



## BOARD OF COMMISSIONERS MEETING

**DATE:** November 18, 2024

**TIME:** 5:30 PM

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

*Fresno Unified School District (FUSD) Engagement Session Presentation at 5:00 pm.*

### 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>OCTOBER 21 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. Page 15	<b>COMMISSIONER REINSTATEMENT: DANIEL MARTINEZ</b> A. Supporting Document	Baines, Chair	Approve
7. Pages 17-77	<b>CONSENT AGENDA – ITEMS 7_1 – 7_18</b> <i>See attached consent agenda.</i> Any Commissioner or member of the public may pull any Consent Item for discussion.	Baines, Chair	Approve
8.	<b>TRANSFORMING AND INSPIRING</b> A. Transit Services	Dulin, Staff	Information
9. Page 78	<b>AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT AUGUST 2024</b> A. Supporting Document - CSBG Organizational Standard 8.7	Mungur, Staff	Accept
10. Page 85	<b>CHIEF EXECUTIVE OFFICER'S REPORT</b>	Reyes, CEO	Information
11.	<b>PUBLIC COMMENTS</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>		
12.	<b>COMMISSIONERS' COMMENT</b>	Baines, Chair	



13.	EXECUTIVE SESSION		
14.	ADJOURNMENT	Baines, Chair	
NOTE:	NEXT BOARD MEETING: Monday, December 16, 2024, at 5:30 p.m. at the Nielsen Conference Center		



## BOARD OF COMMISSIONERS MEETING

### CONSENT AGENDA

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

ITEM	SUBJECT	PRESENTER	ACTION
<b>7_1.</b> Page 17	<b>SEPTEMBER 5, 2024 BYLAWS COMMITTEE MEETING MINUTES</b>	Mitchell, Chair	Accept
<b>7_2.</b> Page 19	<b>POLICIES AND PROCEDURES FOR COMMITTEE APPOINTMENTS</b>	Mitchell, Chair	Approve
<b>7_3.</b> Page 22	<b>COMMISSIONER JOB DESCRIPTIONS</b>	Mitchell, Chair	Approve
<b>7_4.</b> Page 30	<b>OCTOBER 7, 2024 EXECUTIVE COMMITTEE MEETING MINUTES</b>	Baines, Chair	Approve
<b>7_5.</b> Page 33	<b>HEALTH SERVICES: ENDING CALIFORNIA'S TOBACCO EPIDEMIC IN EVERY COMMUNITY</b>	Thomas, Staff	Approve
<b>7_6.</b> Page 35	<b>LOCAL CONSERVATION CORPS: 2023-2024 YOUTHBUILD AMERICORPS SUBGRANT AWARD AMENDMENT</b>	Riggins, Staff	Accept
<b>7_7.</b> Page 37	<b>LOCAL CONSERVATION CORPS: 2024-2025 YOUTHBUILD AMERICORPS EDUCATION SUBGRANTEE AWARD</b>	Riggins, Staff	Accept
<b>7_8.</b> Page 39	<b>WOMEN, INFANTS AND CHILDREN: 2023-2025 WOMEN, INFANTS AND CHILDREN CONTRACT AMENDMENT</b>	Thornton, Staff	Accept
<b>7_9.</b> Page 40	<b>SANCTUARY: PROJECT HOPE UPDATE</b>	Gattie-Blanco, Staff	Information
<b>7_10.</b> Page 41	<b>SANCTUARY: PERMANENT HOUSING</b> A. Supporting Document	Gattie-Blanco, Staff	Information
<b>7_11.</b> Page 43	<b>OCTOBER 1, 2024 HEAD START COUNTY WIDE POLICY COUNCIL MINUTES</b>	Gattie-Blanco, Staff	Accept
<b>7_12.</b> Page 49	<b>HEAD START 0 TO 5: PROGRAM UPDATE REPORT (PUR) FOR SEPTEMBER 2024</b> A. Supporting Document	Gattie-Blanco, Staff	Accept
<b>7_13.</b> Page 53	<b>HEAD START 0 TO 5: RECRUITMENT AND ENROLLMENT POLICY UPDATE</b> A. Supporting Document	Gattie-Blanco, Staff	Approve
<b>7_14.</b> Page 60	<b>HEAD START 0 TO 5: RESOLUTION APPROVAL</b> A. Supporting Document	Gattie-Blanco, Staff	Approve
<b>7_15.</b> Page 62	<b>HEAD START 0 TO 5: DIRECTOR JOB DESCRIPTION</b> A. Supporting Document	Gattie-Blanco, Staff	Ratify
<b>7_16.</b> Page 67	<b>ENERGY SERVICES: 2025 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM CONTRACT</b>	Arreguin, Staff	Approve



7_17. Page 69	TRAINING AND EMPLOYMENT: ONE FRESNO YOUTH JOB CORPS INTERNSHIP PROGRAM CONTRACT AMENDMENT	Turner, Staff	Ratify
7_18. Page 70	PROGRAM PLANNING AND DEVELOPMENT: GRANT TRACKER A. Supporting Document	Medina, Staff	Information

## BOARD OF COMMISSIONERS ROLL CALL 2024

#	Commissioner	Term Expiration	Target Area / Appointing / Nominating Org.	1/22	2/24 Board Training	3/18	4/15	5/20	6/4-8 CAPLAW Training	9/16	10/21	11/18	12/16
1	ARAMBULA, JOAQUIN	Dec 2024	31st Assembly District	O	O	O	O	O	O	X	O		
2	ARAMBULA-REYNA, KATHLEEN	Dec 2025	Fresno Reel Pride	N/A	N/A	N/A	N/A	N/A	O	O	O		
3	BAINES, OLIVER	Dec 2024	16th Congressional District	O	O	O	O	O	O	O	O		
4	BONNER, ALYSIA	Dec.2024	Target Area F	O	O	O	O	T	O	O	O		
5	BROWN, EARL	Dec 2024	Target Area G	O	O	O	O	O	O	X	O		
6	BROWN-JENKINS, ZINA	Dec 2024	Head Start CWPC	O	O	O	O	O	O	O	O		
7	GARABEDIAN, CHARLES	Dec 2025	Board of Supervisors	N/A	O	X	O	O	O	X	O		
8	HAYES, LINDA R.	Dec 2024	Target Area H	O	O	X	O	O	O	O	O		
9	JAIME-MILEHAM, LUPE	Dec 2024	FCSS	X	O	X	O	O	X	T	T		
10	KING BRIAN	Dec 2025	Mayor's Appointment	O	X	O	X	O	X	O	O		
11	LEON, REY	Dec 2024	Target Area B	X	O	X	X	T	O	O	O		
12	MARTINEZ, DANIEL	Dec 2025	Target Area D	O	X	O	X	X	X	O	X		
13	MARTINEZ, LUIS	Dec 2025	14th Senatorial District	O	O	O	O	O	X	O	O		
14	MCALISTER, BRUCE	Dec 2025	West Fresno Faith Based Organization	O	O	X	O	O	O	O	O		
15	MCCOY, BARIGYE	Dec 2024	Board of Supervisors	X	X	X	O	O	O	O	O		
16	MITCHELL, LISA	Dec 2025	Target Area E	O	O	O	T	O	O	O	O		
17	NIKKEL, LAUREN	Dec 2024	Economic Development Corp.	N/A	N/A	O	O	X	O	O	T		
18	PACHECO, ALENA	Dec 2025	Target Area A	O	X	O	O	O	X	O	O		
19	PARRA, DANIEL	Dec 2024	Target Area C	X	O	X	O	T	O	O	O		
20	PIMENTEL, ROBERT	Dec 2025	SCCCD	O	O	X	O	X	O	O	O		
21	RODGERS, JIMI	Dec 2025	Association of Black Social Workers	O	O	O	O	O	O	O	O		
22	ROMERO, MANUEL	Dec 2025	Central La Familia Advocacy Services	O	O	O	O	O	O	O	O		
23	RUIZ, DAVID	Dec 2024	Juvenile Court	O	O	O	O	O	O	X	O		
24	TAYLOR, STEVEN	Dec 2024	NAACP	O	O	O	O	O	O	O	O		
	Present = O				= 1 absent								
	Absent = X				= 2 absent								
	Teleconference = T				= 3 absent								

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



**Audit Committee Meeting  
Monthly Attendance Record  
2024**

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.	9-Sep	Oct	Nov	Dec	Attended
								X				0/1
								O				1/1
								X				0/1
								O				1/1
								O				1/1
								O				1/1
								T				1/1
								O				1/1
								O				1/1

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. 15	Sep. 5	Oct. 21	Nov. 18	Dec	Attended
		O					O	O	O			4/5
		O					O	O	O			4/5
		O					O	O	O			4/5
		O					O	X	O			3/5
		O					O	O	O			4/5

O-Present X-Absent T-Teleconference



## Executive Committee Meeting Monthly Attendance Record 2024

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

January	5-Feb	4-Mar	8-Apr	6-May	June	1-Jul	5-Aug	9-Sep	7-Oct	4-Nov	2-Dec	Attended
	O	O	O	O		Cancelled	O	Cancelled	X	X		5/8
	O	O	X	O			O		O	O		6/8
	O	O	X	O			O		O	O		6/8
	O	O	O	O			O		O	O		7/8
	O	O	O	O			O		O	O		7/8
	O	O	O	O			O		T	O		7/8
	O	O	O	T			O		O	O		7/8
	O	O	X	T			O		T	O		6/8

O-Present X-Absent T-Teleconference



## BOARD OF COMMISSIONERS MEETING MINUTES

**DATE:** October 21, 2024

**TIME:** 5:30 PM

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

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

Oliver Baines, Board Chair, called the meeting to order at 5:35 p.m.

2. **ROLL CALL**

**Present:** Joaquin Arambula, Katheleen Arambula-Reyna, Oliver Baines, Alysia Bonner, Earl Brown, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Brian King, Rey Leon, Luis Martinez, Bruce McAlister, Barigye McCoy, Lisa Mitchell, Alena Pacheco, Daniel Parra, Robert Pimentel, Jimi Rodger, Manuel Romero, David Ruiz and Steven Taylor.

**Teleconference:** Lauren Nikkel and Lupe Jaime-Mileham

**Absent:** Daniel Martinez.

3. **SEPTEMBER 16, 2024 BOARD MEETING MINUTES**

Public Comment: None heard.

**Motion by:** Bonner **Second by:** Parra

**Ayes:** All in favor.

**Nays:** None heard.

4. **ADDITIONS TO THE AGENDA**

Chair Baines requested a motion to amend the agenda and add the seating for Commissioner Dr. Joaquin Arambula, 31<sup>st</sup> Assembly District, to finish the term ending December 31, 2024. Commissioner Arambula briefly introduced himself to the Board and public.

Chair Baines amended the agenda to move item #14 Commissioners Comment before item #7 Measure H.

Public Comment: None heard.

**Motion by:** Arambula-Reyna **Second by:** Bonner

**Ayes:** All in favor.

**Nays:** None heard.

5. **POTENTIAL CONFLICT OF INTEREST**

Public Comment: None heard.

No action required.

6. **CONSENT AGENDA – ITEMS 6\_1 – 6\_19**

Public Comment: None heard.

**Motion by:** Bonner **Second by:** Parra

**Ayes:** All in favor.

**Nayes:** None heard.

**APPROVAL OF PULLED CONSENT AGENDA ITEMS**

**6\_2. AUGUST 5, 2024 EXECUTIVE COMMITTEE MEETING MINUTES:**

Commissioner Joaquin Arambula inquired a correction to Commissioner Amy Arambula first name on the roll call of the August 5, 2024, Executive Committee Meeting minutes.

Public Comment: None heard.

**Motion by:** Arambula **Second by:** Bonner

**Ayes:** All in favor.

**Nayes:** None heard.

**6\_3. AUGUST 9, 2024 AUDIT COMMITTEE MEETING MINUTES**

Commissioner Arambula stated concerns regarding the Financial Audit Report and requested additional information on the agency's deficit and offered his support.

Chair Baines stated the financials will be discussed in detail during the Executive Session.

Public Comment: None heard.

**Motion by:** Arambula **Second by:** Pimentel

**Ayes:** All in favor.

**Nayes:** None heard.

**6\_5. HUMAN RESOURCES QUARTERLY SUMMARY REPORT**

Commissioner Pacheco inquired about the possibility of receiving an updated organization chart. Emilia Reyes, Chief Executive Officer, stated this information will be updated on the website by the end of the week.

Public Comment: None heard.

**Motion by:** Pacheco **Second by:** Rodgers

**Ayes:** All in favor.

**Nayes:** None heard.

#### **6\_6. TRAINING AND EMPLOYMENT: URBAN EAST YOUTH SERVICES MONITORING**

Commissioner Pacheco inquired about an overview of the repayment costs to the Fresno Regional Workforce Development Board in the amount of \$20,761.59 for the 2023-2024 Urban East Youth Services Agreement. Sherry Neil, Programs Officer, provided an overview and clarification on the corrective action plan.

Public Comment: None heard.

**Motion by:** Pacheco **Second by:** Leon

**Ayes:** All in favor.

**Nayes:** None heard.

#### **6\_7. 2024 CSBG ONSITE MONITORING**

Commissioner Hayes inquired for additional description on the 23F-4010 CSBG Contract budget under Admin and program operating expenses on page 43 of the Board of Commissioner packet. Andy Arredondo, Evaluation Director, stated he will provide a breakdown detailed expense report.

Public Comment: None heard.

No action required.

#### **6\_10. SANCTUARY: FY 2024 AND FY 2025 CONTINUUM OF CARE COMPETITION**

Commissioner Arambula inquired about the matrix we are looking at to ensure the Continue of Care program is being effective and wish to discuss further regarding the U.S. Department of Housing and Urban Development (HUD) data update grants. Misty Gattie-Blanco, Sanctuary Director, answered Commissioner questions and concerns.

Public Comment: None heard.

**Motion by:** Pacheco **Second by:** Pimentel

**Ayes:** All in favor.

**Nayes:** None heard.

#### **6\_12. SANCTUARY: PROJECT HOPE UPDATE**

Commissioner Pacheco requested for the list of concerns be included in the report regarding the Fresno City College Project HOPE and be brought back to the full Board for review and transparency.

Public Comment: None heard.

No action required.

**14. COMMISSIONERS' COMMENT**

Chair Baines thanked and presented Commissioner Zina Brown-Jenkins with a plaque for her years of services as Fresno EOC Board members.

Commissioner Hayes, and Mitchell thanked and expressed a heartwarming message for Commissioner Brown-Jenkins on her new journey and for everything she has done for the community and Fresno EOC. Commissioner Brown-Jenkins shared a message to thank the Commission.

Commissioner Pacheco gave a shout out and thanked the Foster Grandparents Program for putting resources together for the foster grandparent of all the wonderful things they are doing in the community.

Public Comment: None heard.

No action required.

**7. MEASURE H**

Nikki Henry, Chief Communication Officer for Fresno Unified School District, provided an overview to endorse Measure H the funds will help address health and safety repairs and career readiness needs in public schools.

Public Comment: None heard.

No action required.

**8. TRANSFORMING AND INSPIRING**

Shawn Riggins, Local Conservation Corps Director (LCC), provided an overview video of LCC where clients shared their story and appreciation for the LCC Programs.

Public Comment: None heard.

No action required.

**9. ADVANCE PEACE CONSULTANT PRESENTATION**

Sherry Neil, Programs Officer, introduced consultant Dr. Alfonzo W. Tucker. Dr. Tucker provided an overview of the mental health and training provided to the Advance Peace fellows to help deal with gun violence-based trauma.

The Commission engaged in further discussion and Dr. Tucker answered the Commissions questions and concerns.

Commissioner Barigye McCoy join the Board Meeting at 6:48 pm.

Public Comment: None heard.

No action required.

10. **2025 BOARD MEETING SCHEDULE**

Chair Baines provided an overview of the proposed 2025 Board Meeting schedule.

Public Comment: None heard.

**Motion by:** Pimentel **Second by:** Leon

**Ayes:** All in favor.

**Nayes:** None heard.

11. **AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT JUNE 2024**

Chair Baines stated this item will be discussed in detail during the Executive Session.

Public Comment: None heard.

No action required.

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

Emilia Reyse, Chief Executive Officer, thanked Commissioners Brown-Jenkins, Brown, Taylor, Romero, and Arambula-Reyna for attending Marijaree Mason Center's 41st Annual Top 10 Professional Women of the Year on October 7, 2024.

Public Comment: None heard.

No action required.

13. **PUBLIC COMMENTS**

Rod Wade, Advance Peace Fellow Coordinator, shared a heartbreaking story of an incident of a client whose life was saved with the support of the Advance Peace fellows.

Karina Peterson, a formal Fresno EOC employee, addressed the Commission with her concerns for wrongful termination and asked the Commission to re-evaluate Aaron Foster, Advance Peace Manager, qualifications and competence.

Alison Tatem, Head Start 0 to 5 Accountant, stated concerns as the Head Start Pension Committee representative as she was not notified or aware of the change to the retirement plan with Mutual America.

Hailey Brown, Energy Services Administrative Assistant, announced the upcoming Weatherization Day taking place on Wednesday, October 30, 2024, located at Fresno EOC Executive Plaza from 10am – 2pm.

Shawn Riggins, Local Conservation Corps Director, shared the upcoming Halloween Safe Night Out event taking place on Thursday, October 31, 2024, at the Fresno EOC Local Conservation Corps from 4:00 p.m. to 7:00 p.m. and requested candy donation in support of the event.

Kevin James, United Way Vice President, shared a grant opportunity for workforce development and youth growth opportunity to support student's obtaining their high school diploma.

Arredondo stated as the employee Pension Committee representative he was not notified or aware of the retirement planning changing from Transamerica to Mutal America.

Public Comment: None heard.

No action required.

15. **EXECUTIVE SESSION**

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

16. **ADJOURNMENT**

The meeting adjourned at 9:30 pm



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> N/A
<b>Agenda Item #:</b> 6	<b>Director:</b> N/A
<b>Subject:</b> Commissioner Reinstatement	<b>Officer:</b> N/A

### Recommended Action

Review and approve of Commissioner Daniel Martinez petition to be reinstated as a Fresno EOC Board Member.

### Background

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

#### *Article VII. Commissioners Section*

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

***5. Excessive Absences.*** A Commissioner shall be deemed to have vacated that Commissioner's Board seat after three (3) absences of regular meetings during a calendar year. No later than five (5) days before the next Board of Commissioners' meeting after the vacancy, a Commissioner may request in writing to the Chair and Clerk of the Board that the Board to restore the Commissioner's Board seat during the Board meeting immediately following the deemed vacancy so long as the Board takes such action upon a determination, in the Board's sole discretion, that there is good cause to excuse the excessive absences. If the Commissioner fails to timely request restoration or is not present at the Board meeting in which the Board considers such request, the Board will not have the discretion to restore the Commissioner's Board seat. If the Board reinstates a Commissioner under this paragraph, any additional absence during the same calendar year will result in the Commissioner's seat being vacated without the option of Board reinstatement.

Attached is Commissioner Daniel Martinez's appeal statement.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

If approved by the Board, Commissioner Daniel Martinez will be reinstated to continue to serve on the Fresno EOC Board for the remainder of his term.

November 12, 2024

Fresno Economic Opportunities Commission  
Oliver Baines , Board Chair  
1920 Mariposa Mall  
Fresno, CA 93721

Board Chair Oliver Baines,

I respectfully and humbly request reinstatement to the Board of Commissioners of the Fresno EOC. I have honorably represented Target Area D on this board since 2017, and this is the first time I have exceeded the number of allowable absences

The three absences in 2024 were beyond my control and two conflicted with my duties as Mayor Pro Tem of the City of Sanger. My April 15 absence was due to an illness, my May 20 absence was due to an out of state conference where I represented the City of Sanger for the areas of economic development. My most recent absence on October 21 was due to a candidate's forum, where individuals running for office or reelection participated in a moderated public debate.

I appreciate the board's consideration for reinstatement, and going forward, I see no further conflicts.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Daniel Martinez', with a stylized flourish at the end.

Daniel Martinez



## BYLAWS COMMITTEE MEETING

Date: September 5, 2024

Time: 6:00 PM

Location: 1920 Mariposa Street, Suite 300 Fresno, CA 93721

### MINUTES

#### ITEM

1. **CALL TO ORDER**  
Lisa Mitchell, Chair, called the meeting to order at 6:03 PM.

2. **ROLL CALL**  
Roll was called and a quorum was established.

**Committee Members:**

Lisa Mitchell  
Linda Hayes  
David Ruiz  
Zina Brown-Jenkins

**Staff:**

Michelle L. Tutunjian  
Karina Perez  
Kenneth Price, Legal Counsel

**Absent:**

Luis Martinez

3. **MINUTES FROM AUGUST 15, 2024 COMMITTEE MEETING**

Public Comment: None heard.

**Motion by:** Hayes **Second by:** Ruiz

**Ayes:** All in favor.

**Nays:** None heard

4. **BYLAWS REVISIONS**

Public Comment: None heard.

Agency's Legal Counsel, Kenneth Price, presented the revised Bylaws.

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

**Ayes:** All in favor.

**Nays:** None heard

5. **PUBLIC COMMENTS**

Public Comment: None heard.

No action required.

6. COMMISSIONERS' COMMENT

No action required

7. ADJOURNMENT

6:41 PM



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 7_2	<b>Director:</b> N/A
<b>Subject:</b> Policies and Procedures for Committee Appointments	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends review and approval for full Board consideration of the updated Board's Policies and Procedures.

### Background

This item was presented during the October 21, 2024, Bylaws Committee Meeting where Committee Members provided feedback to incorporate for consideration.

Attached is the redline of the revised Policy and Procedures.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

If approved by the Board, the Policies and Procedures will be updated and effective January 1, 2025 to be in compliance with our agency's Bylaws. If not approved by the Board, the Policies and Procedures for Committee Appointments will remain the same.

## **POLICIES AND PROCEDURES FOR COMMITTEE APPOINTMENTS**

These Policies and Procedures for Committee Appointments are intended to provide for an orderly, fair, and open Board of Commissioner's Committee Appointment process.

### **STANDING COMMITTEES AD-HOC COMMITTEES AND ADVISORY BOARDS**

The following standing committees are established by the Fresno EOC by-laws, which specify each committee's composition. Advisory boards have also been established that have the designated number of representatives from the board. ~~Audit, Bylaws, Executive, Finance, Human Resources, and Program Planning and Evaluation.~~

~~AD-HOC COMMITTEES AND ADVISORY BOARD~~ ~~The following additional committees and advisory boards have also been established that have the designated number of representatives from the board:~~

~~Facilities/Infrastructure—5 board members~~  
~~Community Action Fund—7 board members~~  
~~EPlus—5 board members~~  
Executive Committee – 7 board members  
Finance Committee – 5 board members  
Audit Committee – 5 board members  
Program Planning and Evaluation Committee – 5 board members  
Human Resources/Pension Committee – 5 board members  
Bylaws Committee – 5 board members  
SOUL Charter School Committee – all board members  
Foster Grandparents Community Advisory Group – 3 board members  
Head Start Policy Council– 3 board members  
LCC Advisory Committee – 3 board members  
Sanctuary Advisory Committee – 3 board members  
SOUL Governing Council – 3 board members

The board may, at its leisure, form and disband ad-hoc committees and advisory boards.

### **APPOINTMENT**

~~In January, t~~ The Board Chair through the CEO shall send a request to all commissioners for his/her/their committee preferences. Commissioners are strongly encouraged to participate by being on at least two committees or advisory boards. The standing committees shall have a representative from each of the three sectors.

The Board Chair will make the appointments to the committees as well as designate the Committee Chairs.

The committee assignments will be approved by the full board during a board meeting. ~~in either February or March.~~

### **TERM**

Committee members will serve a one-year term ~~from March to March~~. Should a committee member leave the board ~~in December after the end of his/her term~~, the remaining members of the committee remain empowered to carry out the work of the committee.





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> N/A
<b>Consent Agenda Item #:</b> 7_3	<b>Director:</b> N/A
<b>Subject:</b> Commissioner Job Descriptions	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Bylaws Committee recommends approval for full Board consideration of the Commissioners 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

This item was presented during the October 21, 2024, Bylaws Committee Meeting where Committee Members reviewed and approved for full Board consideration.

The following job descriptions have been revised to be in alignment with the updated agency Bylaws:

- ❖ Board Chair Job Description
- ❖ Committee Chair Job Description
- ❖ Commissioner Job Description

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

If approved by the Board, the Commissioner Job description will be updated to align with the Agency Bylaws. If not approved by the Committee, the Commissioner Job descriptions will remain the same and will not be in alignment with the Agency Bylaws.

## BOARD CHAIR JOB DESCRIPTION

<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>	<del>One Year Term</del> <u>Two Year Term</u>
<b>Time Involvement:</b>	40 to 70 hours per year including servicing on committees, task force and working groups.

Revised: ~~March~~ October

2024

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

<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: ~~March~~ October

2024

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 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.



## 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>	<del>Two</del> - <del>Three</del> Year Term
<b>Time Involvement:</b>	35 to 60 hours per year including servicing on committees, task force and working groups

Revised: ~~March~~-~~October~~

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.

- 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.



## EXECUTIVE COMMITTEE MEETING

**Date:** October 7, 2024

**Time:** 5:30 PM

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

### MINUTES

#### 1. CALL TO ORDER

Robert Pimentel, Vice Chair, called the meeting to order at p.m. 5:33 pm.

#### 2. ROLL CALL

Roll was called and a quorum was established.

##### **Committee Members:**

Robert Pimentel  
Earl Brown  
Charles Garabedian  
Lisa Mitchell  
Linda Hayes

##### **Absent:**

Oliver Baines

##### **Teleconference:**

Alysia Bonner  
Jimi Rodgers

##### **Staff:**

Emilia Reyes  
Karina Perez  
Michelle L. Tutunjian  
Hemanta Mungur  
Nelson Dibie  
Jack Lazzarini  
Sherry Neil  
Greg Streets  
Elionora Vivanco  
Patrick Turner  
Jane Thomas  
Annette Thornton

Julio Romero  
Angela Riofrio  
Steve Warnes  
Andy Arredondo  
Augie Quiroz  
Thomas Dulin  
Misty Gattie-Blanco  
Chris Erwin  
Ana Martinez  
Darlene Trujillo  
Nidia Davis  
Leah Struck  
Joshua Bogdanov  
Jennifer Tillman

#### 3. CONSENT AGENDA ITEMS 3\_1 – 3\_7

Public Comments: None heard.

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

**Ayes:** All in favor

**Nays:** None

#### PULLED CONSENT AGENDA ITEM

##### **3\_6 2024 CSBG Onsite Monitoring**

Commissioner Hayes inquired additional questions regarding the CSBG onsite monitoring report. Andy Arredondo, Evaluation Director, answered Commissioners Hayes questions.

4. **AGENCY FINANCIAL AND HEAD START FINANCIAL STATUS REPORT MAY 2024**

Hemanta Mungur, 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 July 31, 2024.

Public Comments: None heard.

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

**Ayes:** All in favor

**Nays:** None

5. **HEAD START: FISCAL YEAR 2025 HEAD START 0 TO 5 CONTINUATION/REFUNDING APPLICATION- YEAR 5**

Mungur provided an overview of the Head Start 0 to 5 continuation/refunding application, submitted to Health and Human Services.

Commissioner Hayes inquired clarification regarding who receives the COLA increase. Angela Riofrio, Finance Director stated only head start employees receive the COLA.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** Brown

**Ayes:** All in favor

**Nays:** None

6. **SANCTUARY: FY 2024 AND FY 2025 CONTINUUM OF CARE COMPETITION**

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the five-grant application to the U.S. Department of Housing and Urban Development in the amount of \$2,509,915, to continue to provide permanent supportive housing and outreach/navigation services to chronically homeless adults and families.

Public Comments: None heard.

**Motion by:** Garabedian **Second by:** Rodgers

**Ayes:** All in favor

**Nays:** None

7. **PUBLIC COMMENTS**

Public Comments: None heard.

No action required.

**8. CEO COMMENT**

Reyes shared, all Fresno EOC Officers and Directors attended a two-day planning for the end of the year closeout and preparing for the 2025 year. Also, Reyes announced and expressed gratitude for being selected to serve the CALCAPA Board.

Public Comment: None heard.

No action required.

**9. COMMISSIONERS' COMMENT**

Public Comment: None heard.

No action required.

**10. EXECUTIVE SESSION**

No Executive Session.

No action required.

**11. ADJOURNMENT**

The meeting adjourned at 5:53 pm



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Health Services
<b>Consent Agenda Item #:</b> 7_5	<b>Director:</b> Jane Thomas
<b>Subject:</b> Ending California's Tobacco Epidemic in Every Community	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Executive Committee recommends approval for full Board consideration of the Ending California's Tobacco Epidemic in Every Community grant application to the California Department of Public Health (CDPH), California Tobacco Prevention Program (CTPP) in the amount of \$900,000 over a three-year project period from July 1, 2025, to June 30, 2028.

### Background

This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed and approved for full Board consideration.

The CTPP aims to accelerate efforts to end California's tobacco epidemic by promoting policy changes and community engagement in disproportionately targeted populations. Awardees must focus on one policy objective to engage priority groups and one asset objective to support local campaigns through recruitment of organizations and individuals.

This project will concentrate primarily on the Latino population residing in the rural communities of Kerman and Mendota in Fresno County. The Hispanic/Latino population in Kerman is 80% and 98% in Mendota.

By June 30, 2028, these two jurisdictions will adopt and implement the following:

1. A policy that prohibits smoking and vaping of all products in multi-unit housing in two or more units (both market-rate and subsidized) and within 25 feet of doors, windows, patios, and balconies, with a graduated enforcement approach.
2. A policy that eliminates smoking (including burning or heating tobacco and other plant products, natural or synthetic) in all outdoor public areas, including parks, sidewalks, dining spaces, entryways, worksites, event sites, bike lanes, alleys, and parking structures, with no designated smoking areas.

These policies will exclude any provision that criminalizes a person for the use or possession of tobacco products.

## Fiscal Impact

The proposed budget is \$900,000 for 3 years.

Health Services 7/1/25 - 6/30/28 \$900,000		
	Ending CA's Tobacco Epidemic in Every Community	GRANT
PERSONNEL	FTE	AMOUNT
PROGRAM DIRECTOR	0.00	\$ -
PROGRAM MANAGER	1.00	\$ 248,921
PROGRAM COORDINATOR	0.60	\$ 160,146
NURSE PRACTITIONER	0.00	\$ -
CLINICIAN	0.00	\$ -
COMMUNITIY WORKER	0.00	\$ -
COMMUNITIY WORKER	0.00	\$ -
FRINGE BENEFITS	0.00	\$ 154,165
TOTAL PERSONNEL		\$ 563,232
PROGRAM EXPENSES		
PROJECT STAFF TRAVEL		\$ 36,579
EQUIPMENT		\$ -
SUPPLIES		\$ 28,400
CONTRACTUAL & CONSULTANT SERVICES		\$ 131,600
OTHER COSTS		\$ 56,144
PARTICIPANT COSTS		\$ -
INDIRECT COSTS		\$ 84,045
TOTAL BUDGET		\$ 900,000

## Conclusion

If approved by the Board, this item will support the continuation of Health Services Tobacco Education Program which works to protect children and families from the exposure of secondhand smoke in multi-unit housing and public areas in their community. If not approved, Health Services will not accept grant funds if awarded, resulting in insufficient funding for the continuation of the Tobacco Education Program.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Local Conservation Corps
<b>Consent Agenda Item #:</b> 7_6	<b>Director:</b> Shawn Riggins
<b>Subject:</b> 2023-2024 YouthBuild AmeriCorps Subgrant Award Amendment	<b>Officer:</b> Sherry Neil

### Recommended Action

The Executive Committee recommends acceptance for full Board consideration of the 2023-2024 YouthBuild AmeriCorps Subgrant Award Amendment Agreement from YouthBuild USA of an increase of \$49,504, plus \$200,000 of the original amount for a total amount of \$249,504 for contract period ending August 14, 2025.

### Background

This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed and approved for full Board consideration.

The Board approved the 2023-2024 YouthBuild AmeriCorps Subgrant Award Agreement at the December 7, 2023, meeting, Agenda Item 13D7. On October 2, 2024, Fresno EOC was notified of the additional funding by YouthBuild USA.

YouthBuild AmeriCorps members focus on building or rehabilitating low-income housing, aligning seamlessly with the YouthBuild model, which already fosters community service, leadership, and educational opportunities for youth. By becoming a YouthBuild AmeriCorps program, these initiatives gain recognition for their service-oriented efforts, empowering members to view themselves as community service providers.

### Fiscal Impact

The additional funding will support the salaries of several LCC staff members, in addition to covering the operational costs of the facility. A match of \$134,732 is required and will be generated from several sources, including the state funded Non-Residential grant, which provides funding for the LCC Food Pantry and graduation services, and donations from Amazon, which provides hundreds of thousands of dollars in donations to the agency each year.

## **Conclusion**

If accepted by the Board, this item will support the salaries of several LCC staff members, in addition to covering the operational costs of the facility. If not accepted, Fresno EOC will not accept the additional funding which could adversely affect program operations.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Local Conservation Corps
<b>Consent Agenda Item #:</b> 7_7	<b>Director:</b> Shawn Riggins
<b>Subject:</b> 2024-2025 YouthBuild AmeriCorps Education Subgrantee Award	<b>Officer:</b> Sherry Neil

### Recommended Action

The Executive Committee recommends acceptance for full Board consideration of the 2024-2025 YouthBuild AmeriCorps Subgrantee Award Agreement from YouthBuild USA in the amount of \$200,000 for a 12-month period from August 15, 2024, to August 14, 2025.

### Background

This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed and approved for full Board consideration.

AmeriCorps, overseen by the Corporation for National and Community Service, engages over 75,000 Americans annually in service addressing critical needs in education, health, clean energy, veteran affairs, economic opportunity, disaster relief, and more. YouthBuild AmeriCorps members focus on building or rehabilitating low-income housing, aligning seamlessly with the YouthBuild model, which already fosters community service, leadership, and educational opportunities for youth. By becoming a YouthBuild AmeriCorps program, these initiatives gain recognition for their service-oriented efforts, empowering members to view themselves as community service providers.

YouthBuild AmeriCorps grants provide YouthBuild programs with AmeriCorps slots (awards) for their YouthBuild students accompanied by a small operating grant to cover YouthBuild AmeriCorps program expenses needed to ensure compliance with grant requirements. Grantees are responsible for providing funds and other resources to match the federal funds they receive through their AmeriCorps grant. YouthBuild AmeriCorps grants are only awarded to YouthBuild programs that are members of YouthBuild USA's Affiliated Network.

### Fiscal Impact

A portion of the funding will support the salaries of several LCC staff members, in addition to covering the operational costs of the facility and education awards for the corpsmembers. The education awards will support the following:

- Two (2) Full-Time members (1,700 hours) - \$7,395.00
- Two (2) Half-Time members (900 hours) -\$3,697.50
- 30 Reduced Half-Time members (675 hours) - \$2,576.27

A match of \$108,000 is required and will be generated from several sources, including the state funded Non-Residential grant, which provides funding for the LCC Food Pantry and graduation services, and donations from Amazon.

### **Conclusion**

If accepted by the Board, this item will provide access to employment and post-secondary education for LCC Corpsmembers ages 18 to 24 who are currently enrolled in the program. If not accepted, the agency will not proceed with executing agreement and LCC Corpsmembers will not receive designated education awards.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Women, Infants and Children
<b>Consent Agenda Item:</b> 7_8	<b>Director:</b> Annette Thornton
<b>Subject:</b> 2023-2025 Women, Infants and Children Contract Amendment	<b>Officer:</b> Jack Lazzarini

### Recommended Action

The Executive Committee recommends acceptance for full Board consideration of the Women, Infants and Children (WIC), Federal Fiscal Year 2023-2025 Contract Award Amendment of an increase of \$705,238 + \$21,666,012 (original amount) for a total of \$22,371,250 for the full three-year term.

### Background

This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed and approved for full Board consideration.

The California Department of Public Health/Women, Infants and Children Division notified Fresno EOC of the additional grant funds to WIC. Amendment A04 includes adjustments to Year 3 of the three-year contract as follows:

- \$646,111 for caseload adjustment and special distribution.
- \$59,127 for Breastfeeding Peer Counselor Program.

### Fiscal Impact

Fresno EOC will receive an increase of \$705,238 bringing our full FY 2023-2025 total contract amount from \$21,666,012 to \$22,371,250, ensuring qualifying Fresno County low-income families receive needed supplemental nutrition support services.

### Conclusion

If accepted by the Board, this item will allow WIC to hire additional positions to support our growing caseload and assist with higher operation expenses due to inflation. If not accepted, Fresno EOC will not accept the additional funding and could adversely affect award increases in the future.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Sanctuary and Support Services
<b>Consent Agenda Item #:</b> 7_9	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Project HOPE Update	<b>Officer:</b> Sherry Neil

### Recommended Action

The information presented below is intended to keep the Board apprised of the concerns shared by Fresno EOC Commissioners regarding Project HOPE operated through Fresno City College (FCC) in collaboration with Fresno EOC.

### Background

This information was presented during the November 4, 2024, Executive Committee meeting where Committee Members reviewed.

On October 7, 2024, Fresno EOC engaged in a discussion with Commissioners Pacheco and Brown-Jenkins to address their concerns regarding Project HOPE. These concerns will be conveyed to FCC with the objective of identifying potential solutions. Concerns included: the length of time notification was given to program clients when Project HOPE was ending and/or notices given to vacate units; clients not being given a mailbox key when living in RH Community Builders properties; the affordability of units when rental assistance is no longer available or they are exited from Project HOPE; there were no walk-thru was completed during move-in to compare to move-out; and the use of the students' financial aid to pay double deposits and market rate housing.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

Fresno EOC will share the above-mentioned concerns and the following recommendations prior to entering future contracts pertaining to Project HOPE. Recommendations include: clear definition of roles, responsibilities and expectations of students and staff; discuss important metrics and how the program will capture that data; provide a transparent review of the past challenges and plan for addressing those challenges moving forward; discuss evictions and contingency plans to help students who are evicted; and consideration of an Ombudsman program to serve as an advocate to residents and help them resolve issues.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Sanctuary and Support Services
<b>Consent Agenda Item #:</b> 7_10	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Sanctuary Permanent Housing	<b>Officer:</b> Sherry Neil

### Recommended Action

The information presented below is intended to keep the Board apprised of the outcomes for Sanctuary's Permanent Housing projects funded by the U.S. Department of Housing and Urban Development (HUD) as requested at the Board of Commissioners meeting.

### Background

On October 21, 2024, Commissioners requested the outcomes for Sanctuary's Permanent Housing projects. This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed prior to full Board review.

Fresno EOC has been operating permanent housing through HUD funding since 2012. These projects serve clients identified through the Coordinated Entry System (CES) as chronically homeless. The first project to be funded was Project PHoenix, in 2012, which serves a minimum of 16 households. Project Rise currently serves a minimum of three (3) households (until expansion in November 2024). Both projects are tenant-based master leasing. The third project, Hearth, serves a minimum of 16 households and is tenant-based rental assistance.

Attachment A, the chart illustrates the metrics met during program year 2023 – 2024.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

As mentioned in the Board of Commissioners meeting on October 21, 2024, Project Hearth and Project PHoenix ranked Number 1 and Number 2 in the local process because of their data. Project Rise was unranked because of an expansion project but data for their existing beds have been provided.

Attachment A



U.S. Department of Housing and Urban Development (HUD)  
Permanent Supportive Housing Projects

Project Name	Program Year	Number of Households Served	Number of Individuals Served		Housing Performance (No. of Households)			Maintaining/Increasing Cash Incomes (No. of Adults)				Non-Cash Mainstream Benefits (No. of Individuals)				Connection to Health Insurance (No. of Individuals)			
			Adults (Over 18)	Children (Under 18)	Positive Outcomes	Neutral Outcomes	Negative Outcomes	No Sources	1+ Sources	Don't Know/Refused	Information Missing	No Sources	1+ Sources	Don't Know/Refused	Information Missing	No Sources	1+ Sources	Don't Know/Refused	Information Missing
Project PHoenix	09/01/23 - 09/30/24	21	24	2	21	0	0	7	19	0	0	14	12	0	0	0	26	0	0
Project Hearth	10/01/23-09/30/24	19	22	0	18	1	0	11	11	0	0	12	10	0	0	0	22	0	0
Project Rise	11/01/23-10/31/24	3	4	0	3	0	0	1	3	0	0	2	2	0	0	0	4	0	0



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
OCTOBER 1, 2024**

**CALL TO ORDER** The meeting was called to order at 6:04 p.m. by Fawnda Cole, CWPC Chairperson.

**ROLL CALL** Roll Call was called by Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: Fawnda Cole, Jalyssa Jenkins McGill, Blanca Valladolid, Adrina Cuevas, Laura Soto, Kristy Belmontes, Ashley Prendez, Sonia Barrios, Domenica Goff, Cynthia Espindola, Monica Montoya, Jackeline Miranda, Meagan Esqueda Bonilla, Mariana Herrera, Alma Rebolledo, Alma Martinez Guillen, Jasmine Arreola, Jacqueline Avila, Amy Nuno, Nicole Johnson, Maria Padilla, Mariana Mena, Itzel Godoy, Maylee Torres, Gloria Martinez, Matilde Ocegueda, Clarissa Varela, Adrianna Mendoza, Deserae Price, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Destiny Campos, Iselda Vasquez, Karina Padilla, Natisha Goins, Steven Taylor, Zina Brown-Jenkins.

At this point Ms. Cole informed the Representatives they had a revision to the Agenda. IX. Action Item – A. Refunding Application for 2025, presented by Emilia Reyes, Chief Executive Officer.

Motion to approve the changes to the October 1, 2024, CWPC Agenda was made by Destiny Campos and seconded by Mariana Mena. Motion carried.

**APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the September 3, 2024, CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the September 3, 2024, CWPC Minutes as written and read was made by Clarissa Varela and seconded by Monica Montoya. Motion carried.

**FRESNO EOC PROGRAM REPORT – TRAINING AND EMPLOYMENT** Patrick Turner, Training and Employment Services Director, informed the CWPC of resources for employment and training. Local Conservation Corps (LCC) which provides young adults ages (18-25) with paid job training and educational opportunities. Workforce Connection provides young people ages (14-24) with educational and employment training opportunities to enhance their academic proficiency and to facilitate their transition into self-sufficiency. Valley Apprenticeship Connections provide a 12-week pre-apprenticeship training to prepare individuals for the construction industry.

Mr. Rebolledo asked what are the requirements for students out of high school.

Mr. Turner stated to please send them to his programs if college is not for them, there are a variety of opportunities to train youth in a variety of occupations.

Mr. Rebolledo asked if there is training for someone with special needs.

Mr. Turner stated they will work with them to the best of their ability, they also partner with the Department of Rehabilitation and can accommodate them with EPU or ARC.

Shiann Sandoval, EHS Sanger/Reedley Representative asked what if there are students interested in the program but do not have transportation.

Mr. Turner stated it would depend the city they are in as there are buses for the city, but for the rural areas they should be able to call their office and be provided some sort of transportation.

COMMUNITY  
REPRESENTATIVE  
REPORTS FOR OCTOBER  
2024

No reports at this time.

FRESNO EOC  
COMMISSIONERS' REPORT  
FOR THE MONTH OF  
AUGUST 2024

Zina Brown-Jenkins, Fresno EOC Commissioner informed the Representative she has served as the Liaison and has been the voice for the Fresno EOC Board meetings. She would like to say thank you to all, as this will be her last meeting and it has been an honor to be in this position for four years.

MONTHLY FINANCIAL  
STATUS REPORTS (FSR)  
FOR THE MONTH OF  
AUGUST 2024

Fawnda Cole, CWPC Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for August 2024.

This funding supports personnel and operating expenses totaling \$46,000,843 (\$37,620,149 – Head Start; \$8,380,694 – Early Head Start) and the Non-Federal Share match \$11,894,766 (\$9,515,812.80 – Head Start; \$2,378,953.20 – Early Head Start) for the Fiscal Year.

Motion to approve the Monthly Financial Status Reports (FSR) for the Month of August 2024 was made by Mariana Mena and seconded by Mariana Herrera. Motion carried.

IN-KIND MONTHLY STATUS  
REPORT FOR AUGUST  
2024

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, stated the Monthly In-Kind Report for the month of August 2024 consists of \$316,236 (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 August 2024 is \$858,385, which is accumulated by classroom/non-classroom volunteer services, home activities, literacy/growing readers, consultants, goods, and space.

Head Start 0 to 5 Non-Federal share should be \$11,894,766 annually. Year to Date for Head Start and Early Head Start from January to August 2024 for In-Kind is \$7,453,783 (\$4,541,530 – HS; \$2,912,253 – EHS). This indicates that Head Start 0 to 5 has met 63 percent of the \$11,894,766. Non-Federal share goal and we surpassed our monthly goal.

Failing to reach our In-kind goal of \$11,894,766 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.

A Representative asked if she stays 30 minutes to comfort her child would that be counted as in-kind?

Mr. Trujillo stated yes, teachers have the forms to track the hours in the classroom.

A Representative asked in order to volunteer their time do they require their immunizations and if so how long is the process.

Mr. Trujillo stated yes immunizations are required and the process takes no longer than a week or two.

A Representative asked if they are staying to comfort their child is she still required to have her immunizations.

Mr. Trujillo stated if you are staying longer than an hour or two immunizations would be required.

At this time, Ms. Jenkins McGill explained to new parents what In-Kind is and what qualifies as In-Kind. She explained the activities on the PACT time calendar, and other learning activities.

Mr. Rebolledo asked for clarification if the Local Parent Meetings (LPM) are counted towards In-Kind.

Mr. Trujillo stated no they are not, only the CWPC meetings are counted as In-Kind.

A Representative shared at her son's classroom they like to go for walks, would it count ask In-Kind if the grandparents went.

Ms. Cole stated yes, each family member would need to fill out their own form as there are different rates.

#### REFUNDING APPLICATION FOR 2025

Emilia Reyes, Chief Executive Officer, informed the Representatives of the Refunding Application for 2025, she would like to provide the opportunity for the CWPC to go over the document is due today and would be effective January 2025. She provided a breakdown of the proposed budget, she pointed out there is \$0 for construction as we will be using last years construction budget for projects. She asked the Representatives if they had any questions, even if not today everyone is more than welcome to email her any questions or feedback. There will be another opportunity to asked questions at the next CWPC meeting as they will be doing a follow-up.

A Representative asked for the funds for Admin where would they be located.

Ms. Reyes stated in the personnel section.

A representative asked if the previous balance would be able to be carried over to the next year.

Ms. Reyes stated yes, we would just need to ask for approval from the Office of Head Start (OHS).

Motion to approve the Refunding Application for 2025 was made by Mariana Mena and seconded by Clarissa Varela. Motion carried.

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

Fawnda Cole, CWPC Chairperson informed Representatives of the Average Daily Attendance (ADA) Reports for the month of August 2024 for Head Start and Early Head Start. Head Start's monthly ADA for August 2024 for Center Base was 88.03%. Head Start Home Base visits completed were 231. Early Head Start's monthly ADA for August 2024 for Center Base was 81.54% Total Early Head Start Home Base visits completed were 1104.

Ms. Cole shared with the Representatives for the new parents they are able to go through the pages which are broken by centers to see the ADA for your center.

Motion to approve the ADA Reports for the month of August 2024 was made by Laura Soto and seconded by Nicole Johnson. Motion carried.

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

Nidia Davis, Program Support Director, stated the PUR is provided monthly to keep the CWPC informed of program updates. Two huge accomplishments for the month of August one was that on August 26<sup>th</sup>. Michael Balderas joined the Head Start 0 to 5 team as one of two Education Services Manager. The other was on August 21, 2024, the administration for Child and Families (ACF) published a final rule in the Federal Register supporting the Head Start Workforce and Consistent Quality Programming. The rule updates the Head Start Program Performance Standards (HSPPS) to increase support and stability for the Head Start Workforce. The changes also improve the quality of services Head Start Programs provide to children and families.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and Benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality Improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wages and benefit requirements, and noted in the Effective and Compliance Dates section of the rule.

Motion to approve the Head Start 0 to 5 PUR for the Month of August 2024 was made by Monica Montoya and seconded by Clarissa Varela. Motion carried.

RESOLUTION FOR FRESNO  
EOC BOARD OF  
COMMISSIONERS

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, informed Representatives of the Resolution for Fresno EOC Board of Commissioners as Zina Brown-Jenkins will be ending her term and are looking to appoint someone as commissioner.

Ms. Brown-Jenkins shared whoever steps up, to please have a big voice and the passion as it is a huge opportunity for speaking up for the parents and do not hesitate to ask questions of you don't understand.

Ms. Reyes shared her appreciation for Ms. Brown-Jenkins and is thankful for her service. She also added Head Start means a lot to the community, in may 2025 it will be 60 years of service. She encouraged parents to be part of the board even if you are scared, training is provided.

Mr. Trujillo extended the offer to see if there were any parents who like to appoint or vote in. Mr. Alvarado and Ms. Jenkins were nominated. Mr. Trujillo presented the requirements and stated the term would be for 3 years.

At this point Mr. Alvarado and Ms. Jenkins presented brief introductions of themselves and why they would be the perfect nominee.

After voting from the parents, Jalyssa Jenkins was nominated to fill the position of CWPC Representative to the Fresno EOC Board of Commissioners

Motion to approve the Resolution for Fresno EOC Board of Commissioners and Jalyssa Jenkins as the CWPC Representative Board of Commissioners was made by Alma Martinez-Guillen and seconded by Ashley Prendez. Motion carried.

CWPC ELECTIONS FOR  
2024-2025 PROGRAM  
YEAR/INSTALLATION OF  
NEW OFFICERS

Floro Trujillo, Family Engagement/Volunteer Services Coordinator stated in accordance with the HSPPS section 1301.3, an agency must (a) establish policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

Mr. Trujillo stated elections will be held tonight to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, six (6) standing committee chairpersons, and two (2) elected officers or appointed Representatives from Early Head Start, one (1) for Home Base and one (1) for Center Base. Representatives were separated by eight (8) Clusters.

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 an eight (8) cluster system, once and Executive Board offer position has been filled, no other Representative from that particular cluster may be nominated or run for 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).

If approved by the CWPC , elected officers will resume their term of office for one (1) year, from October 2024 to October 2025.

Elections began and those nominated gave a brief explanation of why they would like to be elected as a Representative of the Executive Board.

Fawnda Cole was elected Chairperson.

Aldo Alvarado Rebolledo was elected as Vice-Chairperson.

Maria Padilla was elected as Secretary.

Jackeline Miranda was elected as Treasurer.

Domenicia Goff was voted as Sgt-at-Arms.

Nicole Johnson was elected as the Historian.

Destiny Campos and Megan Esqueda Bonilla were elected as the Early Head Start Representatives.

The Executive Board was called to the front to read an Oath and be sworn in.

Motion to approve CWPC Elections for 2024-2025 Program Year/Installation of New Officers was made by Laura Soto and seconded by Mariana Mena. Motion carried.

#### FULL ENROLLMENT INITIATIVE UPDATES

Olga Jalomo Ramirez, Family/Community Services Manager, stated Head Start 0 to 5 received a letter on March 24, 2023 indicating we were under enrolled from the Office of Head Start Region IX. We were given 12 months to meet 97% enrollment, and in April 2024 full enrollment was not achieved. In May 2024 the program submitted a change of scope. With the approved Change of Scope, we were able to meet full enrollment for the month of May 2024.

With the approval of the Change of Scope, our total funded enrollment is 2120 for Head Start 0 to 5. We currently have the following funded enrollment by program.

- 1690 IN Head Start Center Base (1590 center base and 100 home base)
- 430 in Early Head Start (94 center base and 336 home base)

The recruitment data attached includes our recruitment efforts up to September 05, 2024. Head Start center base has 1077 children enrolled. Head Start home base has 68 children enrolled. Early Head Start center base has 71 children enrolled. Early Head Start home base has 321 children enrolled. This gives us a total of 1537 children for Head Start 0 to 5.

Ms. Sandoval asked if there was any information available they could hand out to parents who are interested in enrolling.

Ms. Jalomo-Ramirez stated they can go to the Fresno EOC website and create an online referral where they will be contacted to complete their application. There are also flyers and small cards available for recruitment, just ask your Family Services Specialist.

#### PERSONNEL COMMITTEE REPORT FOR AUGUST 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.

For the month of August 2024, there were 4 Hiring/Personnel Action Positions, 1 promotions/status change which is pending, 8 resignations/separations and no updated job descriptions.

#### TRI-ANNUAL SELF- ASSESSMENT NOVEMBER 19, 2024 THROUGH NOVEMBER 21, 2024 INVITATION

Veronica Galvan, Quality Assurance Manager, welcomed and invited all of the Representative to the Tri-Annual Self-Assessment November 19, 2024 through November 21, 2024. This is the opportunity to dive deep into the program, parents and commissioners have all been part of the process. She will be providing training on November 6, 2024 and there will be 3 full days where parents can attend. If parents cannot attend in person it will be available online.

Aldo shared that Veronica does an awesome presenting all of the information, he highly recommends attending the self-assessment.

#### ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- A. October 2024 – Food Distribution (Information attached)

- B. October 2024/2025 – Head Start 0 to 5 Announcement of Committees
- C. October 3, 2024 – Positive Solution for Families
- D. October 14, 2024 – Indigenous People’s Day Holiday (No School)
- E. October 15, 2024 – Next CWPC Executive Board Meeting at Fresno EOC Board Room
- F. October 19, 2024 – Program Governance Training Saturday at Franklin Head Start
- G. October 26, 2024 – Annual Father Conference Saturday at Franklin Head Start
- H. November 5, 2024 – Next County-Wide Policy Council Meeting at 6:00 p.m. – Dinner will be served at 5:30 p.m.

Audrey Metcalf, Family Engagement/Volunteer Services Specialist informed the Representatives another way you can serve as a parent are the committees, there is a personnel committee, ERSEA Committee, Health Services Advisory Committee. There was a sheet provided to parents to fill out for any committee they would like to be a part of.

Maria Zarate, Family Engagement/Volunteer Services Specialist invited the Representative to the Positive Solutions for Families classes, they are provided to Head Start parents. The classes will be held every Thursday in the month of October, there will be 6 classes. The locations will be at Estelle Dailey Head Start will classes in English and Spanish. If you are not able to attend in person, they will also be providing classes via ZOOM. Flyers were provided to the parents in both English and Spanish.

Ms. Jenkins asked if you are required to attend every class.

Ms. Zarate stated they are encouraged to attend every class but are understanding life happens. She stated there will be child care available and refreshments provided. Reading material will be provided to take home. First class will begin October 10, 2024, if you have any questions you can reach out to your Family Services Specialists.

Ms. Cole asked if participation in the class would count as in kind.

It was stated as no.

Ms. Cole asked if the Representatives would like to change the date of the next CWPC meeting since it lands on the presidential election date.

The date will stay as is.

## ADJOURNMENT

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

The meeting adjourned at 8:26 p.m.

Submitted By:

Christina Quiros  
Lead Secretary

(CWPC MINUTES OCTOBER 1 2024 FINAL)    cq 10/09/24    ~ CWPC (2024-2025 (CWPC MINUTES)) ~



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 7_12	<b>Interim Assistant Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Program Update Report (PUR) For September 2024	<b>Officers:</b> Michelle Tutunjian / Emilia Reyes

### Recommended Action

The County-Wide Policy Council (CWPC) recommends acceptance of the Head Start 0 to 5 Program Update Reports (PUR) for the month of September 2024 for full Board acceptance.

### 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 September 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 September 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 approved, program staff will review and make recommended changes.



**COUNTY-WIDE POLICY COUNCIL  
PROGRAM UPDATE REPORT  
SEPTEMBER 2024**

**I. Head Start 0 to 5**

Program Information Summary:

1. September 2, 2024- Labor Day Holiday was observed. All offices and sites were closed in observance.
2. September 18, 2024- Directors and Managers attended the ROMA Community Level Logic Model Training at Fresno County Superintendent of Schools
3. September 25, 2024- School Readiness Committee Meeting took place in the Executive board room.
4. September 25-27, 2024- Three HS 0 to 5 Home Staff attended the Home 35<sup>th</sup> Annual Head Start & Early Head Start Home-Based Institute.

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

Throughout the month of September 2024, Office of Head Start has been providing support through webinars for grantees to familiarize themselves with the Office of Head Start's (OHS) final rule released on Aug. 21, 2024 such as [Supporting the Head Start Workforce and Consistent Quality Programming](#), was published in the Federal Register. OHS has made significant changes to the Head Start Program Performance Standards (the Performance Standards) to respond to concerns affecting the sustainability of Head Start programs. OHS has introduced the "Nurturing the Promise" campaign to support Head Start staff in addressing these changes to the Performance Standards. In September, OHS leadership and staff hosted two webinars about the changes in the final rule. The videos are now available to watch any time on the Early Childhood Learning and Knowledge Center (ECLKC). The announcement webinar, [Supporting the Head Start Workforce and Consistent Quality Programming](#), highlights the updated Performance Standards and how the Head Start community's input was instrumental in the changes. OHS leadership and staff discuss the goals to increase staff wages and benefits, integrate mental health across services, and support quality improvement. In the overview webinar, [Updates to the Performance Standards: Nurturing the Promise](#), OHS takes a deeper dive into the updated Performance Standards and offers resources and implementation strategies.

**III. Early Head Start**

Program Information Summary:

1. Early Head Start continues to recruit children and staff for the 24/25 program year
2. Facilities Department continues to finalize remodeling at the AMOR Center in Mendota, where the Program will serve eight Early Head Start Center Based toddlers.

Wait List Total: 129

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 1,038 Lunches: 1,109 Snacks: 956

**IV. Head Start**

Program Information Summary:

1. Head Start continues to recruit children and staff for the 24/25 program year.
2. Early Childhood Education Specialist completed their first systemic monitoring of centers, using the Classroom Monitoring reports.
3. Center staff started the first assessment of children to ensure classrooms are implementing the curriculum of fidelity.



Fresno EOC  
Head Start  
0 to 5

Early Care  
&  
Education

**COUNTY-WIDE POLICY COUNCIL  
PROGRAM UPDATE REPORT**

Wait List Total: 262

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,810 Lunches: 17,038 Snacks: 14,958

Submitted by:

Nidia Davis  
Program Support Director

(SEPTEMBER 2024 CWPC PUR REPORT) cq 10/01/24 ~ CWPC (2024-2025 (PUR (CWPC))) ~



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 7_13	<b>Interim Assistant Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Head Start 0 to 5 Recruitment and Enrollment Policy Update	<b>Officers:</b> Michelle Tutunjian/Emilia Reyes

### Recommended Action

The County-Wide Policy Council (CWPC) recommends approval of Head Start 0 to 5 Recruitment and Enrollment Policy Update.

### Background

This policy update was presented and approved by CWPC on November 5, 2024, for full Board approval.

On August 21, 2024, the Office of Head Start (OHS), Administration for Children and Families (ACF), and Department of Health and Human Services (HHS) made regulatory changes to the Head Start Program Performance Standards (HSPPS) to support and stabilize the Head Start workforce and improve the quality of services Head Start programs provide to children and families. Due to this final ruling, our agency reviewed and updated the Head Start 0 to 5 Recruitment and Enrollment Policy to use the new and revised income definition as defined in the Head Start Program Performance Standard 1305. This would allow the adjustment of 30% of a family's annual income to account for excessive housing costs when determining eligibility, and to consider the enrollment of eligible children of staff as part of the selection criteria.

In addition, this policy is updated annually to ensure that we are recruiting and accepting children most in need of Head Start 0 to 5 services. Per Performance Standard 1302.13, a program must develop and implement a recruitment process designed to reach those most in need of services. In addition, a program must include specific efforts to actively recruit children with disabilities and other vulnerable children, such as homeless children and children in foster care.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

If approved by the Board, Head Start 0 to 5 Recruitment and Enrollment Policy Update will be implemented. If not approved, Head Start 0 to 5 will not meet Head Start Program Performance Standards and jeopardize the program funding.



Early Care  
&  
Education



Fresno EOC  
**Head Start**  
**0 to 5**

## **POLICY: RECRUITMENT AND ENROLLMENT POLICY Part § 1302 Subpart A**

Eligible children will be enrolled in Fresno EOC Head Start 0 to 5 Program regardless of race, sex, creed, color, national origin, or disability.

### **I. COMMUNITY ASSESSMENT**

Fresno EOC Head Start 0 to 5 uses the information from the Community Assessment in the Recruitment & Enrollment for:

- A. Determining the program options that will be implemented.
- B. Determining the recruitment areas that will be served by the grantee.
- C. Determining appropriate locations for centers and the areas to be served by the Home Base program option.
- D. Identifying family and community strengths, ~~and~~ concerns and the support network of resources.
- E. Identifying the number of Early Child Care Providers and/or potential partners that will assist our program to meet funded enrollment levels.
- F. The Community Assessment and Selection Criteria form will be presented annually to the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee for review and/or approval proposed changes. If revisions are proposed, the revisions will be presented on a separate occasion for approval to the County-Wide Policy Council (CWPC) and the Fresno EOC Board.

### **II. RECRUITMENT**

The goal of recruitment is to achieve 100% enrollment at both center and home base options.

- A. Although recruitment is the responsibility of all Fresno EOC Head Start 0 to 5 staff, Family Services staff, Home Base staff and Inclusion staff take the lead in recruitment efforts.
- B. Applications for enrollment in the Fresno EOC Head Start 0 to 5 Program will be accepted year-round.
- C. An active recruitment drive will be conducted by the Family/Community Services staff, Home Base staff and Inclusion staff during the months of March through July.
- D. Recruitment efforts include the following: Fresno EOC Website Online Referrals, distribution of flyers and posters to businesses, churches, health care providers, etc., door to door recruitment in target areas/neighborhoods, participation in community events, block parties, presentations at regional, community and service organizations that provide services to children and families and, utilizing Public Service Announcements through media outlets.

### **III. ELIGIBILITY**

#### **A. Age**

- 1. All applicants will be required to provide proof of a child's age by birth certificate or court document. If providing such documents creates a barrier for the family, other documents will be considered on an individual basis.
- 2. To be eligible for Early Head Start, applicant must be pregnant or have a child under 3 years

of age. For Head Start, child must be at least 3 years old or turn 3 years old by September 1<sup>st</sup> (§1302.12 (b) (2) (i)).

3. Fresno EOC Head Start 0 to 5 children in braided California State Preschool Program (CSPP) must turn 3 years old on or before September 1<sup>st</sup> to be considered for enrollment in our extended hours/braided programs.

~~3.4.~~ Fresno EOC Head Start 0 to 5 Children in California General and Development Program (CCTR) must be two years old to be considered for enrollment.

- ~~4.5.~~ Children who will be entering public school the following school year are given priority for enrollment based on selection criteria points.

- ~~5.6.~~ All Fresno EOC Early Head Start children transitioning to Head Start will be given priority for enrollment based on selection criteria points.

#### B. Income Eligibility Requirements

1. As defined in the Head Start Program Performance Standards §1302.12 (c) pregnant women or a child is eligible if:

- a) The family's income is equal to or below the Federal Poverty Guidelines, or,
- b) The family is eligible or, in the absence of child care, would be potentially eligible for public assistance (Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF), or,
- c) The child is homeless, or,
- d) The child is in foster care.

- ~~d)2.~~ Fresno EOC Head Start 0 to 5 must use new and revised income definitions as defined in the Head Start Program Performance Standards 1305. Income means gross income and only includes wages, business income, unemployment compensation, pension or annuity payments, gifts that exceed the threshold for taxable income, and military income (excluding special pay for a member subject to hostile fire or imminent danger under 37 U.S.C. 310 or any basic allowance for house under 37 U.S.C. 403 including housing acquired under the alternative authority under 10 U.S.C. 169 or any related provision of law). Gross income only includes sources of income provided in this definition; it does not include refundable tax credit nor any forms of public assistance.

#### C. Additional Allowances for Programs Over Income Eligibility Requirements

1. As defined in §1302.12 (d) (1) (2) and after outreach to ensure we are meeting the needs of all eligible children.
- a) Families whose income is between 100 and 130 percent of the Federal Poverty Guidelines will be considered for enrollment per the Selection Criteria. These families can only make up to 35 percent of our program's enrollment.
  - b) Families whose income is above 130 percent of the Federal Poverty Guidelines will be considered for enrollment per the Selection Criteria. These families can only make up to 10 percent of our program's enrollment.

~~b)~~  
c)

#### D. Verifying Eligibility

1. The total family income to be used in determining the eligibility of new children in the program should be based on the prior calendar year, or the 12-month period immediately preceding the month in which the application or reapplication for enrollment in Fresno EOC Head Start 0 to 5 is made, whichever more accurately reflects the family's needs.
2. The family income must be verified by the Fresno EOC Head Start 0 to 5 Program before determining that a child is eligible to participate in the program.
3. Parents/Guardians shall be required to provide verification of income by presenting to Fresno EOC Head Start 0 to 5 staff income verification which shall include the collection of any of the following: Individual Income Tax Form 1040, W-2 forms, documentation showing current status as recipients of public assistance, or pay stubs, written statement from employers with year-to-date income. (Refer to the Definition of Income)
- 3.4. A program may adjust 30% of a family's annual income to account for excessive housing costs when determining eligibility.
- 4.5. A Head Start Eligibility Verification form will be attached to the enrollment application and signed by the employee identifying the family's income and how the family's total income was calculated.
- 5.6. Children from families that are homeless or children that are in foster care are considered ~~income~~ categorically eligible.
7. If a child is determined eligible and is participating in Early Head Start Program, he or she will remain eligible until the child ages out.
- 6.8. If a child is determined eligible and is participating in a Head Start Program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
- 7.9. Fresno EOC Head Start children who will be enrolling for a 3<sup>rd</sup> year of Head Start must verify eligibility again.
- 8.10. When a child moves from the Fresno EOC Early Head Start Program to Fresno EOC Head Start, the family income must be re-verified. At the Parent/Guardian's request, Fresno EOC Head Start 0 to 5 will ensure, whenever possible, that the child receives Head Start services until enrolled in school, seamless services 0 to 5 years.

#### E. Children with Disabilities

1. Every effort will be made to ensure that children who have a certifiable disability are enrolled in order to meet the mandated 10% disability requirement (HSPPS 1302.14 (d) (1).
2. The same policies governing the Fresno EOC Head Start Program eligibility requirements apply to children with disabilities as to all children served in Fresno EOC Head Start 0 to 5.
3. No child may be denied admission to Fresno EOC Head Start 0 to 5 solely on the basis of the nature or extent of a disabling condition unless there is a clear indication that such a program experience may not be in the best interest of the child.
4. Fresno EOC Head Start and transitioning Early Head Start children with verified disabilities who meet eligibility requirements and whose parents desire the child's participation will be given every opportunity to participate in the program.

#### F. Compliance of Eligibility Regulations

1. Failure of staff to follow the above written policy and who intentionally violate Federal and program eligibility determination regulations are subject to disciplinary actions as outlined in the Fresno EOC Personnel Policies and Procedures Manual.

G. Training on Eligibility (HSPPS 1302.12 (m) (1))

1. A program must train all governing body, policy council, management and staff who determine eligibility on applicable federal regulations and program policies and procedures annually.
2. A program must train staff members who make eligibility determination within 90 days of hiring new staff. Ongoing training will be provided on an individual and group basis. Annual training takes place in the first quarter of the calendar year.
3. Governing body and policy council members must be trained within 180 days of the beginning of the term of a new governing body or policy council.

IV. SELECTION CRITERIA

A. To ensure the neediest families are enrolled in the program, Fresno EOC Head Start 0 to 5 uses a point-based Selection Criteria form based on family income, age, other factors, disability and parental status to select children for enrollment in the Fresno EOC Head Start 0 to 5 Program, including maintaining a waitlist that ranks children according to the Selection Criteria.

B. For the center base program option Parents/guardians can choose which ~~program option site~~ best fits their family's need (~~Center Base or Home Base~~). If Parents/Guardians with more than one child choose to enroll each child in a different program option (Center Base or Home Base), if applicable, the Parents/Guardians must choose the governance program in which to exercise their governance parental right (~~Center Base or Home Base~~).

C. Family/Community Services/Home Base staff will complete the Selection Criteria for every applicant. ChildPlus reports will be used by Family/Community Services/Home Base staff, to ensure that the highest ranked children enter the program as vacancies occur.

D. When a vacancy becomes available for a class that has been designated by age, the next highest ranked child from the waitlist will be considered for enrollment as classroom ratios allow. The age for a classroom is determined during program option approval by the CWPC and Fresno EOC Board.

E. ~~E.~~ Children who have been enrolled in Fresno EOC Head Start 0 to 5 and are not kindergarten eligible, may be eligible for continuing enrollment, unless there are compelling reasons for the child not to remain in the program.

F. Fresno EOC Head Start 0 to 5 may consider the enrollment of eligible children of staff as part of the selection criteria.

V. ENROLLMENT

A. Immunizations

1. Parents/Guardians shall be required to show proof that a child has received all immunizations required by state law or are up to date according to age. Immunizations shall be verified by submitting the child's immunization record that has been completed by either a recognized clinic or physician's office.

B. Target Area Applicants

1. All ~~Target Area~~ applicants who permanently reside within the ~~target area~~ Fresno County boundaries shall be given ~~priority~~ an opportunity to enroll in the ~~local~~ Fresno EOC Head Start 0 to 5 ~~Start 0 to 5 Center Base or Home Base Program option.~~

~~C.~~ Children of, or, related to a Fresno EOC Employee (Including Head Start 0 to 5) ~~Fresno EOC Head Start 0 to 5 Employees~~

~~1. No Fresno EOC Head Start 0 to 5 Fresno EOC~~ employees shall be allowed to enroll his/her children in the Fresno EOC Head Start 0 to 5 Program. This includes any child that ~~the a Fresno EOC Head Start 0 to 5~~ employee has legal guardianship and/or power-of-attorney, this will require the consent of the employees supervisor and Program Support Director.

~~1. \_~~

~~2. If the employees' child is in the program prior to his/her Parent/Guardian being employed by Fresno EOC Head Start 0 to 5, the child will be allowed to remain in the program for the current year or any subsequent year, as long as the child remains eligible for the program and under the following conditions:~~

a) Parent/Guardian will relinquish Head Start 0 to 5 Program governance rights.

b) If the child's Parent/Guardian or relative is a ~~classroom-center~~ employee, the child will not be allowed to remain in the same center or classroom with the Parent/Guardian or relative. The only exception will be if ~~unless~~ the center is the only site in that target area.

~~b)c) If the child's parent/guardian is a home base employee, the child will not be allowed to be assigned to the employee's caseload.~~

#### ~~D. Children Who Are Relatives of Fresno EOC Head Start 0 to 5 Employees~~

~~1. If the child is eligible in accordance to Fresno EOC Head Start 0 to 5 Recruitment and Enrollment Policy, he/she will be considered for enrollment in the Fresno EOC Head Start 0 to 5 Program.~~

~~2. The child shall not be in the same center as the related employee unless the center is the only site in that target area. The Parent/Guardian will relinquish Head Start 0 to 5 Program governance rights.~~

#### ~~E.C. Volunteers~~

1. Center Base volunteers must be cleared for immunizations to participate in classroom setting in accordance with Health and Safety Code 1596.7995.

Revised and approved by CWPPC/CWPC	Approved by Fresno EOC Board of Commissioners
[3/18/81] [5/20/81] [1/16/85] [7/15/87] [7/13/88] [8/15/90] [6/28/96] [3/10/99] [1/16/02] [3/16/05] [2/15/06] [2/21/07] [R 7/20/11] [ R1/23/13] [5/20/15] [3/16/16] [2/15/17] [03/21/18] [2/20/19] [02/07/23] [03/05/24] <u>[11/05/24]</u>	[6/24/81] [2/27/85] [9/23/87] [9/28/88] [R 8/17/11 – 9/28/11] [R 03/27/13][6/24/15] [4/27/16] [3/22/17] [4/18/18] [3/9/19] [04/06/23] [04/15/24]





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 7_14	<b>Interim Assistant Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Resolution Approval	<b>Officers:</b> Michelle Tutunjian/Emilia Reyes

### Recommended Action

The County-Wide Policy Council (CWPC) recommends Resolution Approval for Misty Gattie-Blanco, Sanctuary Director/Interim Head Start Assistant Director.

### Background

The Head Start Director is designated to sign the any State of California, Community Care Licensing (CCL) documents. Due to the vacancy, staff is requesting for the resolution to allow Misty Gattie-Blanco to accept and sign any State of California CCL documents that require authorization from Emilia Reyes, Chief Executive Officer (CEO) as it pertains to Fresno EOC Head Start 0 to 5. The Resolution will give the Interim Head Start Assistant Director permission to sign CCL documents, applications, and receive communication from CCL when necessary.

This Resolution was presented and approved by CWPC on November 5, 2024 for full Board consideration.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

If approved by the Board, Misty Gattie-Blanco, Sanctuary Director/ Interim Assistant Head Start Director will be able to sign CCL documents, applications, and receive communication from CCL when necessary. If not approved, Head Start 0 to 5 will not meet Head Start Program Performance Standard 1302.21 and will be out of CCL compliance.



**HEAD START 0 TO 5**

1920 Mariposa St., Suite 200  
Fresno, CA 93721  
(559) 263-1200

**Fresno EOC Board Resolution Approval**

November 5, 2024

I Emilia Reyes, Fresno Economic Opportunities Commission (Fresno EOC) Chief Executive Officer for the Fresno EOC Head Start 0 to 5 program certifies that the Fresno EOC Board met and approved the:

Authorization of the Sanctuary Director/Interim Assistant Head Start Director to have the authority to submit applications, make changes on behalf of the corporation Fresno EOC Head Start 0 to 5 and communications with Community Care Licensing. Fresno EOC Board has approved in the event of my absence I designate Misty Gattie-Blanco, Sanctuary Director/Interim Head Start Assistant Director to accept any Community Care Licensing documents that require an authorization signature on my behalf.

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Emilia Reyes  
Chief Executive Officer

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DATE



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 7_15	<b>Interim Assistant Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Head Start Director Job Description	<b>Officers:</b> Michelle Tutunjian/Emilia Reyes

### Recommended Action

The County-Wide Policy Council (CWPC) recommends ratification for full Board consideration of the Head Start Director Job Description.

### Background

In accordance with Head Start Policy and Regulations, Section 642: Powers and Functions of Head Start Agencies, in addition to the Policy Council approval, the agency Governing Body is also responsible for approval.

Following the vacancy of the Head Start Director on October 1, 2024, the job description was reviewed and updated by Fresno EOC. The recommended changes were presented to the Head Start Personnel Committee Chair and approved by the CWPC at the meeting held on November 5, 2024.

### Fiscal Impact

The Head Start Director position is included in the 2024-2025 budget, with a salary range of \$128,086 to \$179,443.

### Conclusion

The recruitment for this position started on November 6, 2024.



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**Job Title:** Head Start Director  
**Program:** Head Start (0 to 5)  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt  
**Grade:** HS21E  
**Job Code:** 04300

**Revised:** 11/5/24

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### **SUPERVISORY RESPONSIBILITIES**

Hire, coach, monitor and evaluate the performance of the Assistant Director, Program Support Director, Education Services Directors, Administrative Assistant(s), and Lead Secretary.

### **SUMMARY**

Under the supervision of the Chief Executive Officer, the Head Start Director is responsible for the overall day-to-day administration, oversight and management of the Early Head Start/Head Start Program and State Funded Braided Programs. Works with the CEO in providing leadership; aligns all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

Assist in the fulfillment of the Agency's vision, "A strong Fresno County where people have resources to shape their future free from poverty."

### **DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

Ensures quality services are provided to all clients in a manner consistent with Fresno EOC standards including the agency vision, strategic goals and grant requirements.

Ensures staff and centers are in full compliance with State, Federal, Office of Head Start and Community Care Licensing requirements.

Works with Leadership Team, Board of Commissioners, and County Wide Policy Council to develop short and long-term goals and objectives.

Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.

Develops, implements, and maintains an ongoing evaluation system to ensure quality control of Head Start and Early Head Start along with continuous quality improvement of service and management.

Promotes and upholds an organizational philosophy that understands, values, and supports diversity and inclusion in its workplace and utilizes it as a path towards greater impact to the families served by Head Start.

Maintains confidentiality and ensures that staff and volunteers maintain confidentiality of program, client and agency information.

Reports and oversees the mandated reporting for suspected child abuse in accordance with Head Start (0 to 5) and California State Law child abuse reporting procedures.

**Fresno EOC Job Description**

Head Start Director (04300), Head Start (0 to 5)

Responsible for supervising assigned staff, interns and volunteers, recruitment, performance management and other personnel processes.

Develops, monitors, and provides general oversight of all Head Start program budgets. Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventive measures, as needed.

Ensures appropriate governance that meets performance standard requirements, including regular updates to the Board of Commissioners, planning and attending regular County Wide Policy Council (CWPC) meetings, and other actions as needed.

Ensures coordination among components, across levels and with the organization.

Ensures consistency in service delivery across program with the attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.

Oversees implementation of Head Start (0 to 5) Professional Development Program.

In conjunction with Family/Community Services Manager, reviews and analyzes weekly attendance reports to assess child attendance data.

Develops and maintains working relationships with staff, clients, parents, and in the community to strengthen partnerships.

Serves on community advisory committees and acts as a representative of Head Start and the Agency.

Facilitates resolution of conflict with parents and staff.

Builds and maintain positive professional communication with program staff, Head Start representatives, and outside agencies.

Supervises the work of Head Start Service Area Directors/Managers to ensure each service area is in full compliance.

Develops and oversees implementation of training plan(s) for all staff, County Wide Policy Council and Policy Committees members to ensure compliance with Head Start regulations/guidelines.

Encourages and supports in-service and professional development opportunities are provided for staff.

Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Ensures strict compliance with universal precautions in the classroom or when administering first aid.

Travels for agency business using reliable transportation.

Works evenings and weekends as required.

Performs other duties as assigned.

## **Fresno EOC Job Description**

Head Start Director (04300), Head Start (0 to 5)

### **QUALIFICATIONS**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION:**

Bachelor's Degree in Early Childhood Education, Child Development, or related field required.

Master's Degree in Early Childhood Education, Child Development, Social Work, Public Administration or related field preferred.

#### **EXPERIENCE:**

Minimum six (6) years management/administrative experience in an Early Childhood Education Program or related field required.

Six (6) or more years of demonstrated staff supervision experience required.

Four (4) years' experience in financial management, grant-writing and resource development required.

Direct work experience in the area of service delivery to low-income children and families, Early Head Start/Head Start, or community based programs required.

#### **OTHER QUALIFICATIONS:**

Knowledge of Principles, practices, methods, and techniques applicable to preschool education.

Previous experience in effective management and administrative techniques regarding planning, budgeting, program implementation and modification, program assessment and evaluation procedures, purchasing and contract administration.

Must be able to relate/communicate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.

Proficient in Microsoft Office Suite and related business software.

Effective presentation, written and verbal communication skills.

Bilingual English/Spanish or other secondary language preferred based on the needs of the clients and the program.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

Pass required reference checks and fingerprint clearance under Title 22 regulations: Department of Justice/FBI, Criminal Record Statement Child Abuse Central Index (CACI) and background investigation as needed prior to employment.

Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

Obtain a valid AB 1207 Mandated Reporter Certification on the first day of employment.

**Fresno EOC Job Description**

Head Start Director (04300), Head Start (0 to 5)

Pass and maintain Basic Pest Management in a Child Care Settings annual certification as required by the California Healthy Schools Act (HSA).

Former EHS/HS parents preferred.

Employment in Head Start 0 to 5) is contingent upon approval of the County-Wide Policy Council (CWPC).

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

Program Approval: ID #: _____	Human Resources: ID #: _____
Date: _____	Date: _____

<b>For Head Start Use Only</b>
<b>Revised and approved by CWPC Personnel Committee/CWPC</b>
[11/5/24]



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Energy Services
<b>Consent Agenda Item #:</b> 7_16	<b>Director:</b> Gilda Arreguin
<b>Subject:</b> 2025 Low-Income Home Energy Assistance Program Contract	<b>Officer:</b> Sherry Neil

### Recommended Action

Staff recommends approval for full Board consideration with the State of California Department of Community Services and Development (CSD) for the 2025 Low-Income Home Energy Assistance Program (LIHEAP) Agreement in an amount not to exceed \$13,122,312.

### Background

LIHEAP is a federally funded assistance program overseen by the California Department of Community Services and Development (CSD). This award is the backbone of Energy Services' strategic focus area on reducing housing instability for low-income individuals and families.

The initial funding allocation for the 2025 LIHEAP of \$9,841,735 is based upon the initial allocation on 75% of the 2024 LIHEAP grant award and in accordance with the updated Three Factor Formula 3-year phase-in plan. It is anticipated that Fresno EOC will receive the remaining 25% of approximately \$3,280,577, for a total of \$13,122,312 upon CSD's receipt of their 2025 federal fiscal year grant award from the U.S. Department of Health and Human Services (HHS).

### Fiscal Impact

Fresno EOC's initial contract amount of \$13,122,312 includes an allocation of

- \$5,283,457 for utility assistance payments,
- \$2,589,930 for Weatherization Services,
- \$500,000 for emergency heating and cooling.
- \$1,468,348 will support personnel and other program operating costs.
- The remaining balance of \$3,280,577 will be allocated once CSD receives 2025 federal fiscal year grant award from HHS.

### Conclusion

If approved by the Board, funding will allow Energy Services to provide Weatherization services, including emergency heating and cooling services to approximately 250 households in Fresno County. In addition to serving an estimated 3,522 households with a one-time payment towards their

utility bill to restore and/or prevent energy disconnections through PG&E, The Gas Company and propane vendors. If not approved, Fresno EOC will be unable to execute the contract thereby hindering Energy Services from offering essential free energy efficiency upgrades to low-income households.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Training and Employment
<b>Consent Agenda Item #:</b> 7_17	<b>Director:</b> Patrick Turner
<b>Subject:</b> One Fresno Youth Job Corps Internship Program Contract Amendment	<b>Officer:</b> Sherry Neil

### Recommended Action

Staff recommends ratification for full Board consideration of the One Fresno Youth Job Corps Internship Program contract amendment of an increase of \$85,110 plus \$200,000 of the original amount for a total amount of \$285,110 for contract period ending June 30, 2025.

### Background

On February 15, 2024, Fresno EOC entered into an agreement with the City of Fresno in the amount of \$200,000. This item was approved by the Commissioners at the June 29, 2023, Board Meeting (Agenda Item 11D11). The One Fresno Youth Job Corps Internship Program successfully concluded its initial six-month phase August 15, 2024. Training and Employment has proudly served as the key provider for the City of Fresno's One Fresno Youth Job Corps. During the initial 6-month phase, Training and Employment placed 10 youth interns across various Fresno EOC sites. Of those participants, eight secured employment with our agency, one was hired by a partner organization, and the tenth intern returned to the city to pursue an extended internship opportunity.

The amendment agreement was approved by the Fresno City Council on September 26, 2024. The amendment would support three cohorts of 10 youth each, working 20 hours per week for a duration of 12 weeks.

### Fiscal Impact

Of the \$285,110 minus prior year expenses of \$130,000 for a balance of \$155,110 will support an additional 30 youth interns for \$140, 616 and the agency's indirect rate of 10.3%, which amounts to \$14,483.

### Conclusion

If ratified by the Board, this funding will allow for the placement of 30 paid youth interns across various Fresno EOC sites. If not ratified, Fresno EOC will forgo executing the contract, resulting in no placements for the 30 youth interns.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Program Planning & Development
<b>Consent Agenda Item #:</b> 7_18	<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

This item was presented during the November 4, 2024, Executive Committee Meeting where Committee Members reviewed prior to full Board Review.

Submitted					
Program	Name	Funder	Amount Requested	Summary	Date Submitted
Health Services	HRSA New Access Points Grant	U.S. Department of Health and Human Services, Health Resources & Services Administration	\$650,000	The funding is intended to support new health center service delivery sites to expand affordable, accessible, and high-quality primary health care for underserved communities and populations.	10/2/2024

Awarded					
Program	Name	Funder	Amount Awarded	Summary	Date Awarded
Food Services	Rural Food Distribution Outreach	American Heart Association (AHA)	\$3,000	AHA funding supplements current outreach activities by providing local	10/9/2024

				and governmental community resource referral sheets to inform community members about available food banks and food distributions.	
Sanctuary and Support Services – CVAHT	Trafficking & Crimes Victims Assistance Program – Operational Agreement (AO)	Centro La Familia Advocacy Services	\$10,000	This Operational Centro La Familia Advocacy Services, Inc. and Fresno EOC will work together to implement linkage and outreach for the Fresno County Trafficking and Crime Victims Assistance Program (TCVAP). Activities will be designed to identify non-citizen victims of human trafficking, domestic violence and other serious crimes and provide education in Fresno County.	10/21/2024

Fresno County Economic Opportunities Commission  
Grant Tracker  
As of Monday, October 28, 2024

2024 AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
10/16/2024	Food Services - Food Distributions	Rural Food Distribution Outreach American Heart Association	American Heart Association	\$3,000	AHA funding supplements current outreach activities by providing local and governmental community resource referral sheets to inform community members about available food banks and food distributions.	N/A	10/9/2024	TBD
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	1/31/2024	TBD
4/4/2024	Food Services - Food Services Home Delivery	RFP No. 2425-ENP Title III C1 and C2-Congregate and Home Delivered Meals (Elderly Nutrition Program)	Fresno-Madera Area Agency on Aging (FMAAA)	\$2,700,000	Food Services will continue providing Congregate Meals and Home Delivered Meals in Fresno and Madera County through this funding opportunity.	4/8/2024	TBD	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	\$4,368,334
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	\$899,999
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	\$495,000
4/5/2024	Advance Peace	Violence Intervention & Prevention Initiative	City of Fresno	\$375,000	Funding will provide case management for 25 Junior Fellows, offering transformative travel opportunities, mentorship, and educational and skill development.	4/15/2024	TBD	\$375,000
5/15/2024	Sanctuary and Support Services - Homeless Services	Emergency Assistance Fund	SCAN Health Plan	\$25,000	Provide one-time financial support to older adults (age 55+) in emergency situations	N/A	6/17/2024	\$25,000
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	\$25,000
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	\$15,000

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	This grant will 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	\$81,000
9/28/2023	Sanctuary and Support Services - Homeless Services	FY23 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration	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.	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
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
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
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
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	2/27/2024	\$150,000
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
2/1/2024	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	\$360,000
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.	N/A	TBD	\$500,000

6/13/2023	Training and Employment	One Fresno Youth Jobs	City of Fresno	\$300,000	Provision of work experience for Fresno youth for a	6/26/2023	2/1/2024	\$200,000
7/1/2024	Sanctuary and Support Services - CVAHT	Trafficking & Crimes Victims Assistance Program	Centro La Familia Advocacy Services	\$10,000	This Operational Agreement (OA) stands as evidence that Centro La Familia Advocacy	N/A	TBD	\$10,000
TBD		Community Health Worker Application Supervising	Anthem	TBD		N/A	TBD	TBD
Total Amount Requested				\$16,176,967		Total Amount Awarded		\$11,543,151

2023 NOT AWARDED							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
6/20/2024	Stop the Violence	BJA FY24 STOP School Violence Program	DOJ BJA	\$1,000,000	Stop the Violence will provide daily mentoring, anti-violence curriculum, and other violence prevention and intervention strategies in FUSD schools.	N/A	TBD
7/12/2024	Health Services - Community Health Center	Community-Led Practices for Strengthening Maternal and Child Health and Reducing Disparities in Fresno County, California	The David and Lucile Packard Foundation	\$200,000	The development, expansion, or enhancement of innovative practices to improve maternal and child health outcomes and reduce racial disparities in Fresno	N/A	8/12/2024
5/1/2024	Health Services - Dental Care for Kids	School-Based and School-Linked Initiatives to Improve	CareQuest Institute	\$125,000	CareQuest Institute is seeking to fund projects that are engaging schools to address systemic barriers	N/A	TBD
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	6/30/2024
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
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
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
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

	Health Services - Community Health Center	Community-Based Approaches to Reducing Sexually Transmitted Diseases	CDC		STI Testing on Community College Campuses, and free transportation to clinic if treatment is needed.		
6/27/2023				\$325,000		5/22/2023	1/17/2024
Total Amount Requested			\$2,187,740.00				

#### IN PROGRESS GRANTS

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
11/8/2024	Health Services - Community Health Center	Ending California's Tobacco Epidemic In Every Community RFA 24-10095	California Department of Public Health	\$900,000	Tobacco prevention for a period of 36 months to accelerate momentum toward ending California's tobacco epidemic through policy, system, and environmental change strategies by increasing community engagement within populations that have been disproportionately targeted by the tobacco industry	11/4/2024	TBD
11/4/2024	Health Services - Tobacco Education Program	Community Outreach, Engagement, Education and/or Climate Resilience Service	City of Fresno	\$400,000	The city is interested in partnering with a diverse range of organizations on this project. The services to be performed by the subgrantee(s) include community outreach, engagement, education, and climate resilience activities designed to involve community members living and/or working in the project area.	12/2/2024	TBD
11/15/2024	Food Services/Sanctuary and Support Services	Community Supports Provider Certification Tool Application	CalAIM + Healthnet	N/A	Anthem and Healthnet Provider contract.	12/2/2024	TBD
12/6/2024	Health Services - Community Health Center	Enhanced Care Management (ECM) Provider Certification Application	CalAIM - Anthem/HealthNet	N/A	Anthem and Healthnet Provider contract.	12/2/2024	TBD
11/20/2024	Advance Peace	CDC (RO1) Research Grants to Rigorously Evaluate Innovative and Promising Strategies to Prevent Firearm-Related Violence and Injuries	CDC	TBD	In partnership with MPHI and UC Berkley, funding will be used to demonstrate the effectiveness of the Advance Peace strategy, using a casual research design examining the relationship between stipend reinforcements and long term behavior changes.	12/2/2024	TBD
Total Amount Requested			\$1,300,000				

#### SUBMITTED GRANTS

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
10/2/2024	Health Services	HRSA-25-085 New Access Points Department of Health and Human Services Health Resources and Services	Department of Health and Human Services, Health Resources and Services Administration (HRSA)	\$650,000	To support new health center service delivery sites to expand affordable, accessible, and high-quality primary health care for underserved communities and Populations.	N/A	11/20/2024

11/20/2024	Advance Peace	CDC (RO1) Research Grants to Rigorously Evaluate Innovative and Promising Strategies to Prevent Firearm-Related Violence and Injuries	CDC	TBD	In partnership with MPHI and UC Berkley, funding will be used to demonstrate the effectiveness of the Advance Peace strategy, using a casual research design examining the relationship between stipend reinforcements and long term behavior changes.	12/2/2024	TBD
<b>Total Amount Requested</b>			<b>\$1,300,000</b>				
9/30/2024	Food Services - Food Distributions	Self-Help Enterprise Listos California Subaward Grant	Self-Help Enterprise	\$100,000	The funding is intended to support these organizations in offering comprehensive disaster training and resources through peer-to-peer outreach to a variety of diverse populations that are disproportionately impacted by disasters.	N/A	10/28/2024
9/26/2024	Health Services - Community Health Center	Increasing Vaccine Confidence Among California Communities NO. 24-10180	California Department of Public Health	\$306,000	To establish demonstration projects to allow for evidence-based and/or innovative approaches to improve vaccination rates and vaccine confidence across California	N/A	TBD
9/23/2024	Sanctuary and Support Services - LGBTQ+ Resource Center	Elevate Youth California Youth Substance Use Disorder Prevention Program Cohort 6	The Center at Sierra Health Foundation and Elevate Youth California a CA Dept. Of Health Care Services Initiative	\$1,000,000	Investing in youth leadership and civic engagement for youth of color and 2S/LGBTQ+ youth ages 12 to 26 living in communities disproportionately impacted by the war on drugs	N/A	TBD
9/11/2024	Transit Systems	DOT - Charging and Fueling Infrastructure Discretionary Grant Program	U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA).	\$13,383,046	To expand or fill gaps in access to publicly accessible EV charging infrastructure, or hydrogen, propane, or natural gas fueling infrastructure	N/A	TBD
9/10/2024	Transit Systems	EnergIIZE EV Jump Start Year 3	EnergIIZE Commercial Vehicles (California Energy Commission)	\$750,000	Funding for commercial fleets, site owners, or others who seek to deploy charging infrastructure for Medium-Duty and Heavy-Duty (MDHD) electric vehicles (EVs)	N/A	TBD
8/31/2024	Navigation Center	Wonderful Community Grants	The Wonderful Company	\$100,000	Grants will support game changing work across all impact areas	N/A	10/31/2024
8/20/2024	Sanctuary and Support Services - Homeless Services	Eviction Protection Grant Program FR-6800-N-79	U.S. Department of Housing and Urban Development	\$224,500	Fresno EOC is a community partner with CCLS to provide no cost legal assistance to low-income tenants at risk of or subject to eviction.	N/A	TBD
7/26/2024	Sanctuary and Support Services - Homeless Services	City of Fresno Homeless Youth Services	City of Fresno	\$2,134,500	Funding will support Bridge Housing to young adults.	8/5/2024	TBD
6/28/2024	Foster Grandparent - Senior Tech Program	CA Advanced Services Fund (CASF) Adoption Account - Digital Literacy	CA Public Utilities Commission	\$1,176,283	Funds will allow the Senior Tech Program to continue for two more years, serving approximately 2,500 seniors.	N/A	TBD
5/31/2024	EOC Other	Brownfields Planning Grant Community Engagement	City of Fresno	\$29,000	Fresno EOC will conduct outreach on behalf of the City of Fresno to gain community and stakeholder support and input for addressing brownfields issues in SW Fresno.	N/A	TBD
6/3/2024	EOC Other	ICARP Adaptation Planning Grant Program	County of Fresno	\$50,000	Fresno EOC will be a County of Fresno sub-awardee providing outreach and facilitating community input on climate resiliency needs and strategies.	N/A	TBD
5/20/2024	Sanctuary and Support Services - CVAHT	OVC FY24 Anti-Trafficking Housing Assistance Program	Office for Victims of Crime (OVC)	\$837,900	Funds will support rapid rehousing for victims of human trafficking.	5/6/2024	TBD

11/20/2024	Advance Peace	CDC (RO1) Research Grants to Rigorously Evaluate Innovative and Promising Strategies to Prevent Firearm-Related Violence and Injuries	CDC	TBD	In partnership with MPHI and UC Berkley, funding will be used to demonstrate the effectiveness of the Advance Peace strategy, using a casual research design examining the relationship between stipend reinforcements and long term behavior changes.	12/2/2024	TBD
<b>Total Amount Requested</b>			<b>\$1,300,000</b>				
4/30/2024	Training and Employment	Valley CERF Catalyst Projects - Partnership with Proteus	Valley Community Economic Resilience Fund	\$300,000	VAC will partner with Proteus to provide job training in construction trades.	5/6/2024	8/31/2024
4/30/2024	Food Services - Kitchen	Valley CERF Catalyst Projects - Food Services Kitchen Expansion	Valley Community Economic Resilience Fund	\$2,000,000	Food Services is requesting funds for planning activities for a USDA inspection kitchen and upgrading current kitchen equipment to electric	5/6/2024	8/31/2024
4/22/2024	Sanctuary and Support Services - CVAHT	OVC FY24 Services for Victims of Human Trafficking	Office for Victims of Crime (OVC)	\$950,000	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.	4/15/2024	9/30/2024
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
2/27/2024	Training and Employment - Valley Apprenticeship Connections (VAC)	Career Skills Training	Department of Energy	\$536,626	Funding for job training to gain industry-recognized certifications in energy efficiency sector.	1/22/2024	5/20/2024
8/8/2023	Food Services - Food Distributions	Costco Charitable Giving Grant	Costco Wholesale	\$7,500	Funding food distributions for 2023.	N/A	TBD
<b>Total Amount Requested</b>			<b>\$24,608,355</b>				

LETTERS OF INTENT SUBMITTED							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
7/15/2024	EOC Other	BID OPPORTUNITY - Community Outreach and Education Services Master Service Agreement (MSA)	State of California, Department of General Services Procurement Division (DGS-PD)	\$0	CBO specific Master Service Agreements (MSAs) for Community Outreach and Education Services.	N/A	TBD
7/31/2024	Foster Grandparent - Senior Tech Program	Changing Aging 2024 - Stage One	Next50	\$200,000	Supporting economic well-being for older adults and the organizations that serve them through systems-level and programmatic innovations.	N/A	TBD
4/2/2024	Training and Employment	FY25 Community Projects (Costa) - Workforce Development	House Appropriations Committee	\$1,500,000	Funds will allow VAC to develop its training program to include energy efficiency technology training	N/A	TBD
4/2/2024	Sanctuary and Support Services - Homeless Services	FY25 Community Projects (Costa) - Homeless Meal Distribution	House Appropriations Committee	\$1,300,000	Through the purchase of an electric bus, this funding will implement a mobile meal distribution program to serve individuals experiencing street	N/A	TBD
3/29/2024	Training and Employment - Valley Apprenticeship	FY25 Community Projects (Padilla) - Workforce	Senate Appropriations Committee	\$1,500,000	Funds will allow VAC to develop its training program to include energy efficiency technology	N/A	TBD
<b>Total Amount Requested</b>			<b>\$4,500,000</b>				



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> November 18, 2024	<b>Program:</b> Finance
<b>Agenda Item #:</b> 9	<b>Director:</b> Angela Riofrio
<b>Subject:</b> Agency Financial and Head Start Financial Status Report August 2024	<b>Officer:</b> Hemanta Mungur

### Recommended Action

Staff recommends Committee acceptance for full Board consideration of the interim consolidated Agency Financial Statements as of August 31, 2024, 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 August 31, 2024 (67% of the year) and to provide an opportunity to discuss and review financial statements for each meeting of the Board of Commissioners. Enclosed are the monthly financials for Fresno EOC (consolidated) and for Head Start for review and acceptance.

### Fiscal Impact

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

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

Revenues: \$ 112,093,199 (62% recorded)

- In-kind Contributions \$ 34,991,365 (76% recorded) – Majority of the contributions are the Head Start 0 to 5 parents volunteering in the classroom.

Expenditures: \$ 114,905,887 (63% of budget expensed)

- Facilities Costs: \$ 4,648,491 (85% of budget expended) – Facility costs currently exceed the year-to-date budget due to higher-than-average spending on HVAC system failures earlier this year (approximately \$80,000) that required immediate repairs and replacements. Facility costs typically peak during extreme heat or adverse weather conditions, compounded by record-high PG&E rates. While the variance will decrease in the coming months, budget assumptions will be revaluated for 2025 fiscal year to be on target. Additionally, the Head Start Program has reopened several locations, including Mendota and Firebaugh, which required extensive revamp.
- Other Costs: \$ 430,870 (88% of budget expended) – Other costs have exceeded the budget for this period due to special one-time expenses, including community relations costs. Routine interest expenses and Fresno Executive Plaza allocations for safety are also included in this budget line. Additional one-time costs include the all-staff event held in March, totaling \$66,000, and the Staff Service Awards held in May, costing approximately \$40,000.

As of August 31, 2024, we have received \$ 53,062 (72% of budget) of the expected donation revenue.

The total net difference between revenues and expenditures for the year-to-date budget shows a deficit of approximately **\$2,795,208**, excluding depreciation. The primary sources of this increased deficit of \$1.1M from July are higher program deficits, as listed below:

- Food Services (up by \$233,811)
  - Increase in refrigeration repairs of \$11,000
  - Buster Pizza production ramped up in August to prepare for schools reopening, but with schools out for half the month, expenses increased with minimal reimbursement.
- Transit (up by \$238,844)
  - \$250,000 (reverse accruals in Aug/Sep) impact from a duplicate recording of the Central Valley Regional Center payment for Transit, where the check was received but still accrued.
  - Special Trips and Head Start contracts were not maximized due to schools being out of session.
  - Pending ATU contract ratification will incur additional payroll costs.
- Local Conservation Corps (up by \$146,626)
  - Unforeseen repairs and facility costs, approximately \$60,000 since May 2024.
  - Recorded revenue was less due to billing and timing differences. Finance team is working to correct this issue.

Additionally, there was Other program areas contributed an additional \$300,000 to the overall deficit.

Overall, the programs with the most significant budgetary impacts are Food Services (**\$1,008,714**), Transit (**\$555,871**) and Local Conservation Corp (**\$ 280,171**). As an anti-poverty agency, we stayed committed to our obligations and continued feeding our community by using undesignated funds to cover the deficit.

The remaining budgetary impacts are Employment & Training (**\$182,199**), Health Programs (**\$58,664**), Facilities (**\$84,950**), other programs (**\$64,888**) and Administration (**\$577,772**) below are the explanation and recommendations moving forward.

- Transit contract rates with the Central Valley Regional Center (CVRC) did not fully cover expenses for January to June. To address this, the contract has been restructured to allow the recovery of unreimbursed funds for that period. Transit has shown improvement and has been trending towards financial stability over the past two months.
- In August, we were notified by the Health and Human Services Department that the agency's 2024 indirect rate of 10.3% was approved, effective January 1, 2024. Now that the new rate is approved, earlier invoices for all relevant contracts are being adjusted, and future billings will reflect the approved rate. It is important to note that some contracts ended prior to receiving the approval of the 10.3% rate and therefore cannot be retro billed.

Currently both the Finance & Program Team are actively working together to identify any potential cost savings and generate any potential funding.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date August 31, 2024

This is also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	60%	
Head Start – Training & Technical Assistance (T&TA)	56%	Training planned for later this year.

Program Area	% of budget	Notes
Early Head Start – Basic	46%	
Early Head Start – Training & Technical Assistance (T&TA)	32%	Training planned for later this year.

## Conclusion

Acceptance of these financials by the Board documents the Board's oversight over the financial operations of Fresno EOC. This is part of the Board's fiduciary duty.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
as of August 31, 2024 (67% Variance)

	A	B	A - B
	BUDGET JAN - DEC 2024	ACTUAL August 2024	BUDGET VARIANCE (TARGET 67%)  BUDGET BALANCE REMAINING
<b>REVENUES AND SUPPORT</b>			
GRANT REVENUE	\$ 101,971,061	\$ 57,246,171	56%
FEE FOR SERVICE REVENUE	28,362,803	17,561,195	62%
OTHER REVENUE	3,782,608	2,241,406	59%
DONATION CONTRIBUTIONS	73,562	53,062	72%
<b>TOTAL CASH REVENUE</b>	\$ 134,190,033	\$ 77,101,834	57%
IN KIND REVENUE	\$ 46,201,096	\$ 34,991,365	76%
<b>TOTAL REVENUE &amp; SUPPORT</b>	180,391,129	112,093,199	62%
<b>EXPENDITURES</b>			
PERSONNEL COSTS	\$ 81,933,023	\$ 49,289,861	60%
ADMIN SERVICES	9,403,111	4,988,140	53%
CONTRACT SERVICES	14,455,669	8,214,352	57%
FACILITY COSTS	5,466,499	4,648,491	85%
TRAVEL, MILEAGE, VEHICLE COSTS	3,253,382	2,427,603	75%
EQUIPMENT COSTS	5,708,457	702,024	12%
DEPRECIATION - AGENCY FUNDED	296,000	193,468	65%
OFFICE EXPENSE	4,815,894	2,486,653	52%
INSURANCE	1,283,085	694,842	54%
PROGRAM SUPPLIES & CLIENT COSTS	8,815,262	5,838,217	66%
OTHER COSTS	470,466	413,390	88%
<b>TOTAL CASH EXPENDITURES</b>	\$ 135,900,847	\$ 79,897,042	59%
IN KIND EXPENSES	\$ 46,201,096	\$ 34,991,365	76%
<b>TOTAL EXPENDITURES</b>	182,101,943	114,888,407	63%
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (1,710,814)	\$ (2,795,208)	
<b>OTHER INCOME / EXPENSE</b>			
TRANSIT GRANT ASSET DEPRECIATION		121,666	(121,666)
<b>NET SURPLUS (DEFICIT)</b>	\$ (1,710,814)	(\$2,916,874)	1,206,060

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of August 31, 2024**

	<b>2024</b>	<b>2023</b>	<b>Differences</b>
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 6,362,281	\$ 4,848,528	\$ 1,513,754
ACCOUNTS RECEIVABLE	12,640,219	15,457,555	(2,817,336)
PREPAIDS/DEPOSITS	499,951	314,208	185,744
INVENTORIES	203,109	254,405	(51,295)
PROPERTY, PLANT & EQUIPMENT	12,895,127	13,558,682	(663,556)
NOTES RECEIVABLE (net)	314,637	335,471	(20,834)
<b>TOTAL ASSETS</b>	<b>\$ 32,915,325</b>	<b>\$ 34,768,849</b>	<b>\$ (1,853,524)</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 6,149,569	\$ 3,846,646	\$ 2,302,923
ACCRUED PAYROLL LIABILITIES	6,350,832	4,128,571	2,222,261
DEFERRED REVENUE	4,045,746	2,821,304	1,224,442
NOTES PAYABLE	818,853	3,025,791	(2,206,938)
HEALTH INSURANCE RESERVE	6,992,569	6,582,222	410,347
OTHER LIABILITIES	1,005,026	1,103,980	(98,954)
<b>TOTAL LIABILITIES</b>	<b>\$ 25,362,595</b>	<b>\$ 21,508,515</b>	<b>\$ 3,854,080</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ (2,795,208)	\$ (277,296)	\$ (2,517,912)
UNRESTRICTED NET ASSETS	166,457	2,709,349	(2,542,892)
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	9,625,213	10,272,013	(646,800)
<b>TOTAL FUND BALANCE</b>	<b>\$ 7,552,730</b>	<b>\$ 13,260,334</b>	<b>\$ (5,707,604)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 32,915,325</b>	<b>\$ 34,768,850</b>	<b>\$ (1,853,524)</b>

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
August 31, 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	\$2,021,442	\$11,452,707	\$8,757,955	\$0	\$0	\$0	\$0
Fringe Benefits	8,468,009	621,541	\$4,172,413	4,295,596	-	-	-	-
Total Personnel	\$28,678,671	\$2,642,984	\$15,625,120	\$13,053,551	-	\$0	\$0	\$0
Travel	-	-	-	-	50,644	-	45,976	4,668
Equipment	-	-	-	-	-	-	-	-
Supplies	665,867	128,217	448,980	216,887	14,706	160	183	14,523
Contractual	2,929,424	297,310	2,125,210	804,214	-	-	-	-
Facilities /Construction								
Other:								
Food Cost	555,870	115,786	452,073	103,797				
Transportation	200,000	17,440	387,388	(187,388)				
Staff Mileage	85,871	8,133	90,753	(4,882)				
Field Trips, including Transportation	6,600	-	3,295	3,305				
Space	642,495	36,524	364,593	277,902				
Utilities / Telephone / Internet	130,000	86,880	563,699	(433,699)				
Repair/Maintenance Building	245,600	27,917	157,959	87,641				
Repair/Maintenance Equipment	1,707	34,991	51,282	(49,575)				
Property & Liability Insurance	180,750	33,783	165,789	14,961				
Parent Involvement / CWPC	32,377	1,828	17,588	14,789				
Other Costs*	140,422	17,748	120,534	19,888				
Staff & Parent Training	18,244	-	5,371	12,873	231,739	12,552	117,400	114,339
Total Direct Charges	\$34,513,898	\$3,449,540	\$20,579,636	\$13,934,262	297,089	\$12,711	163,559	133,530
Total Indirect Charges	\$3,106,251	\$516,255	\$2,057,964	\$1,048,287	\$26,738	\$2,780	\$16,356	\$10,382
Total Federal Expenditures	\$37,620,149	\$3,965,795	\$22,637,600	\$14,982,549	\$323,827	15,491	179,915	\$143,912
% of Annual Budget Expended to Date			60%				56%	
Non-Federal Share	\$8,622,143	\$838,603	\$4,541,531	\$4,080,612	\$64,765	\$3,873	\$44,979	\$19,787

\*Other Costs Include:  
PROPERTY TAXES  
DEPRECIATION EXPENSE  
SUBSCRIPTION EXPENSE  
ADVERTISEMENT - OTHER  
DUES - ORGANIZATIONS  
RECRUITMENT  
MEETING COSTS - INTERNAL  
EMPLOYEE APPRECIATION  
TRAINING OTHER  
EMPLOYEE EVENT  
SAFETY  
CONTRACT SERVICES - PHYSICALS  
FINGERPRINTING / BACKGROUND CHECK  
POSTAGE/EXPRESS MAIL  
PRINTING

Credit Card Expenses: Credit card statement dated 8/1/24-8/31/24		
August 2024 expenses:		
Staff Training	\$ 960	Emily Juricek - HS Coaching
Program Suplies - Medically Prescribe	\$ 1,025	Manor Drug- Medically Prescribed Formula
Program Supplies - Medical	\$ 4,816	Sos Food Lab - Disaster Supplies food and water for HS staff
Office Supplies	\$ 30	Office Depot - Admin Office Supplies
Program Supplies - Disposables	\$ 889	Target - Diapers & Wipes for children with disabilities
Program Supplies - Classroom	\$ 1,092	Wal-Mart - Classroom Supplies
Telephone	\$ 2,833	Frontier Communication & Comcast - Telephone Service
Internet	\$ 462	Frontier Communication & Comcast- Internet Service
	\$ 12,109	

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
August 31, 2024

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$5,065,542	\$368,416	\$2,223,768	\$2,841,774	\$0	\$0	\$0	\$0
Fringe Benefits	1,345,661	95,250	\$619,189	726,472	-	-	\$0	-
Total Personnel	6,411,203	\$463,666	\$2,842,957	\$3,568,246	-	\$0	\$0	\$0
Travel	-	-	-	-	44,821	-	10,090	34,731
Equipment	-	72,551	72,551	(72,551)	-	-	-	-
Supplies	102,544	21,999	95,306	7,238	1,289	-	-	1,289
Contractual	277,288	22,489	202,598	74,690	11,526	-	-	11,526
Facilities /Construction								
Other:								
Food Cost	378,940	623	17,778	361,162				
Transportation	56,097	527	4,875	51,222				
Staff Mileage	34,129	5,793	37,174	(3,045)				
Field Trips, including Transportation	1,000	-	-	1,000				
Space	48,360	10,449	74,010	(25,650)				
Utilities / Telephone / Internet	140,000	15,478	99,325	40,675				
Repair/Maintenance Building	96,087	1,456	16,761	79,326				
Repair/Maintenance Equipment	3,983	10,605	12,315	(8,332)				
Property & Liability Insurance	60,250	4,628	18,045	42,205				
Parent Involvement / CWPC	33,268	411	4,857	28,411				
Other Costs*	35,081	1,892	19,842	15,239				
Staff & Parent Training	10,480	-	831	9,649	101,420	7,078	40,985	60,435
Total Direct Charges	7,688,710	\$632,566	3,519,224	4,169,486	159,056	7,078	51,076	\$107,980
Total Indirect Charges	\$691,984	\$84,868	\$344,667	\$347,317	\$14,315	\$1,148	\$5,108	\$9,207
Total Federal Expenditures	\$8,380,694	717,434	\$3,863,891	\$4,516,803	\$173,371	8,226	\$56,184	\$117,187
% of Annual Budget Expended to Date			46%				32%	
Non-Federal Share	\$2,103,842	\$858,385	\$2,912,253	-\$808,411	\$34,674	\$2,056	\$14,046	\$29,297

\*Other Costs Include:  
PROPERTY TAXES  
DEPRECIATION EXPENSE  
SUBSCRIPTION EXPENSE  
ADVERTISEMENT - OTHER  
DUES - ORGANIZATIONS  
RECRUITMENT  
MEETING COSTS - INTERNAL  
EMPLOYEE APPRECIATION  
TRAINING OTHER  
EMPLOYEE EVENT  
SAFETY  
CONTRACT SERVICES - PHYSICALS  
FINGERPRINTING / BACKGROUND CHECK  
POSTAGE/EXPRESS MAIL  
PRINTING

Credit Card Expenses: Credit card statement dated 8/1/24-8/31/24		
August 2024 expenses:		
Staff Training	\$ 240	Emily Juricek - HS Coaching
Program Suplies - Medically Prescribe	\$ 443	Manor Drug- Medically Prescribed Formula
Program Supplies - Disposables	\$ 58	Wal-Mart - Detergent
Travel	\$ 1,044	Hyatt - Hotel for Playground Inspector Certification Training
Program Supplies - Disposables	\$ 303	Target - Diapers and Wipes
Program Supplies - Classroom	\$ 2,172	Wal-Mart - Classroom Supplies
Subscription Expense	\$ 3,950	FSU Center for Prevention & Early Intervention - Digital Curriculum Renewal
Children Screening Supplies	\$ 1,278	Pro-Ed, Inc - IDA 2 books for Development Assesment
Telephone	\$ 81	Frontier Communication & Comcast - Telephone Service
Internet	\$ 111	Frontier Communication & Comcast- Internet Service
	\$ 9,680	



November 17, 2024

## CEO REPORT

### BACKGROUND

On a monthly basis the Chief Executive Officer presents the Commission the agency's progress and involvement in serving the community.

### COMMUNITY EVENTS AND INVOLVEMENT

In the month of October Fresno EOC held ant participated in several community events which included the following:

- On Thursday, October 24<sup>th</sup>, I joined a panel discussion on the benefits of mentorship at the Annual ProSPHER Women's Symposium held by the Fresno Metro Black Chamber Foundation. The theme of the event was "Cultivating a Wealth and Prosperity Business Mindset."
- Congressman Jim Costa hosted a anti-human trafficking roundtable discussion with Fresno EOC Sanctuary and Support Services' Central Valley Against Human Trafficking (CVAT) on Tuesday, October 22<sup>nd</sup>. Attendees included a representative from Senator Shannon Grove's office, the Attorney General's Executive Unit, local agencies like Mollie's House and Central Valley Justice Coalition, and CVAHT staff. The discussion covered the impact of the Congressman's support for policies such as the Crime Victim Stabilization Act and identified barriers for survivors, including the need for expanded placements for minors, prevention funding, criminal record relief, and housing.
- Fresno EOC Head Start 0-5 joined Jumpstart's 19th Annual Read for the Record Day, uniting with millions nationwide to celebrate early literacy on Thursday, October 24<sup>th</sup>. Children at Romain Head Start enjoyed a reading of Piper Chen Sings by Phillipa Soo. Through this event, Fresno EOC partnership with Jumpstart Fresno continues to support language and literacy for underserved preschoolers.
- Weatherization Day was on Wednesday October 30<sup>th</sup>. Fresno EOC Energy Services was presented with a Weatherization Day Proclamation from the Fresno County Board of Supervisors, by Supervisor Nathan Magsig, at our annual event. This event offered the community resources and information on energy-saving solutions, including tips on reducing energy costs and improving home efficiency. Thank you to the Board of Commissioners for attending, and special thanks to Chair Oliver Baines for sharing his remarks. **Here's a link to a media mention, KSEE24 Eyewitness News This Morning, CBS47 Eyewitness News Mornings**  
<https://www.yourcentralvalley.com/news/eyewitness-news-this-morning/eoc-event-to-help-you-save-money-this-winter/>
- Halloween Safe Night Out drew nearly 4,000 community members, marking a significant increase from last year and showcasing the impact of strong partnerships within the community. Key partners included West Fresno Family Resource Center, Fresno Police Department, City of Fresno's PARCS Department, Take A Stand Committee, Fresno Police Neighborhood Watch, St. Rest Baptist Church, AmeriCorps, Safe Place, Bringing Broken Neighborhoods Back to Life (BBNBTL), and YouthBuild Charter School of

California. **Here's the media mention of the event. Halloween Safe Night Out** – KSEE24 Eyewitness News This Morning, CBS47 Eyewitness News Mornings  
<https://yourcentralvalley.com/news/local-news/over-3000-attend-halloween-safe-night-out-in-fresno/>

### **AGENCY-WIDE PRIORITIES AND GOALS**

On an annual basis the Board sets and approves the agency-wide priorities for the calendar year. The CEO provides ongoing updates to keep the Board apprised of progress. In December 2023 the Board set and approved the 2024 priorities and goals. Updates, progress and feedback was provided by Board members in February, June and September 2024 meetings. Please note Fresno EOC programs report on their annual performance goals through the ROMA logic model/Strategic Portfolios.

### **Organizational Culture Efforts**

The Fresno EOC Organizational Culture team led a meaningful initiative on Friday, October 25, inviting staff across the agency to wear pink in honor of Breast Cancer Awareness Month. Names of those who have passed were read in the courtyard, this unity highlights Fresno EOC's commitment to raising awareness and supporting the fight against breast cancer.

On Tuesday, November 5, Fresno EOC Program Directors completed a strategic leadership training led by Dr. Suzana Veiss. The training focused on reinforcing positive leadership practices, developing change-management skills, executing strategy effectively, and enhancing both intrapersonal and interpersonal leadership abilities. Thanks to Chief People and Culture Officer, Dr. Nelson Dibie, who aims to invest in Fresno EOC staff.

Our annual Employee Appreciation celebration is on Friday, December 6, 2024, from 5:00 p.m. to 10:00 p.m., we'll gather at the Fresno Fair Grounds, Education Building, to celebrate the team's hard work and contributions. This year's theme is 1960s Hollywood Red Carpet Glam. The evening will include food, drinks, music, and plenty of fun activities.

### **Navigation System**

100% of programs using CAP60. Installed five (5) predesigned kiosks for CAP60 utilization at Fresno EOC Women Infant Children (WIC) and Local Conservation Corps (LCC) and Resource Center in Mendota sites. In September we designed signage (poster and banner) for promotion of central intake system to post at each site for user friendly usage.

Executed a fee-for-service contract with PG&E to enroll new clients into Relief for Energy Assistance through Community Help (REACH) and cross promoted PG&E's California Alternate Rates for Energy (CARE), Family Electric Rate Assistance (FERA), and Arrearage Management Plan (AMP) to low-income clients accessing CAP60. Coordinated outreach and enrollment efforts with Energy Services program.

### **Community Action 60<sup>th</sup> Anniversary**

This year marked the 60th anniversary of Community Action Agency which gave us an opportunity to raise awareness and commemorating 60 years of work. It also provided a platform and momentum to begin celebrating Fresno Economic Opportunities Commission 60th Anniversary and Head Start Legislation. This past month we began the process of developing a marketing outreach plan with a goal to finalize the plan by December 2024.

### **Advancing Guaranteed Income**

After two years of advocacy and fundraising from Fresno EOC & community partners, the program was finally launch and operating in Fresno County. In July we began releasing cash payments to the 150 participants. Participant and control group surveys for the first quarter for 300 individuals (150 eligible clients and 150

ineligible applicants) have been completed. Surveys will be conducted on a quarterly basis throughout the duration of the AGI project.

### **Results-Oriented Management and Accountability (ROMA)**

As a Community Action Agency, we are required to have a Results Oriented Management and Accountability (ROMA) model. This year was the first year of the Fresno EOC 2023-2026 Strategic Plan (SP) and the goal is to align all programs ROMA models with the agency's SP with the proper outcomes & indicators. All the agency's programs developed an individual 2023 Strategic Portfolios. At the CAPLAW June Commission's training electronic copies were provided on a flash-drive to each Commissioner. This past September we began the ROMA Community Level models for each of our programs.

### **Community Needs Assessment**

The Community Needs Assessment (CNA) is 100% completed. Refer to Agenda Item 10, on Pages 114 to 220, on weblink: [https://fresnoeoc.org/wp-content/uploads/2024/05/May-20-2024-BoardPacket\\_Final.pdf](https://fresnoeoc.org/wp-content/uploads/2024/05/May-20-2024-BoardPacket_Final.pdf).

### **Quality Assurance – Energy Services and Head Start 0 to 5**

Last week, we released the job posting for the [Energy Services Director](#). Recruitment flyer for the position has been shared via email. We also released a Request for Proposals (RFP) for Low-Income Energy Assistance Program and Department of Energy Weatherization Sub-Contractor. The RFP can be accessed at the following link <https://fresnoeoc.org/rfp/>. In the next couple of weeks, we will be reaching out to a few Commissioners to help with the review and scoring of the RFP.

On Thursday, November 8th we also released the job posting for the [Head Start 0 to 5 Director](#). Recruitment flyer for the position was also shared via email. In the meantime, Michelle Tutunjian, Chief Operating Officer/Deputy CEO is serving as the Interim Head Start Director. Please also note, Nidia Davis, Head Start - Program Supportive Services Director is on FMLA (Family Medical Leave Act) until January of 2025. In her absence Misty Gattie-Blanco is jumping in to support the program as the Interim Assistant Head Start.

### **AGENCY FINANCIAL HIGHLIGHTS AND IMPACT**

At the September 2024 monthly board meeting, Commissioners requested to include the agency's financial highlights and impact in the CEO Report. Specifically addressing the impact on the agency's surplus and/or deficit.

The last few years have been unconventional for our nation, community, and agency. Due to the ripple of effects of the global pandemic the nation experienced a significant shortage of supplies, dramatic increase in inflation and drastic increases in goods & services. At Fresno EOC our mission is to fight to end poverty. We do this by offering an array of services through 35 different programs that include Education, Health & Wellness, Employment & Training, Housing Stability, Community Safety, Transportation and Food Insecurity.

### **Financial Background**

As a Community Action agency, non-profit agency most of our funding are from federal, state, and local government institutions. The agency's budget is developed to be net zero with contracts negotiated on a cost reimbursement basis. With all agreements, we include an indirect expense to cover the agency's administrative expenses. In the last couple of years our agency's net losses are primarily due to one-time expenses. The first year the agency bought out the Office of Head Start's federal interest in Fresno EOC's 1920 Mariposa Street building located in downtown Fresno for approximately \$1.9 million. This provided the agency 100% ownership of the asset estimated of \$8 million. This past year is due primarily to the separation of the agency's CDFI – Access Plus Capital. Part of the separation agreement included Fresno EOC paying an SBA Loan originally under Fresno EOC name with APC reimbursing EOC for the balance of

approximately of \$349,000. Also, Fresno EOC's subsidiary E-Plus has an agreement with APC of approximately \$1.45 million. These funds were transfer to APC. Under the terms of the grant agreement is for APC to use the funds for loan capital re-lending. Once the funds are lent and repaid by borrowers, they are no longer restricted net assets. Currently, Fresno EOC and E-Plus are determining next steps on the use of these unrestricted funds.

The source of the remaining balance of the net losses are due to three programs not being able to renegotiate multi-year agreements to sustain the impact of steep and drastic increases of inflation & raising costs of transportation, 30% increase in utilities, and cost of goods/foods, incurring due to the ripple effects of the global pandemic. The three programs include Food Services, Transportation and Local Conservation Corp. As an anti-poverty agency, we stayed committed to our obligations and continued feeding our community by using undesignated funds to cover the deficit. Understanding, we can no longer sustain these efforts the plan for 2024 includes the following:

- the multi-year agreement during Covid times have ended (CARES, ARPA funding), resulting in \$600K of payroll savings. Starting in July 2024, all external contracts will be increased by 10%, and with the end of the contract, the program should avoid further deficits this year. The current deficit is expected to be recovered through higher catering costs, new contracts, and expense reductions by 2025. Also, once the Vehicle to Grid (V2G) project is completed in 2026 Food Services will realize a significant cost savings in transportation, utilities and overhead.
- all program departments have been instructed to review and if necessary, renegotiate all contracts and make amendments to reflect actual costs and overhead.
- in August we received notification that the agency's 2024 indirect rate of 10.3% was approved effective January 1, 2024, from the Health and Human Services Department. Due to the delayed approval, the agency was only allowed to bill the 2023 indirect rate at 9% from January 2024 to present. With the approval, earlier billings are being adjusted to all relevant contracts from January to the present and going forward with the approved indirect rate.
- in addition, programs are developing strategies to merge and share cost such as staff and overhead.
- the main losses for the Local Conservation Corps are building expenses which we are reconfiguring to rent additional spaces and increase rent on current tenants.
- exploring more fee for service revenues such as in Health Services where added revenues can be generated within existing staff billing CalAIM – Transforming Medi-Cal and applying for the FQHC designation.
- Hire a Fund Developer or Firm and develop a Fund Development Plan

Action Plans for Food Services, Transits, and LCC were developed in August/beginning of September. The plan was then fleshed out and implemented mid-September. We expect minor changes in September and substantial changes October through December 2024.

### **Strategic Financial Plan Development**

Additional strategies the agency will be implementing and looking forward into 2025:

- applying for a 5% increase to the indirect cost rate bringing it to 15% for administrative expenses, as all programs do not fully reimburse Fresno EOC's indirect due to funder's restrictions
- a 3 to 5-year business plan for all program for sustainability with programs to be deficit neutral. Development Plans are being developed in conjunction with the 2025 budget. Timeline of plans will be provided to the Board
- renting out additional space in our downtown building
- Renegotiate Contracts to include updated costs

In 2025 Fresno EOC will be reestablishing the Finance Committee Structure. Individual program plans will be submitted for review and feedback to the Committee and submitted to the Board monthly.