the Department of Community Services and Development (CSBG), fee-for-service revenue generated from an indirect cost rate of 10% charged to other programs, revenue from interest and dividends, IT support service contract revenue, and rental revenue from Fresno Executive Plaza tenants. There are no donation contributions. Expenses match revenue at \$12,937,700, with personnel costs covering 80 staff and 13 TBH (to be hired) amounting to a projected budget of \$9,179,900 including fringe benefits. Administrative services incur an indirect cost rate of 10% charged to Fresno Executive Plaza. Program costs include various expenses such as contract services, facility costs, travel, depreciation, office expenses, insurance, and program-related costs like meeting expenses and training. Other costs encompass community relations, event sponsorships, interest expense, and employee events and recognition.

# Administration 2024 Budget

<b>REVENUES AND SUPPORT</b>	
Grant Revenue	\$ 336,700
Fee for Service Revenue	\$ 11,992,900
Other Revenue	\$ 608,100
Donation Contributions	\$ -
<b>TOTAL REVENUES AND SUPPORT</b>	<b>\$ 12,937,700</b>
<b>EXPENSES</b>	
Personnel Costs	\$ 9,179,900
Admin Services	\$ 27,400
Program Costs	\$ 3,432,700
Other Costs	\$ 297,700
<b>TOTAL EXPENSES</b>	<b>\$ 12,937,700</b>
<b>IN-KIND TRANSACTIONS</b>	
Non-Cash Revenue	\$ -
Non-Cash Expenses	\$ -
<b>TOTAL IN-KIND TRANSACTIONS</b>	<b>\$ -</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ -</b>

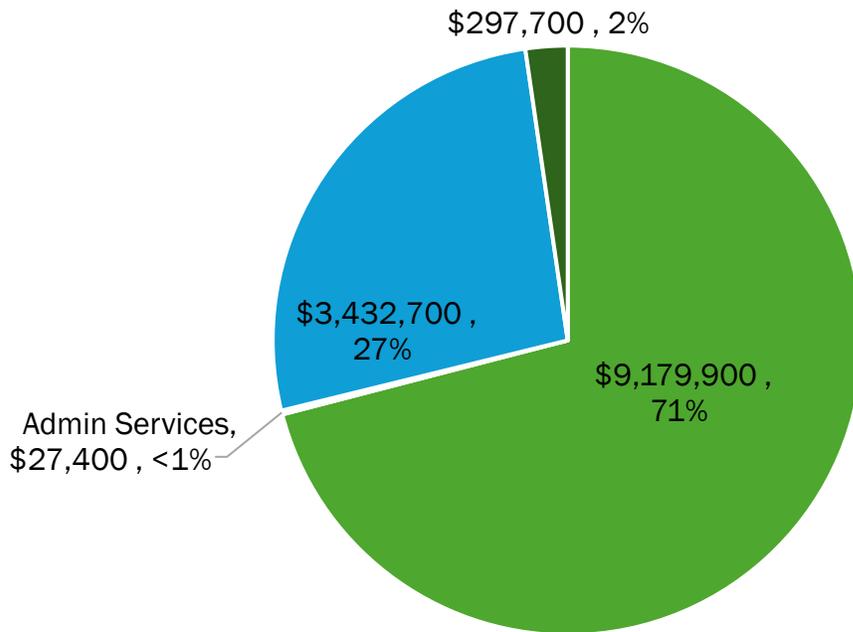
# Administration Summary

## Revenue and Support



■ Grant Revenue ■ Fee for Service Revenue ■ Other Revenue

## Expenses



■ Personnel Costs ■ Admin Services ■ Program Costs ■ Other Costs

**BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> April 15, 2024	<b>Program:</b> Advance Peace
<b>Agenda Item #:</b> 10	<b>Director:</b> Aaron Foster
<b>Subject:</b> FY24 Violence Intervention & Prevention Initiative	<b>Officer:</b> Sherry Neil

**Recommended Action**

Staff recommends ratification for full Board consideration of the 2024 Violence Intervention & Prevention Initiative grant application to the City of Fresno in the amount of \$375,000 for eighteen months from June 1, 2024 – May 30, 2025.

**Background**

Since 2020, Advance Peace (AP) has reimagined public safety with healing-centered strategies that transform the lives of those impacted by gun violence. The program offers evidenced-based practices and innovative program design to prevent gun violence, such as: street outreach, cognitive behavioral therapy, basic needs stipends, and intergenerational mentorship. These strategies break the cycle of violence by placing youths and adults into mentorship programs that instill conflict resolution skills and offer peer support. As a result, Advance Peace has contributed to an 11% reduction in gun homicides in Southwest Fresno with a 35% reduction specifically among African American gun homicide victims.

Through this funding, 25 youths between ages 9 to 24 will participate in the 18-month Junior Fellowship Program. The program will increase academic success and graduation rates for Junior Fellows and improve their mental health. AP staff will identify and recruit youths most at-risk of gun violence involvement, including those with a gun-related offense.

The Junior Fellowship Program has been serving youth ages 9 to 17 and most recently AP has changed the target age population to 9 to 24 to conform with the federal youth definition.

The application was submitted on April 5, 2024, in the amount of \$375,000 over an 18-month project period from June 1, 2024 to May 30, 2025.

## Fiscal Impact

This funding will support personnel and operational costs, fellow expenses for meals and transformative travel opportunities and employee wellness & development activities for program success. No match required.

<b>ADVANCE PEACE</b> <b>CITY OF FRESNO VIPI (VIOLENCE INTERVENTION &amp; PREVENTION INITIATIVE) YR 2</b> <b>12 MONTHS</b> <b>June 1, 2024 - May 30, 2025</b>			
			BUDGET
PERSONNEL		FTE	AMOUNT
	DIRECTOR	0.04	4,454.00
	PROGRAM MANAGER	0.15	11,779.00
	FIELD COORDINATOR	0.10	7,329.00
	PROGRAM COORDINATOR	0.15	10,453.00
	NIEGHBORHOOD CHANGE AGENTS X5	0.50	122,763.00
	PEACEKEEPER	0.20	7,176.00
	FRINGE BENEFITS		36,707.00
<b>TOTAL PERSONNEL</b>			<b>200,660</b>
FELLOW COSTS			
	MISSED MEALS		13,500
	BASIC NEEDS		6,000
	EQUESTRIQN THERAPY		34,000
	SCHOOL/WORK SUPPLIES		5,625
	EDUCATIONAL/SKILL DEVELOPMENT		3,600
	TRANSFORMATIVE TRAVEL		14,000
OTHER COSTS			
	STAFF TRAINING / WELLNESS		14,115
	CONSULTING		49,409
	ADMIN COSTS		34,091
<b>TOTAL BUDGET</b>			<b>375,000</b>

## Conclusion

If ratified by the Board, this funding will allow AP to serve 25 youths ages 9 to 24 with intensive case management, basic need stipends, and educational/skill development. If not ratified, AP will withdraw its application from the City of Fresno, and the program will not be able serve 25 youths ages 9 to 24 in Southwest Fresno.



April 15, 2024

## CEO REPORT

### Community Needs Assessment

On April 5, Fresno EOC wrapped up our 2024 Community Needs Assessment. We are pleased to announce that this year, we received over 3,500 assessments, reflecting the hard work and effort invested by all involved.

### SOUL 25<sup>th</sup> Anniversary

Fresno EOC's School of Unlimited Learning (SOUL) celebrated its 25th anniversary. On April 5, 2024, community leaders, board members and the public came out to celebrate this milestone. The event featured community resources, food, and family-friendly activities.

### All Staff Conference

This year's All Staff Conference was a great success. I was able to connect with our staff, expressing gratitude for their hard work and showcasing the positive changes happening at our agency. It was truly a moment to celebrate the collective achievements and inspire further collaboration.

### Spring Family Fun Fest

Saturday April 27, 2024, Fresno EOC will host a Spring Family Fun Fest at Mosqueda Park. The goal is to unite the community, bringing them resources, food, games and music.

### Advancing Fresno County Guaranteed Income Community Forums

Two successful community forums were held on Saturday, March 16, 2024, at Franklin Head Start (93706 zip code) and on Tuesday, March 26, 2024, at the John Palacios Community Center in Huron (93234 zip code). Community members attended these forums, where they were able to ask questions and receive assistance with applying for the program. Applications are still being accepted through Wednesday May 15, 2024

### Resource and Career Fair in Mendota

On Friday, April 5, 2024, the Human Resources Department organized a resource and career fair for the Mendota community. Families gathered for engaging face-to-face discussions about available job opportunities and valuable resources tailored to their needs.

## Community Action Month

On May 1, 2024, over 30 Fresno EOC staff members will be heading to Sacramento to kick-off Community Action Month with other Community Action agencies across the state. The goal is to meet with our local lawmakers to talk about the impact we are making in our community. The celebration will include a special guest speaker and the ability to show other agencies who we are and the work we do.

## Media Mentions

3/7/24

**CPUC unanimously approves new PG&E rate hike to cover wildfire mitigation projects**

<https://abc30.com/pg-e-rate-hike-cpuc-california-wildfires-bill/14501504/> (LIHEAP Mentioned in video, that was sent separately)

3/13/24

Advance Peace – Fresno sees increase in homicides, overall shootings down

<https://abc30.com/fresno-homicide-rate-shootings-decreasing-police/14521515/>

3/16/24

Fresno EOC holds Community Meeting

<https://abc30.com/fresno-eoc-guaranteed-income-community-meeting-applications-open/14534169/>

3/18/24

Fresno County guaranteed income applications open

<https://abc30.com/14542149/>

3/26/24

Univision – time code 11:00-14:20

4/5/24

Fresno EOC SOUL 25<sup>th</sup> Anniversary – KSEE 24 6 PM newscast

Fresno EOC SOUL 25<sup>th</sup> Anniversary – Telemundo 11 PM newscast