

**BOARD OF COMMISSIONERS MEETING
Fresno EOC Board Room, Suite 310
Wednesday, April 23, 2014
6 pm**

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>CALL TO ORDER</u>			
II. <u>ROLL CALL</u>			1
III. <u>PLEDGE OF ALLEGIANCE</u>			
IV. <u>APPROVAL OF PREVIOUS MINUTES</u> March 26, 2014 Meeting Minutes	McCoy	Approve	2
V. <u>COMMITTEE REPORTS</u>			
A. Bylaws Committee	Hayes	Approve	
1. April 7, 2014 Meeting Minutes			5
B. Human Resources Committee	Vang	Approve	
1. April 8, 2014 Meeting Minutes			8
C. Planning and Evaluation Committee	Arambula	Approve	
1. April 10, 2014 Meeting Minutes			10
2. Employment and Training			
a. Department of Labor Face Forward 2 Grant Solicitation			13
3. Head Start/Early Head Start			
a. FY 2014 Restoration of Sequestration Funding			15
4. Planning and Resource Development Office			
a. AmeriCorps Planning Grant: Heroes Helping Heroes Veteran Families Assistance			26
b. Community Services Block Grant Contract Amendment 1 and Board Resolution			31
5. Grant Tracker		Information	33
D. Finance Committee	Garabedian	Approve	
1. April 14, 2014 Meeting Minutes			35
2. Financial Reports			38
3. Accounting Policies and Procedures Revisions			43
VI. <u>CDFI BOARD</u>			
A. April 11, 2014 Meeting Minutes		Accept	52
B. Line of Credit from Central Valley Community Bank Loan		Approve	58

VII. ADVISORY BOARD

- | | | | |
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| A. | Head Start County-Wide Policy Council | Accept | |
| 1. | March 19, 2014 Meeting Minutes | | 62 |
| 2. | March 2014 Program Information Report (PIR) | | 67 |
| B. | School of Unlimited Learning (SOUL) | Accept | |
| 1. | March 11, 2014 Meeting Minutes | | 68 |
| C. | Sanctuary and Youth Services | Accept | |
| 1. | January 23, 2014 Meeting Minutes | | 70 |

VIII. CHIEF EXECUTIVE OFFICER'S REPORT

- | | | | | |
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| | | Angus | Information | |
| A. | Legislative Update, Advocacy Report, and Grant Prospect | | | 72 |
| B. | Media and Calendar of Events | | | 75 |
| C. | Action Item: Draft MOU with Self Help Federal Credit Union (SHFCU) | Approve | | 77 |
| D. | Action Item: Transit System's Title VI Plan of the Civil Rights Act | Approve | | 83 |
| E. | Action Item: Urban Lift – Del Rey Ball Field | Approve | Handout | |
| F. | California Ave Gym | | | |
| G. | Drought Relief | | | |
| H. | Sanctuary: Summit Conference on Homelessness | | | 107 |

IX. COMMISSIONERS COMMENTS

X. PUBLIC COMMENTS

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

XI. ADJOURNMENT

(Items listed as information still leaves the option for guidance/direction by the Board.)

BOARD OF COMMISSIONERS ROLL CALL 2014
(July & August Summer Recess)

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/22	3/1	3/26	4/23	5/28	6/25	9/24	10/22	11/19	12/17
Amy Arambula	December 2014	Juvenile Court	X	X	X							
LaShawn Baines	December 2014	16th Congressional District	X	X	X							
Tim Bakman	December 2015	14 th Senatorial District	X	E	X							
Earl Brown, Jr. (J)	December 2014	Target Area F	X	E	X							
Esther Cuevas	December 2014	Economic Development Corporation	X	X	E							
George A. Finley, Sr.	December 2014	Board of Supervisors	X	E	X							
Frank Franco	December 2015	Target Area E	X	X	X							
Charles Garabedian, Jr.	December 2015	Malaga County Water District	X	X	X							
Linda R. Hayes	December 2014	Target Area H	X	X	E							
Julia Hernandez	December 2015	Target Area A	X	X	E							
Richard Keyes (Dick)	December 2015	Mayor's Appointment	X	X	X							
Tito A. Lucero	December 2014	Head Start County-Wide Policy Council	X	X	X							
Deanna Mathies	December 2014	Fresno Unified School District	X	X	X							
Pastor Bruce McAlister	December 2014	West Fresno Faith Based Organization	X	E	X							
Rev. Paul McCoy	December 2015	NAACP	X	X	X							
Joshua Mitchell	December 2015	Target Area D	X	E	E							
Daniel Parra	December 2014	Target Area C	X	E	X							
Yvette Quiroga	December 2015	Board of Supervisors	X	X	X							
Catherine Robles	December 2015	Target Area G	X	X	X							
Jimi Rodgers	December 2015	Association of Black Social Workers	X	X	X							
Esmeralda Soria	December 2014	31st Assembly District	X	E	E							
Cheryl Sullivan	December 2015	Community Colleges	X	X	X							
Maiyer Vang	December 2015	Fresno Center for New Americans	X	X	X							
Juanita Veliz	December 2014	Target Area B	E	X	X							
Present = X			23	17	19							
Absent = O			0	0	0							
Excused = E			1	7	5							
Vacant = V			0	0	0							

(Rollcall.2014)

BOARD OF COMMISSIONERS MEETING
Fresno EOC Board Room, Suite 310
Wednesday, March 26, 2014
6 pm

MINUTES

I. **CALL TO ORDER**

The meeting was called to order by Chairman McCoy at 6:01 pm.

II. **ROLL CALL**

Roll was taken. A quorum was present.

Commissioners Present: Amy Arambula, LaShawn Baines, Tim Bakman, Earl Brown, Jr., George Finley (phone), Frank Franco, Charles Garabedian, Richard Keyes, Tito Lucero, Deanna Mathies (phone), Pastor Bruce McAlister, Rev. Paul McCoy (Chair), Daniel Parra, Yvette Quiroga, Catherine Robles, Jimi Rodgers, Cheryl Sullivan, Maiyer Vang, Juanita Veliz.

Commissioners Absent: Esther Cuevas, Linda Hayes, Julia Hernandez, Joshua Mitchell, Esmeralda Soria.

Commissioner Franco opened the meeting with the Pledge of Allegiance.

III. **HELPING PEOPLE. CHANGING LIVES**

Martha Zarate, Fresno EOC's Rural Tobacco Education Program Coordinator, introduced Mr. Leon Velasco, Rural Tobacco Education volunteer. Mr. Velasco proudly shared that through his advocacy work with Fresno EOC's Rural Tobacco Education Program, he helped create awareness regarding the negative effects of tobacco use throughout Fresno County and also created smoke free policies at Fresno City College. He thanked Fresno EOC for making an impact on his professional development.

IV. **APPROVAL OF PREVIOUS MINUTES**

M/S/C – Lucero/Quiroga to approve the March 1, 2014 Meeting Minutes. All in favor.

V. **COMMITTEE REPORTS**

M/S/C – Garabedian/Bakman to pull F-3a) Planning and Evaluation Committee – Sanctuary and Youth Services: City of Fresno, Community Development Block Grant (CDBG) and 4a) Weatherization: City of Fresno, Community Development Block Grant and approve the following:

A. *Bylaws Committee*

- 1. February 13, 2014 Meeting Minutes*
- 2. Infrastructure Committee*

B. *Finance Committee*

- 1. March 10, 2014 Meeting Minutes*
- 2. Financial Reports*
- 3. Finance Committee Charter Update*
- 4. Accounting Policies and Procedures Revisions*
- 5. Health Services 2014 Sliding Fee Scale*

- C. Human Resources Committee
 - 1. March 11, 2014 Meeting Minutes
- D. Pension Committee
 - 1. March 13, 2014 Meeting Minutes
- E. Audit Committee
 - 1. March 12, 2014 Meeting Minutes
 - 2. Fresno EOC LCC 2013 Audit
 - 3. Internal Audit Policies and Procedures
 - 4. 2014 Internal Audit Plan
- F. Planning and Evaluation Committee
 - 1. February 19, 2014 Meeting Minutes
 - 2. Sanctuary and Youth Services
 - b. Rescue and Restore Victims of Human Trafficking Regional Program Grant Application
 - a. Fansler Foundation Letter of Intent
 - b. Walmart Foundation – Community Grant Application
 - 3. Weatherization
 - b. Urban Lift/Wells Fargo
 - 4. Head Start/Early Head Start
 - a. FY 2014 Cost of Living Adjustment (COLA)

All in favor.

Planning and Evaluation Committee's items F-2a) Sanctuary and Youth Services: City of Fresno, Community Services Block Grant and F-3a) Weatherization: City of Fresno, Community Services Block Grant was pulled to be voted on separately as Commissioner Vang requested to recuse herself on items related to the City of Fresno.

M/S/C – Parra/Quiroga to approve the Sanctuary and Youth Services:City of Fresno, Community Services Block Grant. Vang abstained.

M/S/C – Parra/Quiroga to approve the Weatherization: City of Fresno, Community Services Block Grant. Vang abstained.

VI. CDFI BOARD

M/S/C – Franco/Rodgers to accept the February 21, 2014 CDFI Board Meeting Minutes. All in favor.

VII. ADVISORY BOARD

M/S/C – Rodgers/Quiroga to accept the following:

- A. Head Start County Wide Policy Council
 - 1. February 19, 2014 Meeting Minutes
 - 2. February 2014 Program Information Report (PIR)
- B. School of Unlimited Learning
 - 1. February 11, 2014 Meeting Minutes
- C. Local Conservation Corps
 - 1. February 20, 2014 Meeting Minutes

All in favor.

VIII. CHIEF EXECUTIVE OFFICER'S REPORT

- A. Legislative Update, Advocacy Report, and Grant Prospect
Paul McLain-Lugowski, Planning and Resource Development Officer, provided an overview of the legislative highlights.
- B. Media and Calendar of Events

C. School of Unlimited Learning Conflict of Interest Issue

Lynne Jones, Strategy and Communications Officer, shared that Fresno EOC's legal counsel was asked to look into the Conflict of Interest for the School of Unlimited Learning and have reported that the Fair Political Practices Act (FPPA) is currently considering a new regulation, in which, if adopted, would require that all charter schools adopt a conflict of interest code; therefore, Fresno EOC Board of Commissioners and top management staff would be required to submit a Form 700. Discussion followed as to how the Board would like to proceed.

M/S/C – Franco/Bakman to create an adhoc committee to look into the ramifications concerning the Conflict of Interest. All in favor.

M/S/C – Franco/Parra to amend motion and select the following commissioners to the adhoc committee: Tim Bakman (Chair), Amy Arambula, Frank Franco, Yvette Quiroga, and Daniel Parra. All in favor.

IX. COMMISSIONERS COMMENTS

Commissioner Parra thanked Gary Joseph for providing information regarding the Summer Meal Program.

Mike Garcia, Interim Human Resources Officer, provided an overview of Fresno EOC's Demographics Annual Comparison. A handout was provided.

Commissioner Veliz thanked Fresno EOC staff for working with the Avenal Center to provide services.

X. PUBLIC COMMENTS

Jones invited the Board to attend the Community Engagement Conference scheduled for April 2-4, 2014 at the Downtown Holiday Inn. She shared that the training is designed to give other community action agencies and related organizations the information, strategies and skills to align their community institutions around the complex social and economic issues that need attention. She also announced that there were seats available at Fresno EOC's table for the Economic Development Corporations's Real Estate Forecast event.

Tamala Olsby, Head Start Director, announced that there was a free exhibit regarding child abuse. The event "Lisa's Project" is scheduled from April 2, 2014 through May 1, 2014 at Central Unified School District.

XI. ADJOURNMENT

M/S/C – Finley/Parra to adjourn the meeting at 7:04 pm. All in favor.

Respectfully submitted,

Brian Angus
Chief Executive Officer

BYLAWS COMMITTEE MEETING
Board Room, Suite 310
Monday, April 7, 2014
5:30 P.M.

MINUTES

I. CALL TO ORDER

The meeting was called to order by Chair Hayes at 5:43 pm.

M/S/C- McAllister/Robles to approve the revised agenda. All in favor.

II. ROLL CALL

Roll was taken. A quorum was present.

Committee Members Present:

Linda Hayes (Chair)
Catherine Robles
Richard Keyes
Pastor Bruce McAlister

Commissioners Present:

Amy Arambula

Commissioners Absent:
Deanna Mathies

Staff Present:

Debbie Granum
Lynne Jones
Tamala Olsby
Naomi Quiring-Mizumoto

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Robles/McAlister to approve the February 13, 2014 meeting minutes.

IV. OLD BUSINESS

1. Conflict of Interest Statements

At the last meeting, staff was asked to create a draft conflict of interest statement and policy that would cover all programs. Lynne Jones, Strategy and Communications Officer provided a sample conflict of interest policy from the EDC that would be used as a start. Since the last meeting it was brought to staff's attention that SOUL, in the near future, may fall under new legal requirements for compliance with conflict of interest laws similar to which public entities now have to comply. If that is so, a more involved conflict of interest statement will need to be created. A recommendation was made to table this issue and wait until the SOUL issue is resolved by the Board's recently appointed ad hoc committee.

2. Board Self-Evaluation Tools – Head Start Evaluation

Jones provided handouts to discuss board self-evaluation: 1) a Board self-evaluation tool from New Hampshire that had been discussed previously and 2) the Head Start's new requirement for 5 year grants called, Certification of

Governance and Leadership Capacity Screening. Tamala Olsby, Head Start Director provided information regarding completing the form and due dates.

Discussion ended with consensus that the Screener form would be completed separate from the board self-evaluation and ideally the board self-evaluation should be done in August - before the CEO evaluation. The committee asked staff to find one other board self-evaluation tool to review at the next meeting.

V. NEW BUSINESS

1. Charter Review

Jones provided the current charter for review. One of the responsibilities in the current charter states, "Coordinate the board's periodic evaluation process of itself, and the organization governance structure, policies and procedures including review of CEO's evaluation." By this interpretation, the By Laws Committee does not deal directly with the CEO's evaluation, only policies or procedures that may include it. The Committee agreed that the confusing phrase should be removed from its Charter. Following this year's CEO evaluation, staff will be able to write a policy/procedure for the evaluation process.

2. CEO Evaluation Review

According to its charter, the CEO Evaluation and compensation is the responsibility of the Executive Committee. There was discussion regarding how the Executive Committee and the ad hoc CEO Evaluation Committee should work together so that criteria for the CEO evaluation and performance measures could be created in time to evaluate the CEO in August. Keyes recommended that the Executive and Bylaws Committee meet to clarify each committee's role in the CEO evaluation before Committee charters were changed.

The following meeting/conference calls should to be established:

- **Executive Committee with ByLaws Committee** (April 23, 2014 5:30 pm-6:00 pm)
- **Ad hoc Committee** – to come up with the criteria for the CEO evaluation review (dates for the week of April 28th)
- **Ad hoc Committee with the Executive Committee** - to present CEO Evaluation criteria to board and request any input.

3. Onboarding of New Commissioners

Discussion proceeded on information that new commissioners need to be successful. It was determined that there should be two sets of training: an informational session for potential candidates to understand the expectations of a board member, and training for newly seated board members.

These trainings should be scheduled for the year, by January, so that new commissioners will be prepared.

Informational Session to be held in October would include:

- Orientation from the Board Chair on expectations, i.e. how much time is usually required
- Committee commitments

- Virtual tour of agency (videos)
- Processes of the board

Orientation/Training for newly seated commissioners, starting in January

- Initial meeting with Chair (instead of CEO)
- Agency Tour
- History of Community Action and Fresno EOC
- Overview of the Commissioner Handbook
- How decisions are made - flow of committees
- Head Start Governance Training (at board retreat to increase attendance)
- Legal and Fiscal Responsibilities of the Board
 - Budget Training (ideally in August)
 - CSBG
 - Programmatic
 - Head Start

Head Start Governance Training is mandatory for all commissioners yearly. To increase the attendance at this training, it was suggested that it be held during the board retreat.

It was discussed to start the May board meeting at 5:30 pm in order to incorporate the mandatory Head Start training. Training for new board members needs to be scheduled (not on a Saturday).

VI. OTHER BUSINESS/ANNOUNCEMENTS

1. Roberts Rules of Order

Jones asked the committee if it wanted to make a statement that the board/committee meetings follow Roberts Rules of Order. Committee members agreed to leave as is, using Roberts as a “quasi” reference source.

2. Fresno Metro Black Chamber Business Diversity Conference

Keyes provided information/handout on the Fresno Metro Black Chamber Business Diversity conference which will be held on April 16, 2014 at University Square Hotel. They will be doing business matchmaking with minority businesses. Information will be sent out to the directors. Keyes informed the committee on the fundraising results of the United Negro College Fund. The Fresno Regional Foundation agreed to provide matching funds for up to \$25,000.

V. ADJOURNMENT

M/S/C – Robles/McAlister to adjourn the meeting at 7:37 pm. All in favor.

Respectfully submitted,

Linda Hayes, Chair

**HUMAN RESOURCES COMMITTEE
Fresno EOC Board Room, Suite 310
Tuesday, April 8, 2014
4:30 p.m.**

MINUTES

I. CALL TO ORDER:

The meeting was called to order by Chairwoman Maiyer Vang at 4:48 p.m.

II. ROLL CALL:

Roll was taken. A quorum was present.

MEMBERS PRESENT:

Maiyer Vang (Chair)
Amy Arambula
Frank Franco
Jimi Rodgers
Esmerelda Soria

STAFF AND OTHERS PRESENT:

Brian Angus (CEO) Bill Simon
Mike Garcia
Lynne Jones
Shawn Riggins
Vanessa Schneider

III. APPROVAL OF PREVIOUS MINUTES:

M/S/C – Franco/Soria to approve the March 11, 2014, Human Resources Committee Meeting Minutes. All in favor.

IV. RECRUITMENT REPORT

Arambula inquired about the Marketing and Communications Specialist, Angus explained that the previous employee returned to the private sector.

Arambula asked about the Clinician position and whether it is a Physician's Assistant. Garcia answered that in essence it is, it is a fairly high level position at the clinic. Soria asked about the outreach for this position. Garcia explained that we have several contacts provided by the Health Services Director that we are reaching out to along with our traditional outreach efforts. Soria then asked about the timeline for the position. Garcia answered that it will be open until filled. Arambula asked how many other Clinicians are at the Clinic. Garcia responded that this is the only one. Arambula followed-up by asking if there are others who see patients. Garcia replied that the Clinic does have a Nurse Practitioner and Doctor on staff that see patients.

Garcia reviewed the New Hire Report and explained that there is a lot of hiring going on in the Head Start program and that is due to high level of resignations/retirements that have been occurring in the program. He added that along with the Head Start job fair last month, we are gearing up for the upcoming school year.

Garcia then went over the Separation report. Arambula clarified that "At -Will" means discharged for cause, Garcia confirmed.

V. TRAINING ACTIVITY REPORT

Garcia reviewed the Training Activity Report and explained that Sherry Neil, Training and Development Manager, has put together this schedule. He added that the schedule shows that she is preparing to begin a

couple of new Cohorts to go through the Family Development Credentialing Program. Angus added that there are two people in the first cohort who are working to be certified as trainers so they can assist Sherry with the high demand for this training in the area. Arambula asked how these cohorts are being established. Angus explained that he would be meeting with Sherry to finalize how people would be selected.

VI. 1ST QUARTER LEGAL UPDATE

Garcia reviewed the legal update. Arambula asked if this report only included first quarter or all open cases. Garcia answered these are all the open cases. Soria asked how many legal cases there have been this year. Garcia responded that there have not been any new cases this year.

VII. WORKERS' COMPENSATION REPORT

Garcia reviewed the Workers' Compensation Report and explained that it reviews this year versus last year. Soria asked how often safety trainings occur. Garcia explained that it is dependent upon the programs some are monthly and some are quarterly.

VIII. OTHER BUSINESS

Lynne Jones, Strategy and Communications Officer, handed out the Human Resources Committee charter and explained that the committee needed to review it to determine if any changes need to be made and to approve.

After some discussion it was decided that there may be a more recent charter to review. Angus explained that we will review previous minutes to see if there is another. Because of this, the charter was tabled until the next meeting.

Soria asked who is responsible for the changes to this charter. Angus answered that it is the job of the Human Resources Committee.

Vang asked for more details on the HR conference in June. Angus explained that the conference is CAPLAW and it provides updates on Financial and Human Resources information. He indicated that he always invites the respective committee chairs as the information may be helpful to them. He added that Vang will be attending this year.

The next HR Committee will be held Tuesday May 13, 2014 at 4:30 PM.

IX. ADJOURNMENT:

M/S/C – Soria/Franco to adjourn meeting at 5:21 p.m. All in favor

Respectfully Submitted,

Maiyer Vang
Committee Chair

**PROGRAM PLANNING AND EVALUATION COMMITTEE
Fresno EOC Board Room, Suite 310
Thursday, April 10, 2014
5:00 p.m.**

MINUTES

I. CALL TO ORDER

The meeting was called to order by committee member, Richard Keyes at 5:35 p.m.

II. ROLL CALL

Roll was taken. A quorum was present.

<u>Committee Members Present:</u> Richard Keyes Deanna Mathies Joshua Mitchell (by phone)	<u>Staff Present:</u> Brian Angus, CEO Gilda Arreguin Jeff Davis Sally Gomez Debbie Granum Tamala Olsby Naomi Quiring-Mizumoto Kathleen Shivaprasad Bill Simon
<u>Committee Members Absent:</u> Amy Arambula, Chair Esther Cuevas	

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Mathies/Mitchell to approve the March 18, 2014 Meeting Minutes. All in favor.

IV. ACTION ITEMS

A. Employment and Training

1. Department of Labor Face Forward 2 Grant Solicitation

Jeff Davis, Employment and Training Director, requested approval for the submission of Fresno EOC Employment and Training Services Face Forward 2 Community Grant Proposal in the amount of \$1,500,000 to the Department of Labor Employment and Training Administration. He shared that this program will serve 250 youth ages 14-24, at an average cost of \$6,000 per individual, who have been offenders in the youth system but not in the adult system. The corps services will help facilitate successful transition from detention to employment and good citizenship. The operation period would be for two years; planning period would be 3-6 months and follow-up would be a minimum of 9 months.

Davis further shared that there will be a curriculum and service learning based program. Fresno EOC's School of Unlimited Learning (SOUL) would create the curriculum and teach the course. Fresno EOC will partner with community organizations that have expertise in servicing this population. They are the

following: West Fresno Faith Based Organization, Mental Health Systems, Fresno Street Saints, Reading and Beyond, Central California Legal Services, and the Fresno Regional Workforce Investment Board with Fresno Career Development Institute as a potential partner.

The budget is currently not available as operational costs are still being determined. Mathies inquired as to what the partners are putting into this proposal. Davis responded that they are providing in-kind services, their expertise and project facilitation as well as physical locations. Mathies also inquired as to whether Davis has already looked into the curriculum that is already out there. Davis responded that preliminary research has been done and a comparable youth offender certification program has not been found; therefore, Fresno EOC's SOUL school will be writing the curriculum. Discussion followed regarding the inclusion of a research component into the planning and development phase of the program and targeted hiring.

M/S/C – Mitchell/Mathies to approve the Department of Labor Face Forward 2 Grant. All in favor.

B. Head Start/Early Head Start

1. FY 2014 Restoration of Sequestration Funding

Tamala Olsby, Head Start Director, requested approval of the Restoration of Sequestration Funding for Head Start in the amount of \$1,475,393. Head Start proposes to restore the following Sequestration reductions in their entirety: 76 slots to the following sites: Cantua Creek, College Community and Lighthouse for Children, Bus Transportation (Brooks and Molly Nevarez), Management positions, Salaries and Supplies. Fresno EOC Head Start has also budgeted this year to target three year olds and include a new preschool in the Molly Nevarez area with four 3-year old classes which has the largest number of children on a waiting list.

Kathleen Shivaprasad, Early Head Start Program Director, requested approval of the Restoration of Sequestration Funding for Early Head Start to return salaries to staff. Due to the sequestration, management salaries were decreased by 5% and direct service staff had a 3% decrease.

2. Cantua CSPP/Head Start Option

Olsby provided information regarding the potential opportunity to braid State and Federal funds to offer full-day services in Cantua Creek. She shared that this year, the agency supplemented \$35,000; however, Cantua Creek should be able to operate without using any CSBG money as there will be other funding available. Mathies inquired as to whom currently takes care of the duties of the Food Service Assistant. Olsby responded that the teachers handle the tasks. Discussion followed regarding the food preparation process.

M/S/C – Mitchell/Mathies to approve the FY 2014 Restoration of Sequestration Funding for Head Start/Early Head Start. All in favor.

C. Planning and Resource Development Office

1. AmeriCorps Planning Grant: Heroes Helping Heroes Veteran Families Assistance

Sally Gomez, Planning and Resource Development Office Grant Writer, requested approval to ratify an application to the California Volunteers for a veteran family assistance program planning grant under the Veterans and

Military Families National Focus Area. The application is in the amount of \$50,000. Gomez shared that the project includes a paid planner position to facilitate focus groups and conduct a needs assessment along with other research. The program will serve veterans by helping them manage depression and anxiety and overcome issues such as mental health upon returning home. Volunteers would be able to provide some activities to help ease family stresses and promote health and wellness for the entire family.

Brian Angus, Chief Executive Officer, stated that this was not a veteran's grant but an AmeriCorps grant that this agency has decided to target veterans with.

M/S/C –Mitchell/Mathies to approve the AmeriCorps Planning Grant: Heroes Helping Heroes Veteran Families Assistance grant. All in favor.

2. Community Services Block Grant Contract Amendment 1 and Board Resolution
Angus shared that the California State Department of Community Services and Development requires an approval of the Community Services Block Grant Contract Amendment #1 and Board Resolution in the amount of \$426,483. The first amount of any authorization was for a position to assist Gabriela Romero, Community Services Manager, with food distributions and additional monies will be going into drought relief and water conservation.

M/S/C –Mathies/Mitchell to accept the Community Services Block Grant Contract Amendment 1 and Board Resolution. All in favor.

V. INFORMATIONAL ITEMS

A. Weatherization/Construction

1. Urban Lift/Wells Fargo

Angus provided information regarding the Del Rey Ball Field project. Bill Simon, Operations Officer, provided information on contractors that are currently interested and have inquired about bids.

B. Planning and Resource Development Office

1. Legislative Update, Advocacy and Grant Prospect Report
2. Information and Discussion
3. Grant Tracker

Items 1-3 were not verbally reported as written information was provided.

VI. OTHER BUSINESS

The next meeting is scheduled on May 8, 2014 at 5 p.m. in the Board Room.

VII. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Richard Keyes, Committee Member

Date: April 23, 2014	Committee:Planning and Evaluation
Agenda Item #: V) C-2a	Officer: Naomi Quiring-Mizumoto
Item:Department of Labor Face Forward 2 Grant Solicitation	Chief Executive Officer:Brian Angus
	Committee Chairperson: Amy Arambula

Recommended Action

The Planning Evaluation Committee recommends Board approval for the submission of Fresno Economic Opportunities Commission (Fresno EOC) Employment and Training Services Face Forward 2 Community Grant Proposal in the amount of \$1,500,000 to Department of Labor Employment and Training Administration.

Background

Fresno EOC will implement an innovative program model, designed to provide employment-related activities, pre-apprenticeship preparedness training, socialization skills, educational enhancements, and career path opportunities to a total of 250 participants recently released or currently detained between the ages of 14-24 years. Services are designed to facilitate the participant achievement of sustainable employment with a living wage in a demand occupational area resulting in overall reduced recidivism.

Fresno EOC will be directly responsible for the provision of case management services, educational and career assessments, alternative education services, participant empowerment and self-development services, service learning projects, academic enhancement services, transitional housing, job development services, mentoring and follow up services. Staff will work closely with each participant through academic and career assessments, development of service strategies to plan how to overcome barriers to employment and education, assess personal needs in relation to psycho-social areas of personal or mental health, addiction referrals and child support linkages. Staff will also meet with the participant on a bi-weekly basis to encourage communication, address issues as they arise and generally be part of the participants life while they walk this path to independence.

Specialized Service Provider Requirements

This project will strengthen a seamless integration between the Criminal Justice system, education, Workforce Investment Act (WIA) employment services, and other transitional assistance. The success of this integration shall be evident through improved service coordination, assessment, and

delivery for all high-risk participants served by the participating agencies. Fresno EOC is partnering and leveraging resources and specialized services from the following external organizations:

- **West Fresno Faith Based Organization** (Conflict Resolution and Parenting/Family Re-unification Classes)
- **Mental Health Systems** (Preliminary Mental Health and Substance Abuse Diagnostic Determinations, Treatment and Counseling)
- **Fresno Street Saints** (Outreach and Recruitment)
- **Reading and Beyond** (Outreach and Recruitment)
- **Central California Legal Services** (Record Expungement)
- **Fresno Regional Workforce Investment Board** (Individual Training Account, Occupational Skills Training, and On the Job Training)

One of the innovative features of this proposal includes development and implementation of Youth Offender Employability Certification. This certification will demonstrate to employers that youth offenders being referred have been fully assessed and remediated regarding work requirements, expectations, attitude and communicative skills required. Service learning projects administered through Fresno EOC Local Conservation Corps (LCC) Program and class room instruction provided in conjunction by the School of Unlimited Learning (SOUL) will be used to teach these skills and assess project participant's adaptability and compliance with requirements associated with employability certification.

The purpose of this proposal element is to create a certification program which would serve to validate the employability of ex-offenders through the development of a portfolio that provides comprehensive documentation as well as endorsements from the Fresno Regional Workforce Investment Board, law enforcement, local businesses, counseling and substance abuse programs, and city officials. Once all requirements have been met, the successful candidate would receive a certificate validating that they have met all employability requirements.

The Face Forward 2 Project will ensure that 75% of all participants entering training will complete successfully and earn a high school diploma, high school equivalency certificate and/or advance training credential. Furthermore the project will strive to achieve a 70% entered employment rate and a 60% retention rate associated with all participants exited from the program. The project will be offering non-traditional training opportunities to those targeted youth within the correctional facility where they will also have access to education advancement, substance abuse services and mental health clinicians. For the youth we work with outside of the facility we will direct the participant towards a field that conforms to their assessment outcomes and their stated goals.

Issue

No Issues

Date: April 23, 2014	Committee: Planning and Evaluation
Agenda Item #: V) C-3a	Chief Programs Officer: Naomi Quiring-Mizumoto
Item: Head Start/Early Head Start FY 2014 Restoration of Sequestration Funding	Chief Executive Officer: Brian Angus
	Committee Chairperson: Amy Arambula

Recommended Action

The Planning and Evaluation Committee recommends Board approval of the Restoration of Sequestration Funding for Head Start (\$1,475,393) and Early Head Start (\$225,391) retroactive to January 1, 2014.

Background

Recently Congress passed a FY 2014 5.27% Restoration of Sequestration Funding increase for the Head Start and Early Head Start basic budgets. Staff received instructions (ACF-PI-HS-14-01) on February 10, 2014 issued by the Office of Head Start for grantees to apply for the available FY 2014 Restoration of Sequestration Funding increase. Deadline for submission of the application is due on April 25, 2014.

Head Start proposes to restore the following Sequestration reductions in their entirety:

1. Seventy-six slots (The 76 slots will be added to the following sites: Cantua – 16; College Community – 40 and Lighthouse for Children – 20).
2. Bus Transportation (Bus transportation will be restored at two sites: Brooks Head Start and an additional bus will be added to Molly Nevarez Head Start).
3. Mid-management positions (An ECE Specialist, Family Service Specialist and a Nurse will be restored to staffing).
4. Salaries (All 12-month employees will have the 1% salary reduction restored).
5. Supplies (The reductions made to budget line items Office Supplies and Food Disposables will be restored).

The remaining funds will be used to:

1. Alter the management arrangements for the Head Start sites that have 80 children to improve the supervision of children and the services offered to families. The nine sites that serve 80 children with bus transportation would have the following changes:
 - a) The Teacher Director would not continue to teach, but would focus solely on managing the site as the Center Director.
 - b) A Teacher would be added to teach the class that the Teacher Director was teaching.
 - c) A Food Service Assistant would be added to take care of the food preparation responsibilities in the middle of the day, therefore allowing Teachers to focus on their teaching duties more effectively.

The four sites that serve 80 children with no bus transportation would have the following change:

- a.) A Food Service Assistant would be added to take care of the food preparation responsibilities in the middle of the day, therefore allowing Teacher to focus on their teaching duties more effectively.
2. Create 14 classrooms serving 3-year-old children exclusively. With the proposed legislation, both Federally and in California, to make preschool access available to all four-year-olds, it is recommended that Head Start begin focusing its efforts to serving more 3-year-old children. Focusing on three's exclusively within a Head Start classroom reduces the number of children that can be served to 17. The remaining slots for eligible children will be used to create new classes at Molly Nevarez Head Start which has the largest waiting list in Fresno County.

A chart describing these changes and the corresponding proposed budget is attached for review.

Early Head Start proposes to restore the salary reductions made due to Sequestration. In addition, it is recommended that two newly created but vacant positions (Information Systems Analyst and Teacher/Caregiver Floater) now be filled. The proposed budget is also attached.

Issue

The FY 2014 5.27% Restoration of Sequestration Funding application must be approved by both governing bodies, the County Wide Policy Council and the Fresno Board of Commissioners.

FRESNO EOC HEAD START (PA 4122) FY 2014

2014 Restoration Budget

\$1,475,393

PERSONNEL (Section B, Line 6-a)

CENTRAL STAFF AND ADMINISTRATION

POSITION	NO. OF STAFF	NO OF DAYS/YEAR	NO OF HRS/DAY	ACYF BUDGET
EARLY CHILDHOOD EDUCATION (ECE) SPECIALIST	1	238	7.5	43,722
FAMILY SERVICES SPECIALIST	1	238	7.5	35,152
NURSE	1	222	7.0	39,749
RESTORATION OF 1% CUT TO 12 MONTH STAFF				14,955
TOTAL CENTRAL STAFF & ADMINISTRATION	3			133,578

CENTER BASE

POSITION	NO. OF STAFF	NO OF DAYS/YEAR	NO OF HRS/DAY	ACYF BUDGET
TEACHER DIRECTOR I	1	217	3.8	14,500
TEACHER DIRECTOR I	1	217	7.5	29,000
TEACHER DIRECTOR I	1	260	7.5	34,746
TEACHER II	11	217	7.5	302,314
TEACHER II	1	260	7.5	32,929
TEACHER ASST II	4	217	7.5	75,970
TEACHER ASST II	2	217	3.8	18,993
TEACHER ASST II	2	260	7.5	45,512
FOOD SERVICES ASSISTANT I	12	217	3.5	78,107
FOOD SERVICES ASSISTANT I		217	1.0	1,860
TOTAL CENTER BASE PERSONNEL	35			633,932
TOTAL PERSONNEL	38			\$767,509

All Head Start personnel positions identified above for this refunding application all work exclusively in the Head Start Program as administered by Fresno EOC. Central Staff includes all Head Start Program personnel (Health, Family/Community Services, and ECE Specialist staff) based at the Central Head Start offices. However, most of the personnel work with parents and children are done at the various Head Start sites. Center Base staff includes classroom staff.

FRINGE BENEFITS (Section B, Line 6-b)

FICA at 0.062				
Central Staff & Administration		133,578		8,282
Center Base		633,932		39,304
TOTAL FICA		767,510		47,586
MEDICARE at 0.0145				
Central Staff & Administration		133,578		1,937
Center Base		633,932		9,192
TOTAL MEDICARE		767,510		11,129
SUI at 0.062				
Central Staff & Administration	3	21,000		1,302
Center Base	35 STAFF	245,000		15,190
TOTAL SUI	38 STAFF	266,000		16,492
WORKERS COMPENSATION (Average rate) at 0.042641				
Central Staff & Administration		133,578		5,696
Center Base		633,932		27,032
TOTAL WORKERS COMPENSATION		767,510		32,727
HEALTH INSURANCE (Average rate) 6,304.79				
Central Staff & Administration		3		18,914
Center Base (Cantua)		3		9,457
Center Base		20		126,096
TOTAL HEALTH INSURANCE		26 STAFF		154,466
LIFE INSURANCE at 0.0005				
Central Staff & Administration		133,578	x 0.0005 x 12	801
Center Base		633,932	x 0.0005 x 12	3,804
TOTAL LIFE INSURANCE		767,510		4,604
PENSION at 0.05				
Central Staff & Administration		14,955		748
TOTAL PENSION		14,955		748
TOTAL FRINGE BENEFITS				267,752

FRESNO EOC HEAD START (PA 4122) FY 2014

2014 Restoration Budget

\$1,475,393

SUPPLIES (Section B, Line 6-e)

OFFICE SUPPLIES

Central Head Start 42,184

Supplies include all writing materials, glue, desktop supplies, etc. used for general Head Start program correspondence and development of training materials for program, parents, and for classroom lessons.

OFFICE FURNITURE

Center Base (1) (Lighthouse) 12,000

These funds will be used to fill office space in new building.

KITCHEN APPLIANCES

Center Base (3) 4,008
(Cantua, College Community, & Lighthouse)

These funds are needed to purchase four refrigerators.

CLASSROOM FURNITURE

Center Base (1) (Lighthouse) 5,200

These funds will be used to furnish new space.

CONSUMABLE CLASSROOM SUPPLIES

Center Base (2) (Cantua & College Community)	\$0.30 /chlld/day	x	48 chlld.	x	153 days	2,203	
CB Full Day (Lighthouse)	\$0.60 /chlld/day	x	20 chlld.	x	232 days	2,784	
							4,987

Consumable classroom supplies include paper, pencils, colors, etc. used by the children for classroom education purposes.

FOOD DISPOSABLE SUPPLIES

Center Base (2) (Cantua & College Community)	48 children	+	7 adults	x	\$0.23 /day	x	153 days	1,928	
(1) (Lighthouse)	20 children	+	3 adults	x	\$0.23 /day	x	232 days	1,227	
Center Base (32)								38,698	41,853

Food disposables includes paper cups, plates, plastic spoons, and knives, etc. used by children for snacks and meals.

JANITORIAL SUPPLIES

Center Base (2) (Cantua & College Community)	\$4.50 /chlld	x	48 children	x	9.6 mos	2,074	
CB Full Day (Lighthouse)	\$6.00 /chlld	x	20 children	x	12 mos	1,440	
							3,514

These supplies include all cleaning materials and bathroom supplies used at all Head Start centers.

PARENT LENDING LIBRARY SUPPLIES

Center Base (2) (Cantua & College Community)	\$140 /per class	x	4 classes		560	
CB Full Day (Lighthouse)	\$190 /per class	x	1 classes		190	
						750

Parent lending library has been established at all centers in order to have manipulatives and puzzles available to Head Start parents in order to encourage parents to read to their children out of appropriate books geared to three or four year old levels at 20 minutes per day. In addition, the manipulatives serve as tools to strengthen children's dexterity and hand/eye coordination.

TOTAL SUPPLIES 114,496

CONTRACTUAL (Section B, Line 6-f)

AUDIT SERVICES

Head Start 0.0012 x \$1,473,625 1,768

Fresno EOC employs an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

CONTRACTUAL (Section B, Line 6-f) Cont'd.

OFFICE EQUIPMENT LEASED

Center Base 2 copiers x \$38 /mo x 12 mos 912

Additional copy machines are needed at College Community and Lighthouse.

TOTAL CONTRACTUAL 2,680

OTHER (SECTION B, LINE 6-H) Cont'd

STAFF MILEAGE (IN-COUNTY)

Center Base (3) (Cantua, College Community, & Lighthouse)	\$0.50 /mile	x	2,713 mi/year	1,357
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Center Base mileage is needed for staff travel between the centers and Central Head Start office, as well as for performing required services.

CLASSROOM/CENTER SPACE:

Site	Site Location/Leasor	Indoor/Outdoor Sq. Ft.	Annual Rent	Off. Space Non-Fed Share			
1 Cantua	Golden Plains USD	5,275	3,210	7,705			
2 College Community	College Comm. Menn. Brethren Church	5,150	12,000	12,284			
3 Lighthouse	Lighthouse		0	0			
4 Molly Nevarez	Central Community Church	17,386	55,000	38,589			
				27,811	\$70,210	58,578	70,210

HEAD START CENTERS ANNUAL RENT COST

The above rents are needed to pay for Head Start classroom space at the above named sites.

GENERAL TRANSPORTATION VEHICLE REPAIR/MAINTENANCE

Central Head Start	\$174 /mo	x	9.6 mos	1,670
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All Head Start vehicles require general routine maintenance or cleaning/detailing on an ongoing basis. In addition, vehicles may also need minor or major repair due to emergencies.

VEHICLE REGISTRATION/AUTO INSURANCE

Central Head Start	\$43 /mo	x	12 mos	516
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These vehicles will be used to provide maintenance and repairs at centers.

TELEPHONE (Local & Long Distance)

Center Base (3) (Cantua, College Community, & Lighthouse)	\$203 /mo	x	12 mos	2,442
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PROPERTY INSURANCE

Central Head Start	\$55.52	x	12 mos	666
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Property insurance is needed to protect Head Start from the loss of property.

STUDENT ACCIDENT INSURANCE

Central Head Start	\$4.50 /child	x	68 children	306
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Student accident insurance is needed to protect the Head Start children.

CENTRAL HEAD START (Local PE-Center Base)

Babysitting	\$25 /yr	x	4 classes	100
Supplies	\$250 /yr	x	4 classes	<u>1,000</u>
				1,100

Parent Engagement funds are needed for parent education workshop materials, supplies, and babysitting.

PETTY CASH

Center Base (3) (Cantua, College Community, & Lighthouse)	\$25 /center	x	3 centers	75
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This is petty cash located at each Center Base site. These funds are needed to purchase small items (usually under \$10) that are immediately needed at the centers in order to provide classroom activities for the children. Items could include replacement of broken/expended educational materials (scissors, rulers, special paper, etc.).

BOTTLED WATER

Center Base (1) (Cantua)	\$15 /mo	x	9.6 mos	144
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Head Start centers in Fresno County have experienced public drinking water and well water at above schools that do not meet California State and Fresno County Safety Water Control Standards. In order to have safe drinking water for children, parents, and staff. These Head Start facilities must have portable drinking water at all times, which is determined based on written confirmation by local School Districts or local Water Agencies.

FRESNO EOC HEAD START (PA 4122) FY 2014

2014 Restoration Budget

\$1,475,393

OTHER (SECTION B, LINE 6-H) Cont'd

UTILITIES

Center Base (4) (Cantua, College Community, Lighthouse & Molly Nevarez)	\$3,367 /mo	x	12 mos	40,407
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PEST CONTROL

Center Base (3) (Cantua, College Community, & Lighthouse)	\$115 /mo	x	12 mos	1,384
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These funds are needed to pay for pest control at Center Base sites.

SECURITY SERVICES

Center Base (3) (College Community, Lighthouse)	\$57 /mo	x	12 mos	684
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Burglar alarms and burglar alarm services are needed at most Center Base sites to protect Head Start equipment and supplies.

WATER/SEWER/GARBAGE

Center Base (3) (College Community, Lighthouse)	\$419 /mo	x	12 mos	5,028
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Most of our Center Base sites require payment of sewer, water, and disposal services where those services are not provided by school districts and/or landlord.

JANITORIAL (CTSA)

Center Base (1) (Brooks)	\$70 /day	x	153 days	10,710
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Janitorial services are provided by the Fresno EOC CTSA to several of our Head Start Center Based sites.

JANITORIAL (NON-CTSA)

Center Base (1) (College Community)	\$28 /day	x	158 days	4,424
Center Base (1) (Lighthouse)	\$28 /day	x	232 days	<u>6,496</u>
				10,920

These are janitorial/yard maintenance funds needed to maintain non-CTSA sites.

FIELD TRIPS

ADMISSION, SNACKS, MISCELLANEOUS

Center Base (3) (Cantua, College Community, & Lighthouse)	\$134 /class	x	4 classes	536
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TRANSPORTATION

Center Base (3) (Cantua, College Community, & Lighthouse)	\$28 /hr	x	4 classes	<u>112</u>
				648

Field trip costs for admission to the local museum, zoo, etc., field trip snacks, field trip miscellaneous items, and transportation are needed in order to ensure all Head Start children experience enrichment.

PUPIL TRANSPORTATION PROVIDED BY CTSA

Center Base (Brooks)	\$170 /day	x	153 days	26,010
Center Base (Molly Nevarez)	\$170 /day	x	145 days	<u>24,650</u>
				50,660

These transportation services are needed to transport Head Start children to several Head Start Centers.

SUB-TOTAL OTHER \$198,928

OTHER (SECTION B, LINE 6-H) Cont'd

Center Base Meals-FPC/USD

FPC - Breakfast

Part Day	\$1.37	x	28 children	x	153 days	5,869	
	\$1.37	x	6 adult	x	153 days	1,132	
Full Day	\$1.37	x	20 children	x	232 days	6,315	
	\$1.37	x	4 adult	x	232 days	1,229	14,545

FPC - Lunch

Part Day	\$2.69	x	48 children	x	153 days	19,755	
	\$2.69	x	7 adult	x	153 days	2,799	
Full Day	\$2.69	x	20 children	x	232 days	12,482	
	\$2.69	x	3 adult	x	232 days	1,708	36,744

In-House - Snacks

Part Day	\$0.78	x	20 children	x	153 days	2,387	
	\$0.78	x	3 adult	x	153 days	358	
Full Day	\$0.78	x	20 children	x	232 days	3,619	
	\$0.78	x	3 adult	x	232 days	543	6,907

TOTAL MEALS \$58,196

MEAL REIMBURSEMENT (USDA)

Center Base (FPC):

Less 15% for absentee-85%

USDA Breakfast

Part Day	\$1.58	x	24 children	x	153 days	(5,802)	
Full Day	\$1.58	x	17 children	x	232 days	(6,232)	

USDA Lunch

Part Day	\$2.93	x	41 children	x	153 days	(18,380)	
Full Day	\$2.93	x	17 children	x	232 days	(11,556)	

USDA Snack

Part Day	\$0.80	x	17 children	x	153 days	(2,081)	
Full Day	\$0.80	x	17 children	x	232 days	(3,155)	(47,206)

TOTAL MEALS REIMBURSEMENT (47,206)

Cash in lieu	\$0.2325	x	41 children's meals	x	153 days	1,458	
Cash in lieu	\$0.2325	x	17 children's meals	x	232 days	917	2,375

TOTAL MEALS AFTER REIMBURSEMENT 8,615

MEALS DELIVERY

Center Base (2) (College Community)				\$24 /day	x	153 days	3,672	
Center Base (1) (Lighthouse)				\$27 /day	x	232 days	6,264	9,936

The Fresno EOC CTSA program provides meals delivery services to most Head Start Centers.

YARD MAINTENANCE

Center Base (1) (Lighthouse)				\$140 /mo	x	12 mos		1,680
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This service is needed for maintaining yards, shrubbery, and lawns at several of our Head Start Centers.

LAUNDRY SERVICES

Center Base (1) (Lighthouse)				\$72 /mo	x	12 mos		864
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State of California License Code "Section 101239.1 (c)" and "Section 101239.1 (3)" are required that each cot or mat to be equipped with a sheet to cover the cot or mat. Sheets must be washed weekly or when soiled or wet and blankets must be cleaned or changed when soiled.

SUB TOTAL OTHER 21,095

TOTAL OTHER 220,023

TOTAL DIRECT 1,372,458

INDIRECT CHARGES (Section B, Line 6-I)

TOATAL DIRECT CHARGES				1,372,459		
Less: 1. Buildings (Page)				0		
2. Equipment (Page)				0		
3. Renovation/Alterations (Page)				0		
4. Each sub-award in excess of \$25,000 (Page)				0		
			Total Exclusion	0		
Direct Cost Base After Exclusions				1,372,459		
Indirect Cost	7.5%	X	1,372,459		TOTAL INDIRECT CHARGES	102,934
Fresno EOC has an approved 7.5% Indirect Cost rate with HHS/Division of Cost Allocation.						
					TOTAL FEDERAL SHARE	\$1,475,393

PROPOSED CHANGES TO 2014-2015 FRESNO EOC HEAD START SITES

<u>URBAN SITES</u>	<u>CURRENT # OF CHILDREN</u>	<u>PROPOSED # OF CHILDREN</u>	<u>ADDITIONAL CHANGES</u>
Area II (B)	80	77 (1 class of 3's)	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Brooks (B)	80	77 (1 class of 3's)	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Cedarwood (B)	80	80	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Clovis	40	40	
College Community	0	40	Restored Sequestration Cut
Dakota Circle (2B)	200	194 (2 classes of 3's)	
Franklin (2B)	160	154 (2 classes of 3's)	
Garden Way	80	80	Add 1 FSA
Ivy (B)	80	80	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Kings Canyon (2B)	160	154 (2 classes of 3's)	
Lighthouse For Children	0	21 FD	Braided funding (restored cut) with CSPP
Madison (B)	80	80	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Maple Vista	40	40	
Molly Nevarez (2B)	80	120	T/D becomes C/D; Add 1 Teacher; Already has 1 FSA (increased to 4.5 hours/day); Additional bus
Mosqueda	40	40	
Pinedale	40	40	
Ramacher (B)	80	80	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Romain	40	40	
Sequoia (B)	80	80	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Wesley	40	40	
Yosemite	20 FD	20 FD	

<u>RURAL SITES</u>	<u>CURRENT # OF CHILDREN</u>	<u>PROPOSED # OF CHILDREN</u>	<u>ADDITIONAL CHANGES</u>
Cantua (B)	0	16	Braided funding (restored cut) with CSPP
Caruthers	40	40	
Citrus	60	60	
Firebaugh	40	40	
Huron	80	80	Add 1 FSA
Jefferson (B)	160	154 (2 classes of 3's)	
La Colonia	80	80	Add 1 FSA
Mendota (B)	80	77 (1 class of 3's)	T/D becomes C/D; Add 1 Teacher; Add 1 FSA
Reedley	39	40	Increase of 1 child at site
Roosevelt	80	80	Add 1 FSA
San Joaquin	40	40	
Sanger (B)	120	114 (2 classes of 3's)	
Washington	40	40	
Wilson	<u>20</u>	<u>17 (1 class of 3's)</u>	
TOTAL	2379	2455	

Abbreviations:

B = Bus

C/D = Center Director

CSPP = California State Preschool Program

FSA = Food Service Assistant

T/D = Teacher Director

FRESNO EOC EARLY HEAD START (PA 4125) FY 2014

2014 Restoration Budget

\$225,391

PERSONNEL (Section B, Line 6-a)	HOURLY RATE	NO OF STAFF	NO OF DAYS PER YEAR	NO OF HOURS PER DAY	ACYF BUDGET
CENTRAL ADMINISTRATION					
Information Systems Analyst	\$15.30	1	261	7.5	29,950
Teacher/Caregiver (Floater)	\$13.61	1	261	7.5	26,642
Restoring Salary Cuts					51,779
5% Coordinators, Administrative Secretary I, and Program Director 3% All Direct Service Staff					
Restoring Salary Savings Due To Early Head Start Staff Leaves Of Absences					61,829
Restoring salary of various Early Head Start Staff that they were on Leaves of Absence due to staff Pregnancy, Illnesses, Family Illnesses and/or Personal reasons.					
TOTAL PERSONNEL		2			170,200
FRINGE BENEFITS (Section B, Line 6-b)					
FICA	0.062	x	170,200		10,552
MEDICARE	0.0145	x	170,200		2,468
SUI	0.062	x	14,000		868
W/C (Average Rate)	0.015352	x	170,200		2,613
HEALTH INSURANCE (Average)	\$7,996.82	x	2		15,994
LIFE INSURANCE	\$0.0005	x	170,200	x	1,021
PENSION	0.05	x	113,608	12	5,680
TOTAL FRINGE BENEFITS					39,196
CONTRACTUAL (Section B, Line 6-f)					
AUDIT SERVICES	0.0012	x	\$225,121		270
Fresno EOC employs an independent auditing firm to conduct an agency-wide audit.					
			TOTAL CONTRACTUAL		270
			TOTAL DIRECT CHARGES		209,666
INDIRECT CHARGES (Section B, Line 6-j)					
Total Direct Charges			209,666		
Less: 1. Buildings (Page)			0		
2. Equipment (Page)			0		
3. Renovation/Alterations (Page)			0		
4. Each sub-award in excess of \$25,000 (Page)			0		
			0		
Direct Cost Base After Exclusions			209,666		
7.5%	x	209,666			
			TOTAL INDIRECT CHARGES		15,725
			TOTAL FEDERAL SHARE		\$225,391
Fresno EOC has an approved 7.5% Indirect Cost rate with HHD/ Division of Cost Allocation.					
NON-FEDERAL SHARE (IN-KIND)					
	NUMBER VOLUNTEERS	VOLUNTEER HOURS	HOURLY RATE		TOTAL IN-KIND
Salary Home Base	262	11.9018	\$10.29		32,087
Salary Center Base	46	14.8804	\$10.29		7,043
					39,130
Fringe					17,218
			TOTAL NON-FEDERAL		\$56,348

It is expected that parents will volunteer for classroom work in the Early Head Start classrooms and home visitations. The rate of pay \$10.29 per hour is the minimum rate we pay for a Teacher/Caregiver Assistant entry level position and the rate of pay \$10.29 per hour is the minimum rate we pay for an Assistant Teacher/Caregiver entry level position.

Date: April 23, 2014	Committee: Planning and Evaluation
Agenda Item #: V) C-4a	Planning and Resource Development Officer: Paul McLain-Lugowski
Item: AmeriCorps Planning Grant: Heroes Helping Heroes – Veteran Families Assistance	Chief Executive Officer: Brian Angus
	Committee Chairperson: Amy Arambula

RECOMMENDED ACTION:

The Planning and Evaluation Committee recommends ratification of an application to the CaliforniaVolunteers for a veteran family assistance program planning grant under the Veterans and Military Families National Focus Area. The application requests up to \$50,000. The project budget is attached. Costs for the project include a paid planner position to facilitate focus groups and conduct a needs assessment along with other research necessary to determine the feasibility of the proposed program and ultimately assist in the preparation of an operating grant proposal. Other costs include basic overhead and meeting supplies.

BACKGROUND:

California Volunteers is the State Service Commission in California, and is the entity responsible for increasing the number and impact of Californians engaged in service and volunteering. CaliforniaVolunteers develops and adopts policies that guide the State’s AmeriCorps grantmaking process. CaliforniaVolunteers solicited applications for planning grants to support the design of new AmeriCorps programs in targeted issue areas.

ISSUE:

A service gap exists among programs that provide assistance to veterans and their families. As identified in a recent study conducted by the RAND Corporation, “53 percent of post-9/11 military caregivers have no caregiving network – an individual or group that regularly provides help with caregivers – to support them.” Without this support, the many issues that affect both military veterans and their caregivers can take a toll on the entire family. Recreation is a key factor in mental health, particularly in managing anxiety and depression. The proposed project will consider a program designed to provide assistance and respite for veterans, their caregivers and families, through activities that will help ease family stresses and promote health and wellness for the whole family.

**2013-14 AmeriCorps Planning Grant
AMERICORPS BUDGET NARRATIVE**

		Applicant Organization:		Fresno Economic Opportunities Commission		
		Program Name:		Heroes Helping Heroes		
APPENDIX F BUDGET WORKSHEET (Narrative)						
SECTION I: PROGRAM OPERATING COSTS						
		Column 1	Column 2	Column 3	Column 4	Column 5
A. Personnel Expenses						
Position/Title	Qty.	Annual Salary	% Time Spent on Program	Total Cost (5 Months)	CNCS Share (5 Months)	Grantee Share (5 Months)
Planning and Resource Development Officer – To direct and support Program Planner in developing project components for proposed AmeriCorps program; review work plans and progress; and provide overall supervision.	1.00	\$ 130,276	5%	\$ 2,714	\$ -	\$ 2,714
Program Planner – To conduct needs assessments, focus groups, and surveys necessary to develop a proposed AmeriCorps program; research evidence-based models of service delivery; participate in the recruitment of potential project partners; and prepare final planning grant product, including Community Needs Summary, Logic Model Chart, Evidence-Informed or Evidence-based Intervention research; Performance Measurement Worksheets; Program Diagram; Partner Plans; Member Plans and Finance Plans.	1.00	\$ 48,926	100%	\$ 20,386	\$ 20,386	\$ -
Program Ambassador – Provide support to Program Planner and assist in conducting needs assessments, focus groups and surveys; help to coordinate meetings; act as liaison between Program Planner, interested participants and military veterans and their families.	1.00	\$ 25,097	30%	\$ 3,137	\$ -	\$ 3,137
Program Ambassador – Provide support to Program Planner and assist in conducting needs assessments, focus groups and surveys; help to coordinate meetings; act as liaison between Program Planner, interested participants and military veterans and their families.	1.00	\$ 25,097	20%	\$ 2,091	\$ -	\$ 2,091
				\$ -	\$ -	\$ -
			Subtotal - Personnel	\$ 28,328	\$ 20,386	\$ 7,942
B. Personnel Fringe Benefits						
Purpose	Calculation	Total Program	CNCS Share	Grantee		
Fringe Benefits @ 12.22818%	Total Salaries x 12.22818%	\$ 3,464	\$ 2,493	\$ 971		

**2013-14 AmeriCorps Planning Grant
AMERICORPS BUDGET NARRATIVE**

		Applicant Organization:	Fresno Economic Opportunities Commission			
APPENDIX F BUDGET WORKSHEET (Narrative)		Program Name:	Heroes Helping Heroes			
			\$	-	\$	
		Totals:	\$	3,464	\$ 2,493	
					\$ 971	
C.1. Staff Travel (includes CV Sponsored Meetings)						
Purpose	Calculation			Total Program Cost	CNCS Share	Grantee Share
Travel to conduct focus groups, surveys, meetings throughout Fresno County	600 miles/month X 5 months x \$0.50 per mile			\$ 1,500	\$ 1,500	\$ -
					\$ -	\$ -
					\$ -	\$ -
				Totals:	\$ 1,500	\$ 1,500
						\$ -
E. Supplies						
Item	Calculation			Total Program Cost	CNCS Share	Grantee Share
Administrative Supplies: paper, pens, clipboards, binders, other meeting supplies	\$100/month x 5 months			\$ 500	\$ 500	\$ -
Computer, Monitors, and Application Software	\$936 x 1 each			\$ 936	\$ 936	\$ -
Workstation - Desk and Chair	\$700 x 1 each			\$ 700	\$ 700	\$ -
					\$ -	\$ -
				Totals:	\$ 2,136	\$ 2,136
						\$ -
F. Contractual and Consultant Services						
Purpose	Calculation	Daily Rate	Total Program Cost	CNCS Share	Grantee Share	
N/A				\$ -	\$ -	
			Totals:	\$ -	\$ -	
I. Other Program Operating Costs						
Item	Calculation			Total Program Cost	CNCS Share	Grantee
Office Space Rental	60 square feet x \$1/square foot x 5 months			\$ 300	\$ 300	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -

**2013-14 AmeriCorps Planning Grant
AMERICORPS BUDGET NARRATIVE**

APPENDIX F BUDGET WORKSHEET (Narrative)				Applicant Organization:	Fresno Economic Opportunities Commission				
				Program Name:	Heroes Helping Heroes				
				Totals:	\$ 300	\$ 300	\$ -		
Subtotal SECTION I.					\$ 35,728	\$ 26,815	\$ 8,913		
SECTION III: ADMINISTRATIVE COSTS					Column 3	Column 4	Column 5		
A. Corporation Fixed Percentage Method									
Purpose	Calculation			Total Program Cost	CNCS Share	Grantee Share			
				Totals:	\$ -	\$ -	\$ -		
B. Federally Approved Indirect Cost Rate Method									
Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Program Cost	CNCS Share	Grantee Share		
Provisional Indirect Cost Rate		Total of CNCS Share of Sections I x 5.26% x 80%	7.50%	5.26%	\$ 1,128	\$ 1,128	\$ -		
CV Share		Total of CNCS Share of Sections I x 5.26% x 20%			\$ 282	\$ 282	N/A		
				Totals:	\$ 1,410	\$ 1,410	\$ -		
Subtotal SECTION III.					\$ 1,410	\$ 1,410	\$ -		
TOTAL BUDGET COSTS (Sum of SECTIONS I and III)					\$ 37,138	\$ 28,225	\$ 8,913		
					Overall Match Percentage			76.00%	24.00%
SECTION IV: Sources and Types of Match Contributions									
Source	Amount in Cash		Amount In-Kind		Intended Purpose				
Private	\$ 3,046.00		\$ -		Payroll Costs for Planning and Resource Development Officer				

2013-14 AmeriCorps Planning Grant
AMERICORPS BUDGET NARRATIVE

		Applicant Organization:	Fresno Economic Opportunities Commission
APPENDIX F BUDGET WORKSHEET (Narrative)		Program Name:	Heroes Helping Heroes
Private	\$ -	\$ 5,867	Payroll Costs for Program Ambassadors
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
Totals:	\$ 3,046.00	\$ 5,867	

Date: April 23, 2014	Committee: Planning and Evaluations Committee
Agenda Item #: V) C-4b	Planning and Resource Development Officer: Paul McLain-Lugowski
Item: CSBG Contract, Amendment No. 1 – Board Resolution	Chief Executive Officer: Brian Angus
	Committee Chairperson: Amy Arambula

Recommended Action

The Planning and Evaluation Committee recommends that the Board approve Amendment Number 1 of Fresno EOC’s calendar year 2014 Community Services Block Grant (CSBG) contract, and its attendant Exhibits, with the State Department of Community Services and Development (CSD), and the required resolution, attached. Approval includes the second allocation of CSBG funds in the amount of \$426,483, for a total to date amount of \$952,401. Subsequent CSBG funding allocations will be made subject to budget appropriations approved by the Congress and the President.

Background

The State Department of Community Services and Development (CSD) administers Community Service Block Grant (CSBG) funds allocated to states, by formula, by the federal Office of Community Services (OCS). CSBG funds are made available to the nation’s community action agencies in support of their mission to meet the needs of the poor in their targeted areas.

Issue

Approval of the attached resolution is required for the CSBG contracting process.

RESOLUTION

WHEREAS, the California State Department of Community Services and Development (CSD) is designated to receive and administer the Community Services Block Grant (CSBG) for the State of California (Government Code Section 12725 et seq., as amended, and 42 United States Code (USC) 9901 et seq.), and

WHEREAS, the State CSD, under the Community Services Block Grant, has elected to award Fresno County Economic Opportunities Commission (Fresno EOC) Contract #14F-3010, Amendment Number (1) in the *total to date* amount of \$925,401 for the Community Services Block Grant program, and

WHEREAS, the Fresno EOC Board of Commissioners has accepted this award on April 23, 2014.

NOW, THEREFORE, BE IT RESOLVED THAT Reverend Paul McCoy, Chairman of the Board, Brian Angus, Chief Executive Officer, and/or Naomi Quiring-Mizumoto, Chief Programs Officer, and/or Salam Nalia, Chief Financial Officer, are authorized as the officers to act on behalf of the Fresno EOC Board to sign all necessary documents, including any amendments, required to complete the contract and award process.

Reverend Paul McCoy, Chairman of the Board

Date

Brian Angus, Chief Executive Officer and
Board Secretary

Date

Grant Tracker by Program

PROGRAM	GRANT NAME	DETAILS	AMOUNT	STATUS	COMMENTS
Community Services					
	Walmart Foundation	Funding will help to increase the Fresno Rural and Local Conservation Corps Food distribution events from May 1, 2014 through April 30, 2015.	\$100,000	Pending	
	Sisters of St. Joseph Concept Paper	To request funding for food distribution in 2014.	\$40,000	Pending	
	Bank of America Charitable Foundation	Funding will provide commodities for food distribution events throughout west Fresno County for a six month period.	\$52,060	Funded	
Employment & Training					
	Department of Labor Face Forward 2 Grant Solicitation	Fresno EOC will implement an innovative program model, designed to provide employment-related activities, pre-apprenticeship preparedness training, socialization skills, educational enhancements, and career path opportunities.	\$1,500,000	Pending	
Sanctuary					
	Walmart Foundation		\$1,500	Pending	
	City of Fresno, Community Development Block Grant	Funding will support Transitional Living Center - 1	\$50,000	Pending	
	TLC Renewal Project Applications - FY 2013/14 Continuum of Care (CoC) Program Competition to HUD	Renewal project applications will provide administrative, supportive services, and operational costs to support Sanctuary's TLC 1, 2, and 3 over a 12-month project period. TLC 1 - \$184,008; TLC 2 - \$294,486; TLC 3 - \$597,022	\$1,075,516	Pending	1/9/14 - Sanctuary received notification of Tier 1 ranking for funding. Projects are placed on the FMCoC priority list for funding.
	United Way of Fresno County Emergency Food and Shelter Program (EFSP) Phase 32 Application	Funds would support Sanctuary Youth Shelter and Sanctuary Outreach to the Streets (SOS) projects targeting 500 homeless youth, ages 11-21, with emergency food and shelter, food vouchers, hotel/motel vouchers, and hygiene and basic needs.	\$60,877	Pending	
	Transitional Living Program (TLP) Application to US Department of Health and Human Services	Funding to support Transition Living Center's staff salaries, contracted services, facility costs, travel/mileage, equipment, office expenses, and general related costs.	\$200,000	Pending	

PROGRAM	GRANT NAME	DETAILS	AMOUNT	STATUS	COMMENTS
	Fansler Foundation Letter of Intent	Funding will support personnel and operational costs at Sanctuary Youth Shelter. Project will be for 12-months beginning October 31, 2014.	\$50,000	Pending	
	Rescue and Restore Victims of Human Trafficking Regional Program Grant	Funding for a 36-month project with (3) 12-month budget period. Purpose of program is to increase identification and protection of human trafficking victims in the US and to provide to victims of human trafficking.	\$150,000	Pending	
	Rescue and Restore Victims of Human Trafficking Regional Program		\$150,000	Pending	
SOUL					
	Prop 30 Education Protection Account Plan (EPA)	Funds will be used to cover salary and benefit costs of administrative certified/ classified staff.	\$197,791	Pending	
	2013-14 Consolidation Application Part 1	To provide categorical funding for SOUL from various state and federal programs. Total funding request for Part 1 and 2 is \$84,000.	\$75,000	Pending	
	Tobacco Use Prevention Education	Funds enable SOUL to administer CA Healthy Kids Survey to all students each year for 3 consecutive Years - 2014-2017. Funds also cover cost of project coordinator and purchase additional curriculum on tobacco cessation and health risks of smoking.	\$4,500	Funded 4/2/14	
Weatherization					
	Community Development Block Grant	Funding will support housing rehabilitation.	\$500,000	Pending	

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
MONDAY, APRIL 14, 2014
BOARD ROOM**

MINUTES

- I. Charles Garabedian called the meeting to order at 12:00 p.m.
- II. Roll call was taken and a quorum was present.

COMMITTEE MEMBERS	PRESENT	STAFF & GUESTS	
Charles Garabedian, Chair	✓	Brian Angus	Lynne Jones
Linda Hayes	✓	Rebecca Heinricy	Naomi Mizumoto
Julia Hernandez	✓	Steven Warnes	
Yvette Quiroga	✓	Jeff Davis	
Cheryl Sullivan		Shawn Riggins	

- III. Approval of previous minutes: March 10, 2014

M/S/C – (Quiroga/Hernandez) to approve the minutes as presented.

- IV. Financial Reports

- A. Agency Financial Statements – February 2014

Warnes presented a brief overview of the financial reports presented at each monthly meeting and detailed the typical items included in Other Program Revenue and Program Supplies & Client Costs from the Statement of Activities. The statement for the two months ended February 28, 2014 reports total revenues of \$19.5 million which is lower than revenues reported for the same period in 2013. Expenditures of \$19.5 million are also 3.5% lower than those experienced in 2013. Decreases in Personnel Costs due largely from sequestration reductions are offset by increases in Contract Services expenses resulting from the increase in the Indirect Cost Rate and an increase in the work performed by Weatherization program contractors.

The Statement of Financial Position shows total assets of \$39.8 million and total liabilities of \$13.4 million. This ratio of assets to liabilities provides the Agency with a sound financial base and the working capital needed to operate. The Notes Receivable balance reports the total of unpaid loans made by CDFI; the Notes Payable balance is primarily comprised of amounts provided by SBA, USDA, local banks, and the City of Fresno to the CDFI. A 30-year mortgage from USDA, which was used to build the Food Services facility has a balance of \$16,600 and will be fully paid off in May 2014.

- B. Head Start Financial Status Reports – February 2014

Warnes presented the Financial Status Reports for the month ended February 28th.

	<u>Annual Budget</u>	<u>January</u>	<u>% of Budget</u>
• Head Start Basic	\$26,520,688	\$4,679,013	18%
• Head Start T & TA	\$221,279	\$40,487	18%
• Early Head Start Basic	\$4,051,485	\$620,525	15%
• Early Head Start T & TA	\$106,922	\$21,333	20%

The agency credit card was used to purchase lodging for staff at the NHSA (National Head Start Association) Leadership Institute training held in Washington, DC at a total cost of \$3,071, which includes the Policy Council Chairperson.

M/S/C – (Quiroga/Hayes) to approve the financial reports presented.

V. Accounting Policies & Procedures Manual Revisions

Heinricy presented these updates covering section II Cash Management Procedures. Changes have been made to reflect:

- Current terminology used by our Financial Edge accounting software
- Procedures updated since Internal Audit was moved out of the Finance Office, and
- The implementation of electronic payments (as a payment alternative to paper checks) by Accounts Payable.

Per discussion, the numbering of the A/R File Maintenance procedures will be updated.

M/S/C – (Quiroga/Hernandez) to approve the Section II Accounting Policies & Procedures manual changes, as revised.

VI. Monitoring Report

Heinricy presented the Department of Labor report dated January 30th and the agency response dated March 10th. These items are updates to the information presented at the January 2014 Finance Committee meeting. A response to this latest letter was recently received that informs us that two of the findings (#6 and #7) have been cleared, but the other two (#1 and #2) remain open. Local Conservation Corp (LCC) Director Shawn Riggins provided an update to the ongoing discussions.

M/S/C – (Hayes/Hernandez) to accept the monitoring report and response presented.

VII. Informational Items

A. Health Services Fee Schedule

As requested the standard fee schedules for services performed at the Health Clinic is being provided to the committee. The base rates charged for services performed at the clinic are developed with consideration of the insurance reimbursements received.

B. Sole Source Procurements

Handwriting Without Tears provides proprietary curriculum and staff training which will allow the Head Start program to implement a school readiness program that aligns with that used at local schools. Due to water damage, furniture and supplies were replaced at the La Colonia Head Start center; costs were covered by our insurance claim. Training for Early Head Start home visitors was provided by the only vendor using the HOVRS (Home Visit Rating Scales) system.

C. Program Variance Reports

Heinricy explained that these reports are prepared and reviewed regularly, then discussed with program directors. At each Committee meeting a group of reports will be presented with the goal of presenting each of the programs annually. This month, reports for the Employment & Training (E&T) and the Local Conservation Corp (LCC)

programs were provided; Program representatives Jeff Davis (E&T) and Shawn Riggins (LCC) were present to answer questions.

Davis responded to questions about budget variance items presented in the E&T reports. The reasons causing line items to be over budget and the corrective action being taken were discussed.

Discussion regarding follow-up on any items which may require additional follow-up and review took place. In such an event, a follow-up report will be provided to the Board at the next meeting.

Riggins provided information on Proposition 84 allocations 1 and 2, Health Outcomes, Proposition 12 funding, and Fee-For-Service projects. These specific projects appear to be reporting slower than anticipated usage of the funds provided. In some cases, the work started later due to sponsor delays in the start date of the work. In other cases, the timing of the work completed is impacted by the conferences to be hosted. Also, volume of work completed for the City of Fresno work increases April – September due to increased plant/weed growth during those months. In each case the CorpMembers' hours will be increased over the summer while the YB Charter School is on summer break which will all the increased workloads and grant deadlines to be achieved.

VIII. Other Business

The next meeting date is scheduled for Monday, May 12, 2014, at noon.

IX. The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Charles Garabedian, Chair

Date: April 23, 2014	Program: Finance
Agenda Item #: V - D2	Officer: Salam Nalia
Item: Financial Reports	Chief Executive Officer: Brian Angus
	Committee Chairperson: Charles Garabedian

Recommended Action

Finance Committee recommends Board approval for the of the Unaudited Financial Statements for February 2014 along with the Unaudited Financial Status Reports for the Head Start / Early Head Start programs for the same period.

Background

The following statements are presented for your review and approval:

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

As of February 28, 2014, the Agency had revenue of \$19.5 million, including \$5.6 million of in-kind contributions, and net deficit of \$1,161. In comparison we had revenue of \$20.3 million with a net deficit of \$9,897 on February 28, 2013.

(B) Financial Status Report for the Head Start programs for the following areas:

- Head Start – Basic
- Head Start – Training & Technical Assistance (T&TA)
- Early Head Start – Basic
- Early Head Start – Training & Technical Assistance (T&TA)

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
February 28, 2014

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	\$14,559,093	\$1,256,177	\$2,530,939	\$12,028,154	\$29,114	\$2,416	\$4,696	\$24,418
Fringe Benefits	6,205,367	536,398	1,124,852	5,080,515	14,951	1,287	2,628	12,323
Total Personnel	20,764,460	1,792,575	3,655,791	17,108,669	44,065	3,703	7,324	36,741
Travel	3,214	-	-	3,214				
Supplies	540,656	74,994	76,303	464,353	8,994	874	874	8,120
Contractual	144,858	25,159	27,129	117,729	265	58	58	207
Other:								
Food Cost	359,856	42,177	53,833	306,023				
Transportation	533,895	41,951	76,075	457,820				
Staff Mileage	200,026	18,934	30,895	169,131				
Field Trip	28,696	1,169	1,369	27,327				
Field Trip Transportation	10,892	147	250	10,642				
Space	937,187	64,039	128,993	808,194				
Utilities	197,592	43,702	44,361	153,231				
Phone	80,080	32,288	57,613	22,467				
Printing/Copies	26,748	1,391	1,648	25,100				
Repair/Maintenance Building	180,000	44,662	71,167	108,833				
Repair/Maintenance Equipment	20,100	2,366	3,334	16,766				
Janitorial Services including Supplies	460,420	53,982	79,570	380,850				
Advertisement/Recognition Children and Parents plus Liability Insurance	47,203	18,456	19,932	27,271				
Incentives for Parents	-	-	-	-				
Parent Involvement:								
Babysitting	3,445	150	435	3,010				
Supplies	36,330	3,440	4,511	31,819				
CWCP:								
Transportation	8,479	196	1,472	7,007				
Babysitting	9,000	275	1,575	7,425				
Supplies	10,998	1,187	1,805	9,193				
Security	1,260	125	250	1,010				
Other Costs*	65,012	14,995	19,224	45,788				
Staff Training					110,440	13,894	20,476	89,964
Parent Training					43,039	1,762	8,930	34,109
Total Direct Charges	24,670,407	2,278,360	4,357,535	20,312,872	206,803	20,291	37,662	169,141
Total Indirect Charges	1,850,281	167,528	321,478	1,528,803	14,476	1,522	2,825	11,651
Total Federal Expenditures	\$26,520,688	\$2,445,888	\$4,679,013	\$21,841,675	\$221,279	\$21,813	\$40,487	\$180,792
% of Annual Budget Expended to Date			18%				18%	
Non-Federal Share	\$6,630,172	\$611,472	\$1,169,753	\$5,460,419	\$55,320	\$5,453	\$10,122	\$45,198

Credit Card Expenses: update as of April 2, 2014	
February 2014	
HS Staff Training (with Mtg Cost)	2,047
EHS Staff Training (with Mtg Cost)	1,024

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
February 28, 2014

Description	Early Head Start - Basic & Supplemental				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$2,404,736	\$176,503	\$360,574	\$2,044,162				
Fringe Benefits	878,715	65,635	142,643	736,072				
Total Personnel	3,283,451	242,138	503,217	2,780,234				
Travel								
Supplies	169,191	16,122	17,109	152,082	2,408	30	30	2,378
Contractual	29,396	6,169	6,169	23,227	128	32	32	96
Other:								
Food Cost	9,612	1,804	2,316	7,296				
Transportation	-	-	-	-				
Staff Mileage	32,340	1,937	2,727	29,613				
Field Trip	-	-	-	-				
Field Trip Transportation	-	-	-	-				
Space	143,320	12,536	23,993	119,327				
Utilities	12,978	1,965	1,965	11,013				
Phone	23,856	5,136	7,132	16,724				
Printing/Copies	1,200	-	-	1,200				
Repair/Maintenance Building	10,000	1,653	1,751	8,249				
Repair/Maintenance Equipment	8,860	142	284	8,576				
Janitorial Services including Supplies	37,935	4,012	6,432	31,503				
Advertisement/Recognition Children and Parents plus Liability Insurance	10,440	1,638	1,923	8,517				
Incentives for Parents	2,350	-	-	2,350				
Parent Involvement:								
Babysitting	-	-	-	-				
Supplies	1,020	43	363	657				
CWCP:								
Transportation	900	(1)	14	886				
Babysitting	1,380	1	15	1,365				
Supplies	540	-	59	481				
Security	-	-	-	-				
Other Costs*	7,666	1,886	1,886	5,780				
Staff Training					89,106	15,876	18,438	70,668
Parent Training					8,285	137	1,345	6,940
Total Direct Charges	3,786,435	297,181	577,355	3,209,080	99,927	16,075	19,845	80,082
Total Indirect Charges	265,050	22,164	43,170	221,880	6,995	1,205	1,488	5,507
Total Federal Expenditures	\$4,051,485	\$319,345	\$620,525	\$3,430,960	\$106,922	\$17,280	\$21,333	\$85,589
% of Annual Budget Expended to Date			15%				20%	
Non-Federal Share	\$1,012,871	\$79,836	\$155,131	\$857,740	\$26,731	\$4,320	\$5,333	\$21,397

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Period Ended February 28, 2014

	2014	2013	Differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 9,559,785	\$ 9,450,685	109,100
CHARGES FOR SERVICES	2,185,945	2,249,845	(63,900)
OTHER PROGRAM REVENUE	1,691,275	1,633,456	57,819
CONTRIBUTIONS	149,208	174,165	(24,957)
MISCELLANEOUS INCOME	102,140	64,668	37,472
INTEREST INCOME	88,600	68,406	20,194
DIVIDEND INCOME	-	-	-
UNREALIZED GAIN/LOSS	35,885	14,699	21,186
RENTAL INCOME	174,710	224,738	(50,028)
GAIN/LOSS ON SALE OF ASSETS	-	-	-
TOTAL CASH REVENUE	<u>\$ 13,987,548</u>	<u>\$ 13,880,662</u>	<u>106,886</u>
IN KIND REVENUE	\$ 5,556,606	\$ 6,375,598	(818,992)
TOTAL REVENUE & SUPPORT	<u>19,544,154</u>	<u>20,256,260</u>	<u>(712,106)</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 8,866,266	\$ 9,348,192	(481,926)
CONTRACT SERVICES	2,541,766	2,108,633	433,133
FACILITY COSTS	787,279	706,230	81,049
TRAVEL, MILEAGE, VEHICLE COSTS	315,667	387,851	(72,184)
EQUIPMENT COSTS	187,392	166,920	20,472
OFFICE EXPENSE	200,647	199,095	1,552
INSURANCE	102,890	110,644	(7,754)
PROGRAM SUPPLIES & CLIENT COSTS	983,643	793,573	190,070
INTEREST EXPENSE	5,883	5,458	425
OTHER COSTS	(2,724)	63,963	(66,687)
TOTAL CASH EXPENDITURES	<u>\$ 13,988,709</u>	<u>\$ 13,890,559</u>	<u>98,150</u>
IN KIND EXPENSES	\$ 5,556,606	\$ 6,375,598	(818,992)
TOTAL EXPENDITURES	<u>19,545,315</u>	<u>20,266,157</u>	<u>(720,842)</u>
NET SURPLUS (DEFICIT)	<u>\$ (1,161)</u>	<u>\$ (9,897)</u>	<u>8,736</u>

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of February 28, 2014

	2014	2013	Differences
ASSETS			
CASH & INVESTMENTS	\$ 8,207,122	\$ 8,869,059	\$ (661,937)
ACCOUNTS RECEIVABLE	7,083,870	8,303,190	(1,219,320)
PREPAIDS/DEPOSITS	295,503	234,127	61,376
INVENTORIES	83,742	74,606	9,136
PROPERTY, PLANT & EQUIPMENT	18,469,974	19,335,711	(865,737)
NOTES RECEIVABLE	5,663,819	4,194,288	1,469,531
TOTAL ASSETS	<u>\$ 39,804,030</u>	<u>\$ 41,010,981</u>	<u>\$ (1,206,951)</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 2,499,090	\$ 1,763,862	\$ 735,228
ACCRUED PAYROLL LIABILITIES	1,827,289	3,381,827	(1,554,538)
DEFERRED REVENUE	104,502	77,544	26,958
NOTES PAYABLE	4,349,339	3,450,630	898,709
HEALTH INSURANCE RESERVE	3,777,955	4,159,321	(381,366)
OTHER LIABILITIES	796,838	999,777	(202,939)
TOTAL LIABILITIES	<u>\$ 13,355,013</u>	<u>\$ 13,832,961</u>	<u>\$ (477,948)</u>
EQUITY			
CURRENT EARNINGS	\$ (1,161)	\$ (9,897)	\$ 8,736
UNRESTRICTED NET ASSETS	12,467,139	12,429,326	37,813
REVOLVING LOAN FUND	2,306,895	2,306,895	0
INVESTMENT IN GENERAL FIXED ASSETS	11,676,144	12,451,696	(775,552)
TOTAL EQUITY	<u>\$ 26,449,017</u>	<u>\$ 27,178,020</u>	<u>\$ (729,003)</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 39,804,030</u>	<u>\$ 41,010,981</u>	<u>\$ (1,206,951)</u>

Date: April 23, 2014	Program: Finance
Agenda Item #: V - D3	Officer: Salam Nalia
Item: Accounting Policies & Procedures Revisions	Chief Executive Officer: Brian Angus
	Committee Chairperson: Charles Garabedian

Recommended Action

Finance Committee recommends Board approval for the revisions to the denoted areas of Section II Cash Management Procedures within the Accounting Policies & Procedures Manual for improved documentation of current practices.

Background

Periodic updates to the Accounting Policies and Procedure manual are required to accommodate changes in business environment, regulations, and best practices.

Issue

The proposed changes to below areas of Section II Cash Management Procedures are attached for review and approval. Changes have been made to improve the documentation of current practices. The included areas for this update include:

- Accounts Receivable System
- Cash Disbursement/Accounts Payable
- Credit Card Procedures
- Check Signing Procedure

Accounts Receivable System

Policy

Program Accountant will record amounts due to the Agency from funding sources and Fee for Service contracts in the accounts receivable system on a monthly basis after completion of fiscal reports.

The ~~designated Accountant and Internal Auditor and Assistant~~ Finance Director will review the A/R aging report monthly. Amounts outstanding over 90 days will be investigated.

Purpose

To accurately reflect amounts due to the Agency in a timely manner.

Procedure

A/R File Maintenance

- 1) Each contract is assigned a customer ID that is in a combination of alpha and numeric sequence. The first two letters represent the funding source (AA for FMAAA) and the last three digits represent the cost center for the program. The billing address and contact person are recorded in the ~~customer ID~~client record.
- 2) The name of the program accountant responsible for the contract is entered in the ~~designated~~"salesperson" field. This will allow reports to be sorted by program accountant.
- ~~3) The funding source is entered into the territory field, which will allow an A/R report to be generated that reflects all amounts due for all programs from each funding source.~~
- ~~3)4) Payments are applied to a specific debit memo charges or invoices using the Add/Edit Applications function ~~open item method~~.~~
- ~~4)5) A miscellaneous vendor is set up for each program that receives miscellaneous receipts (Donations, catering revenue, parent fees, fundraising, etc.).~~

A/R Invoicing

- 1) Each month the program accountant will set up the current amount due on the contract using either a "Charge" or "Invoice". The A/R amount should tie to the monthly billing ~~per~~reported to the funding agency. When a monthly billing is not required for a program (~~Head Start~~) the revenue will

be accrued at the time the progress report is prepared or as cash reimbursement requests are prepared.

- 2) ~~Debit memos~~Charges for miscellaneous receipts are recorded in the A/R system when payment is received, unless prior knowledge of those receipts is available.

Reconciling A/R ~~Accounts~~Module and Posting to G/L

- 1) Posting of the A/R module occurs weekly or on an as needed basis, if required sooner.
- 2) At the end of the month, A/R reports are processed and reconciled to the G/L.
- 3) The Aged Receivables Report and the Open Item Report are run and reviewed. Outstanding items over 90 days are investigated and cleared.
- 4) A receivable report is prepared and submitted to the Finance Director at the end of each month.

Cash Disbursements/Accounts Payable

Purpose

To safeguard the disbursement of Agency funds for authorized purposes.

Policy

All invoices over \$25,000 must be approved by authorized Agency personnel. See Purchasing Procedures for list of authorized signatures.

Persons authorized to sign checks will not have access to blank check stock in accordance with check signing procedures.

Checks written for over \$5,000 will have two authorized signatures.

Checks registers must be approved by the Assistant Finance Director ~~Internal Auditor~~ and Finance Director. Internal Auditor will also sign-off on the register to signify completion of their review.

Procedure

- 1) New vendors are reviewed and approved by the Accounts Payable ~~Supervisor~~ Manager prior to entering into Financial Edge. The review process includes a search of the EPLS (Excluded Parties List System) within the System for Award Management (SAM) to ensure the vendor is not excluded from providing services. As applicable, the contractors state license status will be reviewed on-line with the Department of Consumer Affairs Contractors State License Board. After approval, the vendor record is ~~computer~~ set up ~~is done~~ by the Accounts Payable ~~Clerk~~ Manager. When required by the IRS, a Form W-9 is completed by new vendors and is kept on file in Accounts Payable. (See Exhibit ~~II-1~~ and II-1a)
- 2) Invoices are date stamped by the Accounts ~~Payable~~ Clerk and are matched with the purchase order (if applicable) and supporting documentation (receiving report, packing slip, etc.). All invoices are to be stamped with the "Coding and Approval" stamp. If the G/L account coding is not on the P.O., the invoice package will be routed to Program Accounting for coding. A purchase order is not required for recurring items such as utilities, water, rent or other contract payments.
- 3) The quantity and price of the goods ordered per the P.O. are matched against the receiving documents and invoice. Amounts and extensions are recalculated when necessary.
- 4) Invoices are entered into the A/P system. Daily edit reports are printed of all

invoices keyed. ~~Program accountants~~Designated Accountant and/or Accounts Payable Manager review for any input errors.

- 5) ~~Program Accountants' return edits to accounts payable for~~ Any necessary changes are made by the Account Clerk. Checks are printed ~~On~~ Tuesdays, after all changes have been made. Electronic Fund Payments (EFT) are processed three times a month on approximately the 1st, 5th, and 20th. The selection of checks is processed and a check register is printed. M~~inimum~~ check amount will be \$25.00 unless approved by the Assistant Finance Director. The Assistant Finance Director prior to the payments being prepared reviews and approves the Pre-Disbursement Report printing checks approves the register. The approved payments are then prepared by the Accounts Payable Manager or designated Accountant.
- 6) Amounts under \$25.00 payable to employees should be drawn from the program petty cash fund.
- 7) Checks and check register listings are printed and all check numbers are accounted for on the check log by the ~~A~~accounts P~~ayable~~ supervisor~~Manager~~. Checks are signed with facsimile (see check signing procedure).
- 8) Backup documents are attached to the checks. The ~~Internal Auditor~~quality assurance Accountant(s) reviews checks and backup.
- 9) Checks are separated by over and under ~~\$2,500.00~~5,000. The overs are forwarded to the Finance Director, or other designated check signor, for a second review and signature.
- 10) ~~Payments under \$5,000 are reviewed on a sample basis chosen individually by the The Assistant Finance Director, Finance Director, and Chief Financial Officer, and Internal Auditor for further review select samples of checks and pertinent backup.~~
- 11) Checks and EFTs are filed separately in numerical order.
- 12) The Finance Office will mail all checks, unless otherwise instructed.

CREDIT CARD PROCEDURES

Use of Agency Credit Cards

Purpose

To establish uniform procedures regarding the appropriate use of Agency credit cards.

Procedures

Credit cards are the responsibility of the cardholder. Only charges for Agency activities are allowed – No personal charges are allowed.

Monthly, each cardholder will submit receipts for purchases made to Accounts Payable at the end of the billing cycle, including identification of the program to be charged and the nature of, or reason for, the charge.

The monthly statement of activity will be ~~received and~~ approved by the Chief Executive Officer, or designee. Payment of the total amount due is made ~~to the card issuer by authorized direct debit~~ monthly by check. ~~The payment confirmation number and date of the payment will be recorded on the statement. (This method of payment is preferred so that the account is paid without delay.)~~

The ~~statement will then be forwarded to~~ Accounts Payable ~~Manager will to be~~ reconciled the statement with the receipts and expense reports received. Any charge not supported by appropriate documentation will be referred to the cardholder that incurred the charge.

A journal entry will be prepared to record the expenses in accordance with the receipts and supporting documentation received and payment made. The journal entry will be reviewed and posted by the Assistant Finance Director.

Use of Retail Store Accounts

Purpose

To establish uniform procedures regarding the appropriate use of charge accounts established with various vendors.

Procedures

Charge cards that are issued by vendors are kept ~~under lock~~ in a secured location within the Finance Office. The cards are issued to Fresno EOC, individual names are not printed on the cards. Only charges for Agency activities are allowed – No personal charges are allowed.

When a program needs to make a purchase, the treasury Accountant program staff will

signs-out the card ~~_to the responsible employee from the Finance Office.~~ A log is kept to record the issuance and return of each card, which shows the date issued, program, phone number, purchase order number, and signature of the employee responsible for the card. Employees must bring-submit a completed purchase order with an authorized signature in order to sign-out a card.

Without the written approval of a program director, the cards are not allowed to be signed-out over the weekend or overnight. The purchase is to be made the same day the card is issued.

When the employee has made the purchase, they return the card, ~~purchase order (yellow A/P copy),~~ and receipt to the Finance Office. The card is noted as returned in the log. The receipt and purchase order copy are given to Accounts Payable for processing.

If a card is lost, the vendor is notified immediately to prevent unauthorized charges from posting.

~~Charge cards are kept in the Finance Office in a secured location.~~

Check Signing Procedure

Purpose

Ensure adequate controls on the use of computer signatures and facsimile plates.

Procedures

A/P Generated Checks

- 1) Checks are prepared weekly when payment is required.
- 2) All checks are printed with one computer signature on the check.
- 3) Person without check processing capabilities maintains access to computer signature installation area.
- ~~4) The Internal Auditor reviews check and supporting documentation. Internal Audit initials the top invoice copy and forwards checks over \$5,000 and supporting documentation to authorized check signor. Assistant Finance Director, Finance Director or Chief Financial Officer must sign checks written over \$5,000.~~
- ~~5) Checks under \$5,000 are reviewed by a sample selection chosen individually by the Finance Director and the Chief Financial Officer.~~

Facsimile Possession (For use when computer signature fails)

- 1) Two people will be present during check signing process.
- 2) Facsimile plate will be kept in the Finance Office storage room safe when not in use.
- 3) A designated person or persons who do not have access to blank check stock will hold the key to the Finance Office storage room, and the safe combination.

Authorized Check Signer

- 1) Authorized Check Signor will go with the backup person to the plate custodian and request the facsimile plate.
- 2) Back-up person remains with the authorized signer while facsimile plates are in their possession.
- 3) Plate custodian gives the plates to the authorized signer only if the backup person is present.

- 4) Authorized check signor signs the checks.
- 5) Authorized check signor and backup person returns the facsimile plate to the custodian.
- 6) Plate custodian returns the plates immediately to the storage room safe.



Gilbert Lara
President

Salam Nalia
Chief Executive Officer

**BOARD OF DIRECTORS MEETING
Fresno EOC Board Room
1920 Mariposa Mall, St. 330
Fresno, CA**

April 11, 2014

MINUTES

I. Some board members got an opportunity to tour the new offices at Suite 111.

II. **Call to Order**

Board Treasurer Charles Garabedian called the meeting to order at 12:10.

III. **Roll Call**

Salam Nalia called roll and a quorum was present.

BOARD MEMBERS	PRESENT	STAFF	PRESENT
Brian Angus	x	Salam Nalia, CEO	x
Tim Bakman	x (Phone)	Blong Lee, Manager	x
Charles Garabedian	X	Jeremy Hofer, Bus. Dev. Manager	x
Rev. Paul McCoy	X	Jason Gridiron, Credit Manager	x
Tito Lucero	X	Hamid Salahi, Accountant	x
Catherine Robles		Alina Contreras, Data Analyst	x
Oliver Baines	X		
Tony Cantu	X	GUESTS:	
Amarpreet Dhaliwal	X (Phone)	Rick Leas, EOC Credit Union	x
Mary Hogarty	X (Phone)	Bill Simon, EOC Operations	x
Sal Quintero			
Craig Scharton	x		
Gil Lara			
Dorothy Thomas	x		
Mark Smith (Alternate)	X (Phone)		
Michael Burke (Alternate)	x		

IV. Approval of Previous Minutes – February 21, 2014

M/S/C – (Lucero/Burke) to approve minutes from February 21, 2014. All in favor.

V. Reappointment of Price Paige & Co. to perform audit for 2013

Nalia presented the letter from Price Paige & Co. stating its terms of engagement to perform Fresno CDFI's 2013 audit. The accountancy firm performed Fresno CDFI's 2012 audit and he recommended the reappointment for its 2013 audit. The fee remains unchanged at \$3,730.

M/S/C – (Bakman/Dhaliwal) to approve reappointment of Price Paige & Co to perform audit for 2013. All in favor.

VI. Loan Offer from Central Valley Community Bank (CVCB)

Nalia presented a loan offer (line of credit) from Central Valley Community Bank for \$500,000 with a term of 5 years at a variable rate of 3.25% or 3.75% fixed. He mentioned that he had taken advice from a number of bankers and they all felt that the rate being charged was reasonable. The loan, though unsecured will have guarantee from Fresno EOC and therefore will need to be approved by the board of Fresno EOC.

M/S/C – (Bakman/Angus) to approve loan at the fixed rate of 3.75% from Central Valley Community Bank. All in favor. Mr. Smith being employee of CVCB abstained.

VII. CARS Rating Agreement

Lee presented the agreement with CARS (Impact Performance and Financial Strength and Performance), a rating system of the Opportunity Finance Network. The third-party rating is available for CDFIs that have operated for at least 5 years. Cost is \$7,000 and will include a site visit from a CARS analyst. Prominent CDFIs are CARS rated and private investors and foundations often require and use the ratings to make investment decisions.

Mr. Bakman asked if there will be ongoing costs. Blong responded that the fee is based on a CDFI's asset size and covers 3 years.

M/S/C – (Smith/Scharton) to approve execution of contract with CARS, Inc. All othein favor.

VIII. Additional business loan amount for Helados La Tapatia

Gridiron presented a \$320,000 loan request for Helados La Tapatia, a minority-owned business that manufactures and distributes ice cream products. The loan has already been approved by loan committee. Staff is requesting approval by the board due to loan amount being greater than

\$250,000 which is CDFI's maximum size enterprise loan. The business is moving to a new location due to High Speed Rail developments. They were initially approved for \$170,000 loan but a voluntary product recall resulting from a recent inspection caused them to need additional financing. New Office of Community Services funds will be used for the increase. The business is creating a minimum of 15 new jobs.

M/S/C – (Angus/Baines) to approve the loan for Helados La Tapatia. All in favor.

IX. Program Funding Applications

Lee reviewed the following funding applications for board approval:

- A. USDA Intermediary Relending Program Funds – Staff recommended acceptance of USDA Rural Development's \$500,000 award in the form of a 30-year loan @ 1% interest for relending to micro- and small-businesses located in rural cities or towns with populations of ≤25,000. Acceptance of the loan requires a 25% non-federal match which can be an up-front injection of \$125,000 towards the revolving loan fund account, or at disbursement of each loan. The purpose of the program is to alleviate poverty and increase economic activities and employment opportunities in rural communities.
- B. Citi Foundation Grant Application – Staff requested ratification for the submission of a \$40,000 grant application to the Citi Foundation for marketing, outreach, and the provision of technical assistance to micro-entrepreneurs. Citi's grant program is designed to increase financial inclusion of low-income people to enable economic progress in the cities and counties where it has ground operations. It invests in programs that support low-income people to build assets, adopt positive financial behaviors, attain postsecondary degrees or livelihoods, build small businesses and strengthen communities. Fresno CDFI has received these small grants from Citi Foundation over the past several years.

M/S/C – (Lucero/Burke) to approve funding applications as presented. All in favor.

X. Business Loan Application

- A. Sonora Barber Shop – Staff recommended acceptance of a \$7,056 loan to Rudy Solis, dba Sonora Barber Shop to assist the business with its relocation/re-establishment expenses due to the High Speed Rail project. The business is owned by a sole proprietor that has been operating since 1998. It is currently located at 1536 Tulare Street in downtown Fresno, and is looking to relocate approximately 4 blocks west to 1425 Kern Street. The loan is secured by an assignment of the relocation/re-establishment funds from HSR to reimburse businesses affected by the project. This is a short-term 3-month loan at 8.25% with interest only payments during the term and a balloon payment made directly to Fresno CDFI at the end of the term. The loan is guaranteed by the owner and his wife, Teresa Solis.

Mr. Bakman asked whether CDFI can capitalize on the High Speed Rail relocation and become something like a preferred loan agent. Gridiron replied that staff is in the process of

developing a loan product specific to HSR and will be approaching the HSR Authority with this new product to develop a direct relationship.

M/S/C – (Baines/Thomas) to ratify Sonora Barber Shop \$7,000 loan. All in favor.

- B. Atlas Environmental Solutions – Staff recommended acceptance of a \$9,000 loan to Atlas Environmental Solutions, a start-up business, for the purchase of supplies and inventory. The company is an LLC managed and operated by Principals Vincent Moody and Joseph Doidge both of whom were former employees of T&M Hazardous Waste Management. A third member of the team, Jason Mood, was also hired away from T&M to assist with mold consultation, marketing and sales. To date, the company has obtained contracts in excess of \$150,000 from five prominent health centers in north Central Valley. The principals have injected \$20,000 of their own funds into the business. The loan is for 36 months at the rate of 8.25% and be 100% enrolled into CalCAP.

M/S/C – (McCoy/Angus) to ratify Atlas Environmental loan. All in favor.

XI. CEO Report

- A. Annual Retreat Update – Nalia updated the board on plans for the upcoming retreat, that will be held in Monterey. A dinner had been arranged for attendees and their guests at Sardine Factory for May 31st. To date, we have all board members, except one, 6 loan committee members and 6 staff have confirmed their participation.
- B. CDFI Coalition Conference – Nalia advised the board of the attendance at the conference in which Fresno CDFI was the only CDFI to be profiled. Also presented was a letter from President Clinton, who in his 1994 State of the Union address highlighted the creation of CDFIs across the country to provide funding to small businesses.
- C. Payday lenders – Nalia recapped a recent story in the press on payday lenders that justified their existence and expansion.

XII. Marketing Report

- A. Nalia highlighted the marketing committee minutes in the board packet. Mr. Smith, Chair of the committee, reported on the first meeting that was held on February 20. He emphasized the importance of keeping lines of communication open and the committee active and participatory.
- B. Sanger – Business Success Workshops. Mr. Hofer recapped recent training workshops with Sanger Chamber of Commerce, SBDC and others. The marketing calendar and budget for 2014 will be presented at the next marketing committee meeting.
- C. CAMEO – Micro Lending Academy Peer Call. Hofer recapped a recent peer learning call with CAMEO focused on product development. He presented on his experience with the rollout of the nano and power loan products.

XIII. Collaboration with Self Help Credit Union

Nalia presented the draft MOU between Self Help Federal Credit Union and Fresno EOC with a request to the Board to recommend its approval to the Board of Fresno EOC.

Mr. Garabedian suggested that the board will need more time to review the MOU to be in a position to approve. Mr. Baines expressed that he is supportive of the evolving relationship with Self Help however agreed that more time is needed for review. Nalia expressed that Gil Lara, Board President, has also been involved in the negotiations. Also, this issue has been discussed in several board meetings and since it is a Fresno EOC Board decision, this was being presented to the CDFI Board for recommendation.

Ms. Thomas asked what the name of the Credit Union will be. Leas responded it will be a 'Community Trust' Self-Help credit union 'presented by Fresno EOC, or something to that effect. He explained that both risk and cost are reduced through a partnership with Self Help Enterprises.

Mr. Baines queried whether Fresno EOC Board was as concerned about the location of the credit union as he and board of Fresno CDFI were and also inquired into how EOC will participate in the process of locating the branch. Leas responded that they will be looking to EOC as an expert in the local market and there is a clause in the MOU that mentions EOC's ongoing involvement in the location of the credit union branch.

Mr. Scharton expressed strong concerns regarding the involvement of a non-Fresno entity and felt that the rest of the world does not take care of Fresno. He has a passionate desire for Fresno to take care of itself and is dubious about giving up local control to an outside organization. Leas responded that Self Help's mission is very much aligned with Fresno EOC's. The other local credit unions have shown no interest in serving the low-income market. And, if other credit unions would like to partner or offer support, Fresno EOC is open to it.

Mr. Baines asked whether this MOU precludes EOC from forming a credit union in the future. Mr. Angus replied that creating a low-income credit union is a 'heavy lift' and EOC would have significant risk if it decided to go alone.

Ms. Thomas mentioned that a meeting she attended in the '80's where Self-Help's mission was to serve people of color and she appreciated that.

Mr. Burke asked whether Self-Help could enter the Fresno market in the future regardless of whether we work with them or not. Mr. Angus replied that the answer is yes and no. They have the ability to but their model is to acquire existing credit unions and at this point there isn't necessarily one to acquire.

Mr. Smith expressed his desire that EOC have as much say in the location of the credit union.

Mr. Bakman commented that a larger institution like Self Help will have the capacity to expand to additional locations whereas an EOC-owned branch would take longer to establish itself.

Leas commented that a big part of Self Help's business model is to rely on local agencies and existing relationships on the ground to be successful. For this reason he believes they will be listening closely to us in the process of location decisions.

Mr. Angus commented that since the final draft of the MOU was received only this week, it could not be submitted earlier for the CDFI board members to thoroughly review and vote on it. He mentioned that CDFI Board did recognize that the agreement was between Fresno EOC and Self Help, so it was the EOC Board that ultimately needed to approve the MOU. He then confirmed that there was a consensus within the CDFI Board to proceed with the Self Help option.

Rev. McCoy advised that he had been patiently listening to the discussion and confirmed to Mr. Baines that he, as Fresno EOC's Board Chair, as well as the rest of the EOC board members, are equally passionate about location of the branch. He also advised that he would like the MOU to be moved forward to the Fresno EOC board.

XIV Fresno Arts Museum Loan Request

Fresno Arts Museum has requested a loan of \$160,000 to meet its deficits and to continue its operations. Nalia explained that the since the closure of MET, Fresno Arts Museum is the only arts museum in Fresno and will shut down without a loan from Fresno CDFI, which will be a major cultural loss for the people of Fresno. Mr. Scharton responded that the community did support the MET however it was the Executive Director from New York that came in and drove it under.

Mr. Angus explained that the museum has \$7 million in assets and no debt. If they close their doors we would be the only debt that they would need to retire. A management and business plan will be implemented to raise the revenues over the current limits.

M/S/C – (Scharton/Baines) to approve the Fresno Arts Museum Loan Request. All in favor.

XV Other Business

Next Meeting Scheduled for May 9, 2014, if required.

The meeting was adjourned at 1:16 pm.

Respectfully Submitted,

Mark Smith, Secretary

Date: April 23, 2014	Program: Fresno CDFI
Agenda Item #: VI - B	Director:
Item: Line of Credit from Central Valley Community Bank Loan	Officer: Salam Nalia
	Chief Executive Officer: Brian Angus

Recommended Action

CEO and the Fresno CDFI Board recommends approval to guarantee a \$500,000 Line of Credit offer from Central Valley Community Bank (CVCB) to Fresno CDFI for loan fund capitalization. The funds will be used to provide financing to low- to moderate-income and other unbanked and under-banked entrepreneurs and businesses in Fresno CDFI's service areas. The Line will be at 3.75% fixed for 5 years. Loan was approved by the board of Fresno CDFI in its meeting on April 11, 2014.

Background

Last year, CEOs from the Fresno CDFI and Fresno EOC along with Fresno CDFI's Board Members Tim Bakman and Mark Smith, met with the leadership team of CVCB to present an ask for funding in the form of a grant and low-interest loan to supplement its revolving loan pools for reinvestment into low-income and underserved communities. While CVCB could not accommodate a grant request Fresno CDFI has received an offer of a \$500,000 loan at 3.25% variable or 3.75% fixed for 5 years. Fresno CDFI has four such existing loans from two other banks—two EQ2 loans in 2005 and 2011 from Wells Fargo Bank totaling \$450,000; and two EQ2 equivalent loans from Citibank totaling \$700,000 in 2009. The Wells Fargo Bank EQ2 loans were for 10 years at the rate of 2% which the Citibank investments were 5 year loans originally at the rates of 3.5% which have been consolidated negotiated down to 1.75%. To date, a total of 107 loans totaling \$3,016,705 have been disbursed.

Issue

Fresno CDFI deploys well over 70% of its funds and will need additional loan capital injection to continue to meet the demand from local and regional entrepreneurs who are unable to access traditional bank financing. While the investment does not require Fresno CDFI to put up collateral, it does require Fresno EOC's guaranty.



April 4, 2014

Fresno Community Development Financial Institution
Attn: Salam Nalia
1900 Mariposa Mall, Suite 100
Fresno, CA 93721

RE: Line of Credit for Community Lending

Dear Salam:

Central Valley Community Bank (CVCB) is pleased to advise you that we are interested in pursuing your request to provide financing for your continued objective of financing small business and entrepreneurs in underserved communities. As outlined in your proposal, loan proceeds will be used to advance loan funds to small businesses and entrepreneurs in any of the following counties: Tulare, Kings, Fresno, Madera, Merced, Stanislaus, San Joaquin and Sacramento. The following terms and conditions are envisioned.

Commercial Non-Revolving Line of Credit

Loan Amount:	\$500,000
Interest Rate	Option 1 - Prime with no spread/Floating Option 2 - 3.75% fixed for term of note
Term:	5 year note
Repayment:	Interest only payments with principal due at maturity. Unscheduled principal reductions may be made at any time
Loan Fee:	\$1,000
Collateral:	This loan will be unsecured
Reporting Covenant:	The Fresno CDFI will be required to provide CPA prepared financial statements quarterly. Fresno County EOC will be required to provide annual Audited financial statements.
Other Conditions:	Fresno County EOC to provide a loan guarantee

Funding: Funds will be immediately available. Funds borrowed from the line will reduce the total available until all funds are exhausted or the term of the note expires.

This proposal letter is not meant to be, nor shall it be construed as an attempt to define all of the terms and conditions of the transactions involved in this financing. Rather it is intended only to outline certain basic points of business understanding around which the legal documentation is to be structured. Further negotiations within the general scope of these major terms shall not be precluded by the issuance of this proposal letter and its acceptance by your company.

The bank requires additional information to present a credit memorandum for approval. The following is a list of information needed to complete our analysis:

- 3 years audited business financial statements for the Fresno CDFI
- 3 years audited business financial statements for the Fresno County EOC
- 3 years tax returns for Fresno CDFI
- 3 years tax returns for Fresno County EOC
- Most recent CPA prepared interim financial statements for Fresno CDFI
- Most recent CPA prepared interim financial statements for Fresno County EOC
- 2013-14 Annual Projections for Fresno CDFI
- Listing of historic charge-offs since the inception of the Fresno CDFI

The issuance of this proposal is based upon the accuracy of (i) the representations and statements of the applicants, (ii) the preliminary collateral appraisal, if any, and (iii) all additional information, representations, exhibits and other matters submitted to CVCB. CVCB reserves the right not to fund the loan if prior to loan closing there is a material adverse change in your financial condition. This proposal is not a commitment to lend.

If you wish to accept our proposal please sign and return a copy of this letter Central Valley Community Bank no later than May 1, 2014. If you do not respond by then, or if you do respond but the loan is not closed by July 15, 2014 for any reason, this proposal will expire. Should you have any questions, please contact Mark Smith at 559-323-3481.

Sincerely,



S. Mark Smith
Vice President – Commercial Loan Officer
River Park Commercial Banking

This proposal is agreed to and accepted this ____ day of _____, 20__

Salam Nalia, CEO of Fresno CDFI

Brian Angus, Executive Director of Fresno County EOC



Fresno **Economic Opportunities Commission**
Head Start and Early Head Start
COUNTY-WIDE POLICY COUNCIL
MINUTES

March 19, 2014

- CALL TO ORDER The meeting was called to order at 6:34 p.m. by Joseph Hill, CWPC Chairperson.
- ROLL CALL The roll was called by Erica Lopez-Garcia, CWPC Personnel Committee Chairperson. The following delegates were present: Sylvia Silva, Julia Castaneda, Lucrecia Gallardo, Veronica Angulo, Sarah Roach, Melinda Pacheco, Stephanie Ochoa, Bianca Vargas, Scot Dunkin, Sara Garcia Quintana, Elizabeth Gago-Cole, Cindy Castillo, Julia Mejia, Rosemarie Lopez, Carlos Sepulveda, Delfina Valencia, Libia Villalobos, Gabriela Espitia, Noemi Sor, Carlos Dominguez, Deyanira Villasenor, Leticia Carmona, Eleuteria Sosa, Diana Sevilla, Adriana Tenorio, Erik Nicol, Christina Perez, Edith Picon, Karla Hernandez, Carol Perez Vargas, Ramon Rojas, Leticia Zavala, Veronica Beltran, Erika Rosas, Erica Lopez-Garcia, Victoria Reynaga, Rafaela Castro, Rosalinda Gonzales, Joseph Hill, Andrea Herrada, Cuautemoc Lopez and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES The CWPC Minutes from February 19, 2014 were accepted as written.
- FRESNO EOC PROGRAM REPORT Patrick Turner, Assistant Director, Fresno EOC Employment and Training, informed delegates at tonight's meeting of various services that are available to the community within Fresno County.
- Mr. Turner overviewed the following programs:
- Incarcerated Youth Program (IYP) is a program designed to offer academic, job readiness and personal development opportunities to youth during and after incarceration in Fresno County. Over the past 11 years the Fresno EOC has successfully operated the IYP serving detained youth from Juvenile Justice Campus facility. This operation has included a very successful partnership with Fresno County Probation Department and the Fresno County Office of Education. Through this partnership, the IYP provides education, training and employment services to currently detained youth ages 14 through 21 years old, increasing their potential long-term employment opportunities, earnings and occupational skill attainment.
 - Younger Youth Program – The Fresno EOC in collaboration with community partners provides education, training and employment services to younger youth ages 14 through 18 years old enhancing their academic proficiency, potential secondary education graduation, long-term employment opportunities, earning and occupational skills certification attainment. Primarily, Fresno EOC concentrates on serving youth residing within Fresno Unified School District/ Central Unified School District boundaries.
 - Proving Our Parenting Skills (POPS) Responsible Fatherhood Program is a collaborative that provides resources to Fresno County fathers in need of economic stability and employment services, activities to promote or sustain marriage and healthy relationships, and activities to promote responsible fatherhood/parenting. Services are available for fathers ages 16 to 45 years.
- Mr. Turner encouraged the delegates to share this information with the parents at their local centers/home base areas and to share with their families/friends.
- COMMUNITY REPRESENTATIVES REPORTS No Community Representative Reports were given at tonight's meeting.
- FRESNO EOC COMMISSIONERS REPORT Tito Lucero, Fresno EOC Commissioner, informed delegates at tonight's meeting of the Fresno EOC Board of Commissioners minutes from January 22, 2014. This information was mailed to delegates prior to tonight's meeting.

Mr. Lucero shared information from the January 22nd Board meeting Agenda Item under:

IV. BOARD OF COMMISSIONERS

A. Reinstatement of Commissioners

Commissioner Hayes, Chair of the Bylaws Committee, shared that based on the Board Absence Policy, Commissioner Earl Brown, Jr. was automatically removed from the board after his third excused absence on December 18, 2013. He has, thus, submitted an appeal for reinstatement. Commissioner Finley has missed three full board meetings, however, based on the policies, the Commission cannot remove him as he is a political appointee, but a report shall be submitted to the appointing body. The Bylaws Committee recommends Board approval to reinstate the membership of Commissioner Earl Brown Jr. and waive the notification to the Board of Supervisors for Commissioner George Finley.

Mr. Lucero shared that both commissioners were approved to be reinstated to the Fresno EOC Board of Commissioners.

Mr. Lucero shared that Richard Ybarra, Program Specialist from our Regional Office in San Francisco, CA visited Fresno EOC Head Start/Early Head Start programs on March 10 and March 11, 2014. Mr. Ybarra met with members of the Fresno EOC Board to see how they are engaged in the Head Start/Early Head Start programs such as: financial matters, School Readiness Goals, budgets, CWPC minutes, etc.

Mr. Ybarra also shared with the Fresno EOC Board regarding a new funding cycle (Five Year Period Grant) that Office of Head Start will begin implementing to programs nationwide.

The Fresno EOC Board of Commissioners Minutes from January 22, 2014 were accepted as written.

PERSONNEL
COMMITTEE REPORT

Erica Lopez-Garcia, CWPC Personnel Committee Chairperson, informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. This information was distributed to delegates at tonight's meeting.

Ms. Garcia reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff.

Motion to approve Personnel Committee Report for March 19, 2014 was made by Scot Dunkin and seconded by Carol Vargas-Perez. Motion carried.

MONTHLY FINANCIAL
STATUS REPORT

Christina Perez, CWPC Treasurer, informed delegates at tonight's meeting of the Monthly Financial Status Report for Head Start and Early Head Start programs. This report was mailed to delegates prior to tonight's meeting.

Ms. Perez reported that the Monthly Financial Status Reports show all expenditures for the entire Head Start and Early Head Start programs for the month of February 28, 2014 and year-to-date.

Motion to approve the Monthly Financial Status Reports for February 28, 2014 was made by Diana Sevilla and seconded by Sarah Roach. Motion carried.

ADA REPORTS

Elizabeth Gago-Cole, Early Head Start Representative, informed delegates at tonight's meeting of the February 2014 Average Daily Attendance (ADA) Report for Center Base, Home Base and Early Head Start program. The Head Start Center Base, Home Base and Early Head Start ADA reports were mailed to delegates prior to tonight's meeting.

For February 2014 the ADA for Center Base was at 85%, which is at the recommended ADA rate of 85%. The year-to-date ADA for Center Base for August 2013 to February 2014 is 81%. Total Center Base enrollment is at 100%.

For February 2014 the ADA for Home Base was at 94%, which is above the recommended ADA rate of 85%. The year-to-date Home Base Program ADA for August 2013 to February 2014 is 93%. Total Home Base enrollment is at 100%.

ADA REPORTS (Cont.) For February 2014 the overall ADA for Early Head Start is at 84.2%; the total program is currently 100% enrolled.

Motion to approve the ADA Reports for Center Base, Home Base and Early Head Start for February 2014 was made by Blanca Vargas and seconded by Julia Castenada. Motion carried.

PROPOSED
HEAD START/
EARLY HEAD START
COST-OF-LIVING
ADJUSTMENT (COLA)

Tamala Olsby, Head Start Director and Kathleen Shivaprasad, Early Head Start Program Director, informed delegates at tonight's meeting of the proposed Head Start/Early Head Start Cost-of-Living Adjustment (COLA). This information was mailed to delegates prior to tonight's meeting.

Ms. Olsby informed delegates at tonight's meeting that approval is needed by the County-Wide Policy Council for an across-the-board 1.3% Cost-of-Living Adjustment (COLA) for the FY 2014 base funding for Head Start (\$363,949) and Early Head Start (\$55,599) retroactive to January 1, 2014.

Recently Congress passed a FY 2014 funding increase for the Head Start and Early Head Start budgets that appropriated a cost-of-living adjustment to help maintain the quality of services by attracting and retaining qualified staff and offset higher operating costs. COLA funds may be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Staff received instructions (ACF-PI-HS-14-01) on February 10, 2014 issued by the Office of Head Start for grantees to apply for the available FY 2014 COLA increase. Deadline for submission of the application is due on April 25, 2014.

Both programs, Head Start and Early Head Start, propose to increase all current salaries by 1.3% and to use the remaining balance of funds for increased costs in fringe benefits and the agency's indirect rate. Budgets showing the allocation of the proposed funds for Head Start and Early Head Start were shared with the CWPC.

The FY 2014 1.3% COLA application must be approved by both governing bodies, the County- Wide Policy Council and the Fresno EOC Board of Commissioners.

Ms. Shivaprasad shared that the same information applies for the Early Head Start Program.

Ms. Olsby shared the FY 2014 1.3% COLA will be submitted with the Sequestration Application to our Regional Office in San Francisco, CA.

Motion to approve the FY 2014 1.3% Cost-of-Living Adjustment (COLA) across-the-board was made by Karla Hernandez and seconded by Delfina Valencia. Motion carried.

FRESNO COUNTY
HUNGER COUNT

Deborah Wigley, from Fresno County Hunger Count, informed delegates at tonight's meeting of the Fresno County Hunger Count Program. This information was distributed to delegates at tonight's meeting.

Ms. Wigley shared that Fresno County Hunger Count Program is looking for potential candidates to fill the following position:

Surveyor:

Activities:

- Interview heads of food insecure households to record when they have food shortages
- Report food shortage data and addresses of respondents daily to Lead Surveyors
- Record hours worked daily on a time sheet and report hours orally daily to Lead Surveyors

Qualifications:

- Read English or Spanish
- Desire to gather family food shortage information to help families get food when they need it
- Experience using a questionnaire to survey people, registering voters, walking precincts or similar experience is a plus
- Bus transportation or use of a car; have a valid driver's license and proof of insurance if using a car

FRESNO COUNTY
HUNGER COUNT
(Cont.)

Ms. Wigley shared that training and certification will also be provided. The positions will run from mid-April to mid-December for the next three (3) years. She encouraged delegates to share this information with the parents at their local centers/home base areas.

Tamala Olsby, Head Start Director, informed delegates that approval is needed in order for Head Start/Early Head Start to partner in the Fresno County Hunger Count Survey.

Motion to allow Head Start/Early Head Start to partner in Fresno County Hunger Count Survey was made by Christina Perez and seconded by Gabriela Espitia. Motion carried.

HEAD START:
SCHOOL READINESS
GOALS – 2ND
AGGREGATION OF
DATA

Monica Ramirez, Education Services Director and Lupe Zuniga, Home Base Services Director, informed delegates at tonight's meeting of the Head Start School Readiness Goals – 2nd Aggregation of Data. This information was mailed to delegates prior to tonight's meeting.

Ms. Ramirez and Ms. Zuniga shared that children are assessed using the DRDP in early fall, winter and spring. The statistics from the 2nd Aggregation of data indicates that the center base and home base children have improved in their School Readiness Goals scores.

EARLY HEAD START:
SCHOOL READINESS
GOALS –
1ST AGGREGATION OF
DATA

Kathleen Shivaprasad, Early Head Start Program Director, informed delegates at tonight's meeting of the Early Head Start School Readiness Goals – 1st Aggregation of Data. This information was distributed to delegates at tonight's meeting.

Ms. Shivaprasad shared that the statistics from the 1st Aggregation data indicate how the Early Head Start children scored during the months of August 2014 through November 2014.

Ms. Shivaprasad shared the following:

- Data from the 2nd Aggregation will cover December 2014 through March 2015
- Data from the 3rd Aggregation data will cover April 2015 through July 2015

EARLY HEAD START:
CHILD CARE
PARTNERSHIP
INITIATIVE 2014

Kathleen Shivaprasad, Early Head Start Program Director, informed delegates at tonight's meeting of the Early Head Start Child Care Partnership Initiative 2014. This information was mailed to delegates prior to tonight's meeting.

On January 17, 2014 the United States Congress authorized the 2014 Omnibus Act, in which Early Head Start Child Care Partnerships were created as a component of services to be administered by Health and Human Services, through the Administration for Children and Families, Office of Head Start in collaboration with the Office of Child Care. Five-hundred million dollars were made available, nationwide to fund these partnerships. The Office of Head Start and the Office of Child Care are currently seeking input from stake holders and will publish a Funding Opportunity Application (FOA) during the spring of 2014. Guidance and deadlines will be provided at that time. Panels will be convened during the late summer/fall, 2014, to review the applications followed by award of the grants to successful applicants.

At this time specific information is limited, but we know that the partnerships are expected to enhance the quality of care in existing infant/toddler centers, so that the children currently in care are guaranteed to receive high-quality comprehensive services. Proposals must be collaborative and "build a more seamless system for providing full-day services to support children's development and parents' workshop needs." Child care providers interested in collaboration must agree to meet the Early Head Start Program Performance Standards in full. Under the direction of CEO, Brian Angus, and with assistance from CPO, Naomi Quiring-Mizumoto, Early Head Start is currently researching the feasibility for development of partnerships with providers of child care throughout Fresno County.

COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)

Tamala Olsby, Head Start Director, informed delegates at tonight's meeting of the Community Development Block Grant (CDBG) as an informational item. This information was distributed to delegates at tonight's meeting.

Ms. Olsby shared that the City of Fresno is required to prepare a Consolidated Plan that sets forth a 5-year strategy for allocated resources to meet the housing and community development needs of its low and moderate-income residents. The strategic report provides a priorities list of needs that will be

COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)
(Cont.)

addressed annually through the Federal entitlement programs. The City of Fresno expects to receive \$5,700,000 of Federal funding for CDBG for FY 2014-2015.

The City of Fresno released a Notice of Funding Available (NOFA) inviting interested organizations to submit an application for funding under the FY 2014-2015 CDBG Program for community, housing, and economic development projects/programs that benefit low and moderate-income residents of Fresno. The proposals for funding were due on March 17, 2014. Organizations awarded grant funding will receive award letters in July and Agreements will be executed in August 2014.

The Housing Authority contacted Fresno EOC Head Start on March 13, 2014 to discuss the contents of two of their proposals for this CDBG funding. One proposal would build a child care center near Teague Elementary School in the Central Unified School District and both Head Start and Central Unified School District were asked to operate the child care services using a braided funding model. The other proposal, if funded, would build a child care center within the Housing Authority's Parc Grove Commons housing project. Head Start would operate this site.

HEAD START/
EARLY HEAD START
MONTHLY PROGRAM
INFORMATION
REPORT

Tamala Olsby, Head Start Director and Kathleen Shivaprasad, Early Head Start Program Director, informed delegates at tonight's meeting of the Head Start/Early Head Start Monthly Program Information Report. This information was mailed to delegates prior to tonight's meeting.

As mandated by the Office of Head Start, all Head Start and Early Head Start Programs are to comply with a Monthly Program Information Report to the CWPC on a monthly basis.

The monthly reports covers the following areas: Program Information Summary, Wait List Totals, Meals/Snacks Totals for Children, Communication and Guidance from the HHS Secretary for the Head Start and Early Head Start programs.

ANNOUNCEMENTS

Sarah Roach, CWPC Historian, made the following Announcements:

- A. March 21, 2014 – Head Start/Early Head Start Self Assessment Ends
- B. March 31, 2014 – Cesar Chavez Day Holiday – No School
- C. April 2, 2014 – Next Executive Board Meeting at Kings Canyon Head Start at 6:00 pm
- D. April 14, 2014 – April 21, 2014 – Spring Break – No School
- E. April 23, 2014 – Next CWPC Meeting at Franklin Head Start at 6:30 pm

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Diana Sevilla and seconded by Carol Gago-Cole. Motion carried. The business meeting adjourned at 8:15 p.m.

Submitted By:
Esther Lepe
Recording Secretary

(CWPC MARCH 19 2014.MINUTES) - CWPC(MINUTES)(2013 2014) -



Fresno **Economic Opportunities Commission**
Head Start and Early Head Start
BOARD OF COMMISSIONERS
PROGRAM INFORMATION REPORT
HEAD START/EARLY HEAD START PROGRAMS

REPORT MONTH: MARCH 2014

Head Start/Early Head Start

Program Information Summary:

1. Several meetings occurred in March between Head Start, Early Head Start and the Housing Authority to compile a Community Development Block Grant. If funded, the two grants would provide Head Start with two additional child care centers.
2. Richard Ybarra, Program Specialist. Completed his annual visit to our grantee on March 10 and 11th. His visit consisted of meeting with staff, Board members and touring various Head Start and Early Head Start sites.
3. The annual Self Assessment ended with an Exit Meeting on Friday, March 23rd.
4. Monthly meetings with 1st 5 with the purpose of planning for the Lighthouse for Children began on March 23rd.
5. The annual Parent Conference held at the Fresno Convention Center occurred on March 27th

Head Start

Program Information Summary:

6. Staff are participating in the annual Self Assessment during most of the month of March.
7. Training and implementation of the new Ascentis Time-Keeping System is continuing.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment 2,943; Monthly ADA: Center Base: 85% Home Base: 93%
 Wait List Total: 1,213

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 17,981, Lunches: 35,291 Snacks: 17,283

II. Early Head Start

Program Information Summary:

1. Home visitation and health staff participated in a curriculum training regarding maternal mental health during pregnancy.
2. The Early Head Start Director and the EOC Chief Programs Officer met with community child care staff to research the possibilities for development of partnerships between Early Head Start and providers of child care when a new funding opportunity is issued this spring.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment Basic: 308; Monthly ADA: Center Base: 84.3%, Home Base: 93.3%
 Wait List Total: 200

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 633, Lunches: 677, Snacks: 592

III. Communication and Guidance from the HHS Secretary:

The following formal communications were issued in March from the Office of Head Start:

1. ACF-IM-HS-14-02 (March 19, 2014): This Information Memorandum describes the changes to funding practices and provides guidance on key elements of the five year award and post-award conditions.
2. ACF Announcement (March 27, 2014): This Federal Initiative provides child care providers and families a consolidated list of materials from a wide array of Federal agencies and their non-Federal partners on a wide variety of early education topics.

Submitted By:

Tamala Olsby
 Head Start Director

Kathleen Shivaprasad
 Early Head Start Program Director

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING
GOVERNING COUNCIL MEETING**

SOUL – Sanctuary Theater, 2336 Calaveras
Tuesday, March 11, 2014

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:06 a.m.

II. Roll call facilitated by Dr. Michael Petrovich

Voting Members	Present	Excus	Abse	Non-Voting Members	Present	Excus	Abse	Staff	Present	Excus	Abse	Guests
Tim Bakman, FEOC Commissioner	X			Debra Odom			X	Naomi Mizumoto	X			Erika Alvarez FSU Social Work Intern
Louise Symonds, Community Rep	X							Brian Angus		X		
Mike Petrovich Ph.D, Chair Mental Health Rep	X											
Corinne Florez,, Social Worker Rep	X											
Jeanne Starks, Law Enforcement – Juvenile Probation Rep	X											
Terry Allen Ed.D., Retired Teacher Rep	X											
Jimi Rodgers, FEOC Commissioner			X									
, FEOC Commissioner			X									
Principal, Mark A Wilson	X											
Student Rep Shaniqua Young			X									
Student Rep Madeleine Vasquez	X											
Alt Student Rep Joseph Enos-LeFor			X									
Jeff Davis, Director Employ & Training Alternate Rep	X											
FCOE Court & Community Schools – Education Rep Alternate Rep -			X									
Courtney Griffin, Staff Rep	X											
Joseph Turner, Teacher Rep	X											
Rena Failla, Staff Rep.	X											
Sam Hairston, Career	X											
Parent Rep: Rose Licon			X									
Alt Parent Rep:												

III. Approval of Minutes

The February minutes were approved as read. M/S/C Symonds/Florez

IV. SOUL Updates

Dr. Wilson reported on SOUL’s demographic information for the school enrollments, attendance, academic highlights, and activities as reflected on the Principal’s report. The attendance report reflected the highest ADA reported this school year. There is one more reporting period before the State attendance period, or Period 2 (P-2) is submitted. Additional items discussed:

- Madadeleine Vasquez shared that the seniors have raised about \$1200.00 towards the senior trip, the goal is \$2000.00.
- Sam Hairston updated the Governing Council on the Fresno City College (FCC) registration process, students completing the FAFSA application, placement test make-ups for registration eligibility and on-line orientation.
- March 26 students will meet with advisors at FCC and on April 8th students can begin registration on-line if all applications processes are complete.
- Rena Failla shared that on Tuesday and Wednesday, March 18th & 19th approximately 120 students, sophomores, juniors and seniors will sit for the California High School Exit Exam (CAHSEE).
- Dr. Wilson reported that the Local Control Accountability Plan is due by July 1, 2014. The completed plan will be presented at the May Governing Council meeting.

V. Curriculum Sub-Committee Report

Dr. Wilson reported for the Curriculum Sub-committee, Dr. Terry Allen, Mr. Joseph Turner and Dr. Mark Wilson. The topics presented to the Governing Council: 2 online curricula currently used by SOUL students, Achieve 3000 and OdysseyWare, EDI and Common Core State Standards, and the new curriculum and instruction delivery and strategy SOUL will implement for the 2014-2015 school year. The council discussed the items presented. M/S/C Bakman/Starks

VI Education for Homeless Children in Transition

As a recipient of Title IA Federal funds the School of Unlimited Learning is required to provide services to homeless students to ensure compliance with the McKinney-Vento Act. The McKinney-Vento Act requires that Local Educational Agencies (LEA's) facilitate enrollment, attendance, and success in school of homeless children and youth in addition to, providing equal access to the same free, appropriate public education as provided to all other youth. M/S/C Allen/Griffin

VII Technology Update

SOUL has \$50,000 available to invest in the integration of common core in the classroom through technology. Some of the funds may be used for Professional Development but the majority will be used to update technology hardware. Additionally, there is \$6,000 that can be used to purchase software for student instruction. A plan will be presented at the April 1st meeting.

VIII Water Tower Youth Art Gallery Dedication

The Cultural Arts Rotary is going to host the display of art work from local youth at the Fresno Water Tower. The dedication ceremony will be held Friday, March 28, 2014 beginning at 9:45 am with SOUL's music class performing. Dr. Wilson invited the Governing Council to attend, it is a media event.

IX. WASC 3 Year Progress Report

Dr. Wilson presented the updated WASC Action Plan to the council members. The concerns presented in the initial WASC visit have been addressed in the updated WASC Action Plan report.

X. Other Business

In the discussion on the WASC team visiting SOUL March 31 – April 1, 2014, the April Governing Council meeting moved to April 1st.

Dr. Michael Petrovich is retiring from Kaiser Permanente March 28, 2014, and will resign as Chair from SOUL Governing Council Mental Health representative once SOUL's graduation ceremonies have concluded on June 12th. Dr. Petrovich you will be greatly missed for your service to the School of Unlimited Learning as chair, of the Governing Council. The staff, students and council members would like to thank you for all the years of service you have provided.

XI. Public Comment

None at this time.

XII. Adjournment of Meeting

Meeting adjourned at 9:12 am. M/S/C Starks/Bakman

Terry Allen, Ed.,D, Secretary

Fresno EOC/Sanctuary and Youth Services
 Sanctuary Safe Place Outreach & Shelter Operations
 Advisory Committee Board Meeting Minutes
 Thursday, January 23, 2014

MINUTES

Christopher Perkins, M.D., Chair <i>Health Representative</i>	X	Curtis Chastain <i>Law Enforcement</i>	P
Tom Nino, Vice Chair <i>Social Services Representative</i>	P	<i>Fresno EOC Commissioner - Open</i>	N/A
Julia Hernandez <i>Fresno EOC Commissioner</i>	X	Sanctuary TLC Resident <i>Youth Representatives (Varies)</i>	P
Tito A. Lucero <i>Fresno EOC Commissioner</i>	P	<i>Business Representative - Open</i>	N/A

P = Present, A = Absent, X = Excused Absence

Executive Office

Naomi Quiring-Mizumoto, Chief Programs Officer

Staff Present:

Michelle L. Tutunjian, Director
 Misty Gattie-Blanco, TLC Program Manager II
 Joe Martinez, Community Relations & Outreach Manager
 Chrystal Streets, Youth Shelter Manager
 Ronna Bright, Human Trafficking Project Coordinator
 Chris Esqueda, TLC-1 Case Manager
 Anita Ponce, Program Assistant

Youth Representative(s):

Dion Fuller, TLC-1 Resident

Guest

Jason Mendez, Fresno EOC Consultant, Graphic Designer/Videographer

I. CALL TO ORDER

The meeting was called to order by Tom Nino, Vice Chair at 12:00 p.m. Roll call was taken.

II. APPROVAL MEETING MINUTES

M/S/C Nino/Fuller to approve the October 3, 2013 Meeting Minutes. All in favor.

III. APPROVAL PROGRAM ACTIVITY REPORTS & FUNDING UPDATES

M/S/C Fuller/Lucero to approve Program Reports. All in favor
 M/S/C Fuller/Chastain to approve Funding Update Reports. All in favor

Handouts were distributed to the Committee (A-G).

A. Youth Shelter Program

Chrystal Streets gave a brief overview of program activity report to the Committee.

B. Transitional Living Centers 1-3

Misty Gattie-Blanco gave an overview of program activity report and informed the committee TLC-2 new site on Teilman moved in to new apartment units without any problems.

C. Adolescent Family Life Program (AFLP)

Michelle Tutunjian informed the committee Christy Gorden was unable to attend the meeting.

D. Central Valley Against Human Trafficking (CVAHT) Project

Ronna Bright gave an overview of the report and informed the Committee CVAHT is on track to meet goals.

E. Sanctuary Outreach to the Streets (SOS)

Joe Martinez gave an overview of program activity report to the Committee.

F. Safe Place Outreach Report

Martinez gave an overview of program activity report to the Committee.

G. Funding Report by Projects

Tutunjian informed the Committee of funding application and noted calendar sales under donations.

IV. PRESENTATION

Jason Mendez presented the CVAHT program video to the Committee and informed them the videos are being finalized and will be on agency website within a month.

Bright would like to post the video by the end of the month on facebook to close Human Trafficking Awareness month.

Tutunjian introduced Dion Fuller to the Committee. Fuller shared his story and how Fresno EOC Local Conservation Corps referred him to Sanctuary and Youth Services to assist him with housing. Fuller is currently a TLC resident and with the support he's been provided was able to successfully achieve shared custody of his children. Gattie-Blanco informed the Committee that Fuller is an exceptional client.

V. INFORMATION ITEMS

The Committee received handouts for several information items listed.

- 4th Quarter Accomplishments/Challenges

- 4th Quarter Volunteer Report
Tutunjian gave a brief overview.

- Artwork by Homeless and Runaway Youth featured in Sanctuary's "Art Transforms Lives" 2014 Calendar

- New partnership with Fresno County's Nutrition Education and Obesity Prevention Program
Gattie-Blanco gave a brief overview of the program informing the Committee TLC and AFLP clients are the target population.

- New Family Development Credential

Quiring-Mizumoto informed the Committee Fresno EOC is offering Family Development Credential for Fresno EOC case workers and for workers in agencies throughout Fresno County. The Family Development Credential program is an intensive professional development course leading to a credential issued by the University of Connecticut. The program requires 90 hours of classroom instruction and the completion of portfolios. Currently First 5 Fresno County, Fresno Unified School District, Fresno Housing Authority and Fresno County Department of Social Services are committed and enrolled case workers in the program.

- Sanctuary leading Fresno Madera Continuum of Care (FMCoC) Homeless Street Youth Point-In-Time (PIT)
Tutunjian informed the Committee CoC was able to offer temporary paid positions at \$10/hr for volunteers through funding from Veteran's Affairs.

VI. UPCOMING EVENTS

- Award-Winning Documentary "Rape in the Fields", January 24, 6:30 p.m.-8:15 p.m., CSU, Fresno, North Gym #118-
- Fresno/Madera Point-In-Time Count and Registry Week, January 26-30
- Nutrition Education Classes, January 15, February 12, March 12, April 16, May 14, June 18, 3:30- 4:30 p.m., Sanctuary Drop-In Center
- TLC Recognition Event, January 30, 4:00 – 7:00 p.m., Sanctuary Drop-In Center
- National Safe Place Week, March 16-22

Meeting adjourned at 1:02 p.m.

Respectfully Submitted,

Michelle L. Tutunjian, Sanctuary Director

**LEGISLATIVE UPDATE, ADVOCACY REPORT, AND GRANT PROSPECT REPORT
PREPARED FOR THE FRESNO EOC BOARD OF COMMISSIONERS
BY THE PLANNING AND RESOURCE DEVELOPMENT OFFICE
APRIL 23, 2014**

**LEGISLATIVE UPDATE
FEDERAL**

- By a 65-34 vote, the Senate took a crucial step late in March towards restoring emergency Unemployment Compensation. While we are optimistic that the Senate will pass this action, the House must also act and do so by April 5 when current benefits for the long term unemployed will lapse.
- We are pleased to report that on April 3 two YouthBuild Fresno students joined YouthBuild students throughout the nation to advocate for a \$102.5 million FY15 YouthBuild appropriation. The students do so each year without staff, or directors. Fuechee Chang and Noel Salas were selected for the trip from our own YouthBuild Fresno program. The power of youth advocating for a program that has so magnificently helped them, is unique and immeasurable.

STATE

- With the recent surge of employment, California has regained virtually all of the million-plus jobs it lost during the Great Recession. Despite these gains, California still has one of the nation's highest jobless rates, currently 8%, well above the average of 6.7%. Also, only 62.2% of Californians of working age are working or seeking work; this is the lowest participation rate in more than three decades.

DATA

*National Unemployment: 6.7%.
State Unemployment: 8.0%, down .1%
Fresno County: 13.5% unemployment, down .1%
Fresno City: 12.7%*

**ADVOCACY ACTIVITY
FEDERAL**

DATE	ISSUE	ACTION
Mar 25, 2014	Support to increase Youthbuild appropriation to \$102.5 million	Letters to Senators Feinstein, Boxer and Congressman Costa asking them respectively to sign Senator Gillibrand's and Congressman John Lewis' letters requesting this appropriation.



Mar 25, 2014	Restore FY15 funding for the Serve America Act.	Letter to congress asking that cuts eliminating the senior service volunteer program positions be restored.
Mar 26, 2014	Head Start and Early Head Start funding for FY15 in line with the President's request.	Asked that funding be appropriated in the amount of \$8.87 billion.
Mar 26, 2014	Advocate for LIHEAP funding	LIHEAP Action Day in Washington, DC
Mar 29, 2014	Support of S 2016, the California Drought Relief Act of 2014 (Feinstein)	Also urged the Senator to consider a bill that addresses emergency and long-term water storage needs, a bill that the House and Senate can agree on and get to the President.
Apr 1, 2014	CSBG "Dear Colleague" letter (appropriations)	Working with the House to maintain CSBG funding at at least current levels (\$674 million).

STATE

DATE	ISSUE	ACTION
Apr 2, 2014	Support for SB 1086 De Leon - Natural resources bond	Letter submitted in support of the bond measure to Senator Fran Pavely, Chair Natural Resources Committee
Apr 9,10 2014	Assembly and Senate budget subcommittees hear CalRecycle's budget.	Local corps will attend the hearing, with corpsmembers, to make the case for retaining their historic funding.

LOCAL

Apr 1, 2014	Amending local payday lender ordinance	Support zoning restrictions outlined in text amendment No. TA-14-001.
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GRANT PROSPECT REPORT

DUE DATE	GRANT NAME	DETAILS	COMMENTS
Mar 23, 2014	CDFA	Specialty Crop	Phase II invitation
Mar 31, 2014	Fansler Foundation	\$150,000 available	Sanctuary
Mar 31, 2014	CDFI Fund	50% match requirement, except HFFI	CDFI - \$700,000 HFFI - no limit/match
Apr 3, 2014	RHY HHS funds	Non-competitive renewal	Sanctuary
Apr 15, 2014	FRF	School Success Program	\$25,000
Apr 21, 2014	HHS - Sanctuary	Rescue and Restore Victims Human Trafficking	\$2.2 mill avail. \$150,000 ea to 20
Apr 18, 2014	Training to Work -	\$30 million available for 15 awards	LCC, E&T, others



	Adult re-entry	of \$2 million each	
Apr 25, 2014	CCC (\$3 million)	Water Conservation Grants	\$200,000 per corps
Apr 30, 2014	Environment, education, human services	Lawrence Foundation	Small grants
Apr 30, 2014	Farm to School	Planning, support, or implementation grants	
May 2, 2014	DOL Face Forward 2	Community grants category - \$1.5 million for 16 awards	Re-entry 14-24 yr olds
May 3, 2014	State Farm Found	\$100,000 ea (youth written)	Youth service learning
May 9, 2014	B of A Foundation	Community Dev and housing	
May 12, 2014	HHS	Basic Centers Program - Sanctuary	\$200,000 max
May 12, 2014	HHS	Street Outreach Program - Sanctuary	\$200,000 max
May 15, 2014	Summer School Food Service	CA Department of Education	\$29 million, allocated
May 15, 2014	USDOJ	Services for victims of human trafficking	\$500,000 (10)
May 16, 2014	Dept of Homeland Security	Citizenship instruction and Naturalization application svcs	\$10 mill; max \$250,000 per app.
May 30, 2014	21 st Century Corps	\$20 million available	
Jun 13, 2014	Economic Development Assistance (EDA)	Revolving Loans, Construction, Rural or Urban (CDFI)	Dept of Commerce
Jun 19, 2014	H1-B Ready to Work Partnerships	DOL - \$3-10 million grants (25)	\$150 mill available
Jul 6-12, 2014	WalMart Foundation	Community Engagement Focus: unmet needs	\$25,000 - \$250,000
Aug 1, 2014	CCC (\$3 million)	Water Conservation Grants	\$200,000 per corps
Aug 8, 2014	B of A Foundation	Basic Needs (hunger)	
OPEN	Kresge Foundation	Multi-service organizations	Explore
OPEN	New Schools Ventures		2000 word plan required
OPEN	Finish Line Youth	For emergency needs, or facility improvements	\$5,000 to \$75,000
OPEN	Arthur Vining Davis	Secondary teachers innovation	\$200,000
OPEN	California Fresh Works Fund	\$272 million available statewide for healthy food project financing	Loans and grants

Date: April 23, 2014	Program: Strategy and Communications Department
Agenda Item #: VIII - B	
Item: Media and Calendar of Events	Officer: Lynne Jones
Committee: Board of Commissioners	Chief Executive Officer: Brian Angus

Recommended Action

Information only

Background

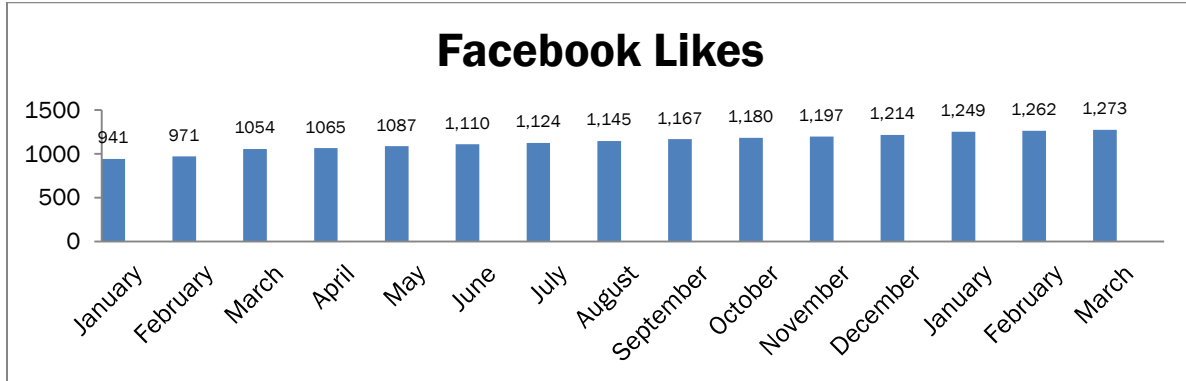
Fresno EOC’s Communications Department focuses on promoting the Agency and programs using events, traditional, and electronic media. There is also a focus on internal Agency communications between staff and programs. Below is a brief overview of major public relations and communications activities:

TV, RADIO & PRINT MEDIA

- March 15-16th Fresno EOC Safe Place’s Joe Martinez was interviewed on Clear Channel Community Matters to discuss the Safe Place program in Fresno.
- March 16th Safe Place was featured on KSEE-24 Central Valley Today talk show.
- March 18th Safe Place Site Dedication announcement was included in the Fresno Bee and Fresno Business Journal.
- March 19th Fresno EOC Safe Place dedicates Big Brothers Big Sisters of Central California as the 269th Safe Place site. Coverage received on Univision 21 and ABC 30.
- March 20th Fresno EOC Safe Place’s Joe Martinez was interviewed on KSEE-24 Mid-Day news segment.
- March 28th Local Conservation Corpsmembers discuss National Youthbuild Day. Coverage received on Univision 21.
- April 11th Fresno EOC mentioned in the Fresno Bee regarding Wells Fargo UrbanLIFT donation.

FACEBOOK

Every time someone "likes" our page or a post on it, they expose it to all their friends, who then have the opportunity to expose it to their friends.



COMPARATIVE FACEBOOK ANALYSIS

Local Non-Profit Organization	# of Facebook Likes
Community Food Bank	3,057
First 5 Fresno County	1,008
Fresno Art Museum	4,760
Hands On Central California	1,439
Marjaree Mason Center	4,740
United Way Fresno County	622
Community Action Agencies	# of Facebook Likes
Amador-Tuolumne Community Action Agency	343
Boston ABCD	772
Community Action Agency of Butte County	180
Community Action Partnership of Kern	793
Community Action Commission of Santa Barbara County	801
Long Beach CAP	352

Website statistics:

	Visits	Pages/Visit	Pages Viewed	Avg. Time on Site
January 2014	10,353	3.45	35,747	2.29 minutes
February 2014	9,705	3.07	29,777	2.20 minutes
March 2014	11,383	3.01	34,297	2.11 minutes

Date: April 23, 2014	Program: Administration
Agenda Item #: VIII - C	Director:
Item: Draft MOU with Self Help Federal Credit Union (SHFCU)	Officer: Salam Nalia
	Chief Executive Officer: Brian Angus

Recommended Action

CEO recommends approval to sign a Memorandum of Understanding (MOU) with Self Help Federal Credit Union (SHFCU) to open a full service credit union branch in Fresno. The draft MOU is attached.

Background

Fresno EOC has for many years been interested in offering banking and financing alternatives to our low-income constituents. Too many of our residents become trapped in shrewd, expensive *quick money* schemes difficult to escape from. Over the past few years we have been discussing the creation of a credit union driven by two key objectives:

- To provide regular banking facilities including mortgage loans to the low income community.
- To provide an alternative source of short term loans to combat payday lenders.

From 2006 through 2013 the number of federally insured credit unions has dropped from 8,362 to 6,620, a decrease of 21%. At the same time, there have been very few new credit charters approved.

Our charter application was re-submitted to NCUA in August of 2013. NCUA did not begin their evaluation of our application until January this year. They have since asked for additional information which we have provided. NCUA aims to reduce the number of small credit unions due to the inherent difficulty of successfully managing small operations in the current regulatory environment. In addition, many undercapitalized credit unions have merged into larger institutions in order to protect the Federal deposit insurance fund (NCUSIF). There were 231 mergers in the first 11 months of 2013. It appears that obtaining a new charter in the current environment will be very difficult; if granted, the subsequent challenge to develop a self-sustaining enterprise will also be very difficult and could require considerable unforeseen financial support from Fresno EOC and other outside sources.

During this interim period we have been exploring ideas to jump-start the venture. An opportunity for partnership with Self Help Federal Credit Union (SHFCU) has been discussed. SHFCU was chartered in 2008, and has assets totaling \$558,000,000. They operate 21 branch offices in California under the Community Trust and Prospera brands, and three in Chicago under the Second Federal brand. They serve over 48,500 members.

There are many benefits to Fresno EOC and our community were we to consider a partnership with Self-Help FCU. Primary among them is reduction of risk and cost to Fresno EOC while retaining the identity of the new credit union as an offspring of Fresno EOC. Self-Help would bring significant capital to Fresno with which to make loans, including mortgage loans to persons who have only an ITIN for identification. Self Help's financial capacity and experience would have an immediate impact on the target community in Fresno. Self-Help is interested in starting mortgage loan operations in Fresno even before the new branch opens, and we are discussing housing a loan officer in our Mariposa Mall location. Our proposed *My Freedom FCU* would have limited funds for lending, and no ability to write mortgage loans for quite some time due to NCUA restrictions and our limited capital. By partnering with Self-Help FCU, we could reduce the amount of our own capital committed to the project and eliminate the need for future project subsidies.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, effective as of the [X] day of [Month], 2014, is by and between SELF-HELP FEDERAL CREDIT UNION, a credit union chartered under the laws of the United States (“*SHFCU*”), and the FRESNO ECONOMIC OPPORTUNITIES COMMISSION, a California non-profit corporation (“*Fresno EOC*”).

RECITALS

- A. SHFCU is a community development financial institution (“*CDFI*”), with a mission to create and protect ownership and economic opportunity for all, especially people of color, women, rural residents, and low-wealth families and communities.
- B. Fresno EOC is a non-profit, locally-based community action agency established in 1965 under the Economic Opportunity Act of 1964, with a goal of obtaining equality of opportunity in education, employment, health and living conditions for every American in our country.
- C. Fresno EOC and SHFCU wish to partner in the launch of a credit union branch (the “*Branch*”) that will bring responsible financial services to the underserved communities of Fresno.
- D. Fresno EOC and SHFCU acknowledge that combining Fresno EOC’s knowledge, relationships and credibility in the Fresno community with SHFCU’s expertise in operating community development credit union branches will maximize the chances of the Branch’s success and long term financial stability, thus furthering the mission of both parties.

NOW, THEREFORE, in consideration of the foregoing recitals, SHFCU and Fresno EOC agree:

1. Fresno EOC agrees to take the following actions to contribute to the success of the Branch:
 - a. Relinquish its preliminary approval from the National Credit Union Administration (NCUA) for a community charter for Fresno County;
 - b. Permit access to its staff and clientele for marketing purposes for the credit union;
 - c. Lead the formation of a volunteer Fresno Advisory Board and, in partnership with the Branch’s manager and senior SHFCU leadership, manage the Fresno Advisory Board to effectively promote all credit union services throughout the community and, specifically, raise mission supportive deposits;
 - d. Refer deposit accounts from affiliated organizations and from area financial institutions which have already pledged to do so;
 - e. Permit usage of its name in all public relations and marketing activities related to the Branch;

- f. Develop and operate financial literacy classes for the target population wherein the credit union would be promoted;
- g. Provide office space at the Fresno CDFI for use by local staff of SHFCU and/or Fresno EOC in advance of the Branch opening.
- h. Assist in locating and securing financial support through direct subsidy of costs, grants, program-related investments or otherwise for (i) the build-out of the Branch (estimated at \$300K); (ii) operating losses for up to 3 years (estimated at \$600K); and (iii) \$6 million in regulatory capital needed to support a branch of \$50 million in assets. Fresno EOC will provide the following direct subsidies to SHFCU to help offset the Branch build-out and operating costs:

- i. 50% of actual branch build-out costs, up to \$100K maximum for Fresno EOC;
- ii. Fresno EOC shall reimburse SHFCU for all or part of the cost of salary and benefits for one branch manager as follows:
 - 1. First Full Year of Branch Manager Employment: 100% of salary and benefits, not to exceed \$80,000;
 - 2. Second Full Year of Branch Manager Employment: 60% of salary and benefits, not to exceed \$48,000; and
 - 3. Third Full year of Branch Manager Employment: 40% of salary and benefits, not to exceed \$32,000;

provided, however, that the financial obligation set forth in this Section 1(h)(ii) shall terminate if and when the Branch operates at break-even, without such support;

- iii. Fresno EOC shall reimburse SHFCU for all or part of the cost of salary and benefits for one mortgage loan officer as follows:
 - 1. First Full Year of Mortgage Loan Officer Employment: 100% of salary and benefits, not to exceed \$70,000;
 - 2. Second Full Year of Mortgage Loan Officer Employment: 60% of salary and benefits, not to exceed \$42,000; and
 - 3. Third Full year of Mortgage Loan Officer Employment: 40% of salary and benefits, not to exceed \$28,000;

provided, however, that the financial obligation set forth in this section 1(h)(iii) shall terminate if and when the Branch starts to operate at break-even, without such support.

2. SHFCU agrees to take the following actions, as needed, to contribute to the success of the Branch:
 - a. Build-out, equip, staff and operate at least one new full service SHFCU branch (branded as Community Trust, SHFCU or otherwise if SHFCU's branding strategy changes), in a targeted low-income community in Fresno;
 - b. Use the term "presented by Fresno EOC" (or "promoted by ..." or "in collaboration with..." or a similar phrase mutually agreed upon) on all signs and marketing materials specifically related to the Branch (i.e. not on materials that are produced for use at multiple SHFCU branches);
 - c. Deliver a full range of consumer financial services at the Branch, consistent with those delivered at other SHFCU branches;
 - d. Refer all appropriate local commercial loan applicants to Fresno CDFI for consideration, to the extent they meet the basic criteria provided to SHFCU by Fresno EOC from time to time;
 - e. Facilitate a meeting at least semi-annually between Fresno EOC executives, the Fresno Advisory Board and SHFCU executives; and
 - f. Involve Fresno EOC in the site selection for the Branch and for any future branches in Fresno County, if the parties decide to open additional branches in Fresno County.
3. SHFCU will work toward opening the Branch during Q4 2014 or Q1 2015 (but cannot commit to a specific deadline) but will not formally commit to opening the Branch (and neither SHFCU or Fresno EOC will announce a commitment to launch the Branch) until SHFCU, in its sole discretion, decides that sufficient progress has been made in securing the financial support outlined in section 1h.

IN WITNESS WHEREOF, each of SHFCU and Fresno EOC has signed below.

SELF-HELP FEDERAL CREDIT UNION,
a federally-chartered credit union

**FRESNO ECONOMIC OPPORTUNITIES
COMMISSION,**
a California non-profit corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

RESOLUTION

WHEREAS, the U.S. Department of Transportation requires all Transit Agencies to be In compliance with Title VI of the Civil Rights Act of 1965, including the new provisions detailed in the U.S. Department of Transportation’s FRA Circular 4702.1B, Title VI Requirement and Guidelines for Federal Transit Administration Recipients.

WHEREAS, the Board wishes to authorize approval of the Compliance Plan Developed by staff to comply with necessary provisions of the Civil Rights Act.

NOW, THEREFORE, BE IT RESOLVED THAT Reverend Paul McCoy, Chairman of the Board and Brian Angus, Chief Executive Officer, are authorized as the officers to act on behalf of the Fresno Economic Opportunities Commission Board of Commissioners and sign all necessary documents, including any amendments, required to complete the contract and award process.

Reverend Paul McCoy, Chairman of the Board

Date

Brian Angus, Chief Executive Officer

Date

Date: April 23, 2014	Program: Transit Systems
Agenda Item No: VIII - D	Program Director: Gary Joseph
Item: Transit Systems - Title VI Plan of the Civil Rights Act	
Committee: Board of Directors	Chief Executive Officer: Brian Angus

Recommended Action:

The Chief Executive Officer recommends approval of the Fresno Economic Opportunities Commission (Fresno EOC) Transit Systems Title VI Plan.

Background:

Effective July 1, 2014, according to the United States Department of Transportation Title VI regulation 49 CFR part 21, the Federal Transit Administration (FTA) has issued new guidelines for the Title VI compliance requirements.

FTA requires that all direct recipients', (The California Department of Transportation) [Caltrans] document their compliance by submitting a Title VI Plan to the FTA every three year. Subrecipients (Fresno EOC Transit Systems) are now required to submit their Title VI plan to Caltrans which serves to support Caltrans compliance with the new FTA requirements.

During the FTA State management review, held in Septmeber 2013, it was noted that Caltrans needed to expedite implementation of Title VI compliance requirements. All subrecipients must submit their plan to Caltrans by June 30, 2014.

Caltrans has distributed DOT Circular FTA C 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients. Included in the instruction was a Title VI checklist that included submittal requirements.

A Transit Systems "Draft" Title VI Plan was submitted to Caltrans and the Fresno EOC Human Resources for review and was returned with minor modifications. Modifications were made and the final Title VI plan was reviewed by the Fresno EOC leadership Team at its meeting on April 14, 2014.

Issue:

Fresno EOC has had a long standing process of ensuring non-discrimination and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against in its activities.

Although the Fresno EOC Transit Systems Title VI Program/Plan is specific to Transit Systems, it is easily adaptable to other Fresno EOC programs should the future regulations be expanded to include a specific plan for other programs.

Upon review by Caltrans, Fresno EOC Human Resources and Fresno EOC Leadership team the Transit Systems Title VI Plan final document is hereby submitted to the Fresno EOC Board of Directors for review and approval.

The Transit Systems Title VI Plan is required by Caltrans because Fresno EOC is a subrecipient of FTA funds (for new vehicles). This document complies with those requirements and it's effective date of July 1, 2014. This plan must be reviewed and approved every three (3) years.

This document requires a Resolution with signature from the Chairman of the Board and the Chief Executive Officer.



Fresno Economic Opportunities Commission

**Fresno Economic Opportunities Commission
Transit Systems
TITLE VI PLAN**

Developed: March 27, 2014

**Adopted by: Fresno EOC Board
Of Commissioners April 23, 2014**

This document was prepared by the Fresno Economic Opportunities Commission (Fresno EOC) Transit Systems and approved by its Board of Directors to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the U.S. Department of Transportation's FRA Circular 4702.1B. "Title VI Requirements and Guidelines for Federal Transit Administrative Recipients.

Title VI Plan Document- Table of Contents:

1. Board Resolution..... Cover Page

2. EOC Logo Cover Page.....page 1

3. Preparation Statement..... page 2

4. Table of Contents.....page 3

5. Notice to Publicpage 4

6. List of Locations where notice is postedpage 5

7. How to file a Title VI, complaint procedures and Formpages 6 thru 8

8. List of Transit-Related Title VI Investigations, Complaints
and lawsuitspage 9

9. Public Participation Plan.....pages 10 thru 12

10. Limited English Proficiency (LEP) Plan.....pages 13 thru 15

11. Recap of Planning Boards, Advisory Councils, Committeespages 16 thru 19

12. Facility Analysis Statement.....page 20

13. Fixed Route Statement.....page 21

Fresno EOC Transit Systems Title VI Notice to the Public.

The Title VI Notice to the Public, see below, will be displayed in both English and Spanish at locations listed on page 5 of the plan.

Notifying the Public of Rights under Title VI



Fresno EOC Transit Systems

Fresno EOC Transit Systems is committed to ensuring that no person shall be excluded from the equal distribution of its services and amenities because of race, color or national origin in accordance with Title VI of the Civil Rights Act of 1964.

- Fresno EOC Transit Systems provides services and operates programs without regard to race, color, and national origin in full compliance with Title VI.
- Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI while using Fresno EOC Transit Systems may file a complaint. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact our Title VI Program Administrator Michael Garcia at (559) 263-1070; or by email to Michael.garcia@fresnoeoc.org; or by visiting the Fresno EOC Human Resources office at 1900 Mariposa Mall Suite 121 , Fresno, CA. 93721. A copy of the complaint form is located on the Fresno EOC website: Fresnoeoc.org
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor-TCR 1200 New Jersey Ave. S.E. Washington, D.C. 20590.
- If information is needed in another language, contact Michael Garcia at (559) 263-1070.
- Si se necessita informacion en espanol, llame (559)263-1070.

List of Locations where VI Notice is Posted.

Fresno EOC's Title VI notice to the public is currently posted at the following locations
In both English and Spanish:

Location	Street Address	City	State	Zip Code
Fresno EOC Human Services Office	1900 Mariposa Mall Suite # 121	Fresno	CA.	93721
Fresno EOC Transit Systems	3110 W. Nielsen Ave.	Fresno	CA.	93706

The Title VI Notice and program information is also provided at our website
www.fresnoeoc.org

Title VI Complaint Procedures:

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by the Fresno EOC Transit Systems may file a Title VI Complaint by completing and submitting the Fresno EOC Transit Systems Title VI complaint form. Fresno EOC Transit Systems investigates complaints received no more than 180 days after the alleged incident date. The Fresno EOC Transit System will only process complaints that are complete.

The following procedures will be followed to investigate formal Title VI complaints:

- Within 10 business days of receiving the complaint, the Fresno EOC Title VI Administrator, Michael Garcia, will review complaint to determine if our office has jurisdiction to investigate the complaint. The complainant will receive an acknowledgement letter informing he/she whether the complaint will be investigated by our office.
- The investigation will be conducted and completed within 30 days of receipt of the formal complaint.
- If more information is needed to resolve the case, Fresno EOC Transit Systems may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to Mr. Michael Garcia, Title VI Administrator Investigator. If the Investigator is not contacted by the complainant or does not receive the additional information within 10 business days Fresno EOC Transit Systems can administratively close the case.
- The complainant will be notified in writing if there is a need for an extension and the reason for any planned extension to the 30 day rule.
- A case can be administratively closed also if the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Program Administrator will issue one of two letters to the complainant: 1) a Closure Letter or 2) a Letter Of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- If the complainant is unsatisfied with the decision, he/she has 30 days after the date of the Fresno EOC Transit Systems Closure Letter to appeal to the Fresno EOC Transit Systems Board of Directors or the Fresno EOC Title VI Administrator, Mr. Michael Garcia. The complainant is entitled to review the denial, to present additional information and arguments, and to separation of functions. (i.e. decision by a person not involved with the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and the reasons for it. The complainant may also file a complaint directly with the Federal Transit Administration, as follows: Title VI Program Coordinator FTA Office of Civil Rights, East Building, 5th Floor-TCR, 1200 New Jersey Ave., S.E. Washington, D.C. 20590.

Fresno EOC Transit Systems Title VI Complaint Form

Section I: (Please write legibly)

- 1. Name: _____
 - 2. Address: _____
 - 3. Telephone: _____
 - 4. Email Address: _____
 - 5. Accessible Format Requirements? Large Print Audio Tape
 TDD Other
-

Section II:

- 6. Are you filing this complaint on your own behalf? Yes No
 If you answered "yes" to # 6, go to Section III

 - 7. If you answered "no to #6, what is the name of the person for whom you are filing this complaint? Name: _____

 - 8. What is your relationship with this individual? _____
 - 9. Please explain why you have filed for a third party: _____
 - 10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf. YES NO
-

Section III:

- 11. I believe the discrimination I experienced was based on (check all that apply):
 Race Color National Origin

- 12. Date of alleged discrimination: (mm/dd/yyyy) _____

- 13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV:

14. Have you previously filed a Title VI complaint with Fresno EOC Transit Systems?
YES () NO ()

Section V:

15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

YES () NO ()

If yes, check all that apply:

- Federal Agency
- State Agency
- Federal Court
- Local Agency
- State Court

16. If you answered "yes" to # 15, provide information about a contact person at the agency/court where the complaint was filed.

Name: _____
 Title: _____
 Agency: _____
 Address: _____
 Telephone: _____ Email: _____

Section VI:

Name of Transit Agency complaint is against:

Contact Person: _____
 Telephone: _____

You may attach written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature _____
 Date _____

Please submit this form in person or mail this form to the address below:
 Fresno EOC Human Resources
 Attn. Michael Garcia, Title VI Program Administrator 1900 Mariposa Mall, Suite 121
 Fresno, CA. 93721

List of Transit-Related Title VI Investigations, Complaints and Lawsuits:

Fresno EOC Transit Systems has not been involved in any transit-related Title VI investigations, complaints, or lawsuits.

Public Participation Plan and Process:

The Fresno EOC Transit Systems promotes the Title VI component of our operation through the annual Unmet Transportation Needs public notices meetings.

The Fresno County Regional Transportation Planning Agency, Fresno Council of Governments (Fresno COG), coordinates annual public transportation needs hearings at four separate publicly announced meeting dates at various locations throughout the city and county of Fresno. These are held between January and February each year, with a final public meeting in June at the Fresno COG board meeting.

Fresno EOC Transit Systems is a member of the Social Services Transportation Advisory Committee (SSTAC). As a long standing member of this Committee, Fresno EOC participates by promoting available services to the public and welcomes input as to unmet transportation needs. All transit agencies, along with Fresno EOC Transit Systems work as a coordinated team as outlined in the FTA approved Coordinated Human Services Transportation Plan incorporating SAFETEA-LU requirements. As part of this process we acknowledge the fact that we comply with all Title VI program requirements. The Fresno Economic Opportunities Commission, Fresno EOC, was formed in 1965 under the Community Action Agency “War on Poverty” commission, headed by Sargent Shriver. As one of the largest private non-profit community action agencies in the United States, Fresno EOC takes great pride in promoting its part in serving the Fresno population with a wide array of services for the low-income, disabled and elderly.

The Vision statement of our agency :

For Our Agency

As an entrepreneurial agency, we bridge the gap to self-sufficiency by providing opportunities and resources, as we initiate and partner in shared community efforts to improve the quality of life.

For Those We Serve

Empowered individuals who thrive as healthy, self-sufficient and contributing members of our communities.

For Our Community

Healthy communities with equal access to social justice, jobs, education and resources.

The Mission Statement for Fresno EOC is:

To humanely focus all available resources to empower low-income families and individuals working toward the skills, knowledge and motivation for self-sufficiency.

As part of the Community Action process Fresno EOC also reaches out to the public annually for unmet needs hearings. It also surveys the Fresno population to solicit feedback on the services it provides. The Title VI plan requirements are promoted in these venues. This annual process is held each fall. Fresno EOC holds monthly public Board meetings which also gives the public a chance for any public comments.

Additional opportunities for Public Participation

Fresno COG Committees- all open for Public comment.

Below are descriptions of each of Fresno Council of Government (Fresno COG's) standing or advisory committees.

These committees offer the organization an excellent opportunity for expanding public participation opportunities during the transportation planning process. This is accomplished not only by active participation on these committees, but by presentations before them, and attendance at their meetings as well. To find out more about these committees, who staffs them and how to get involved with the work they are doing, contact the Fresno COG at 559-233-4148, email COG staff at brendav@fresnocog.org or view each committee on the Fresno COG website at www.fresnocog.org.

You will see the following statement placed on each Fresno COG meeting agenda:

The Fresno COG offices and restrooms are ADA accessible. Representatives or individuals with disabilities should contact Fresno COG at (559) 233-4148, at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG is unable to accommodate an auxiliary aid or translation request for a public hearing, after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

Airport Land Use Commission of Fresno County (ALUC)

The ALUC is in existence to protect the public health, safety and welfare by ensuring that orderly development and prevention of excessive noise and safety hazards around public use airports is followed in accordance to state and local laws. ALUCs prepare Compatibility Land Use Plans (CLUP), establish the policies on land uses around the airport ensuring they are compatible with airport operations, evaluate the compatibility of proposed local agency land use policy actions with the relevant provisions in the CLUP, and they review individual development projects to ensure they are within the noise and safety standards in accordance with state laws and the CLUP.

Association for the Beautification of Highway 99

The Association for the Beautification of Highway 99 was formed in 1998. Its members include concerned businessmen, community activists, government agency staff and elected officials. The group's official role is to advise Caltrans, Fresno County, and the cities of Fresno, Fowler, Selma, and Kingsburg on matters relating to the aesthetics of Highway 99. Fresno COG provides staff support to the Association, and also funded the *Highway 99 Beautification*

Master Plan of 2000.

The Committee typically meets bimonthly at the Fresno COG, on the second Monday of the month.

Fresno County Model Steering Committee

The Fresno County Model Steering Committee oversees the improvements and updates to the travel demand model. The Model Steering Committee is a subcommittee of the Fresno COG Transportation Technical Committee and meets quarterly and when needed. The model and its assumptions are constantly being updated based upon the latest planning information.

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Regional Transportation Plan Steering Committee

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Limited English Proficiency Plan:

The Language Assistance Goal for Fresno EOC Transit Systems is to provide meaningful access for Limited English Proficiency (LEP) customers to Fresno EOC's services, information and materials by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies.

The Four Factor analysis for Fresno EOC's Limited English plan:

- 1. Assessing the number and proportion of LEP persons served or encountered in the eligible service population.**

The Fresno EOC Transit Systems is located in Central California in the middle of one of the largest agricultural farming areas in the world, the San Joaquin Valley. A large population of this region is Hispanic. Providing a language assistance plan for the limited English Proficient (LEP) is critical in serving our transit customers. Some sample population data is included below to illustrate the race/ethnicity of those Fresno EOC serves. This data was taken from the 2007-2011 American Community Survey B16001: Language spoken at Home.

Number of Persons over 5 years of age with the Ability to Speak English less than "Very Well" within Fresno County.		
Language	Estimate	Percent
Spanish or Spanish Creole	126,315	15.0%
Hmong	10,592	1.26%
Other Indic Languages	5,663	.67%
Laotian	2,960	.35%
Chinese	2,342	.28%
Mon-Khmer, Cambodian	2,133	.25%
Vietnamese	1,750	.21%
Arabic	1,557	.18%
Tagalog	1,502	.18%
Armenian	1,210	.14%
Thai	534	.06%

2. Assessing the frequency with which LEP individuals come into contact with the program, activity, or service.

Using the population data as indicated above Fresno EOC Transit Systems has assessed the frequency with which LEP individuals come into contact with Fresno EOC Transit services.

Fresno EOC Transit Systems has also tallied phone calls to our dispatch operations. It has been our experience that Spanish language was by far the only requested non-English language requested. Fresno EOC Transit Systems has met this demand by utilizing three of the four dispatch positions with bilingual English/Spanish dispatchers. Fresno EOC Transit Systems also has staff bilingual in English/Hmong languages. Additionally two Transit Supervisors are fluent in Spanish.

3. Assessing the nature and importance of the program, activity, or service provided by the program.

Fresno EOC Transit Systems has assessed the importance of its LEP program as being of vital importance to its transportation customers. Many customers are transit-dependent and do require translation services for the regular transportation needs. Fresno EOC Transit Systems provides social service transportation for other programs and agencies rather than “public” rides. Fresno EOC Transit Systems enters into transportation agreements with these agencies to serve specific participants of those services. Because of this EOC can identify the other social service agency requirements for language translation needs.

4. Assessing the resources available to the recipient and costs.

Fresno EOC has identified the resources available to recipients and the costs associated with this service.

Because of the large Spanish speaking population, Fresno EOC had made the decision to keep bilingual English/Spanish dispatchers for daily duty. Three of the four daily dispatchers have bilingual English/Spanish skills. The evening dispatcher has English/Hmong language skills. The Dispatch Supervisor is also bilingual, English/Spanish, and one Driver Supervisor is also fluent in English/Spanish. The Fresno EOC agency as a whole has access to personnel capable of other language skills for LEP translation service as needed. Transit Systems would access these available language interpreters whenever needed. As a rule Fresno EOC produces all flyers and notifications in both English and Spanish for use by the participants of our service contracts.

Costs for any of the above services, beyond normal operational costs, is negligible.

Safe Harbor Provision:

Based on the four factors analysis, the following vital documents will be translated in Spanish and posted along with all Title VI notices at locations described in the previous section.

TITLE VI VITAL DOCUMENTS:

- Title VI Notice to the Public
- Title VI Complaint Form
- Title VI Complaint Procedures and Location to file complaint.

Other Posted Documents routinely translated in Spanish:

- Required Federal and State non-discrimination regulations
- Federal and State Labor Law regulations with minimum wage notifications.
- Work Compensation claim procedures

Language Assistance by Language and Noticing:

Because Fresno EOC is not a public transit agency we do not post our route information for public use. Fresno EOC does, however, send all home notices to our contracted passenger services in both Spanish and English when needed. Any other language translation requests would be referred to our “LEP” contact liaison, Michael Garcia, Associate Human Resources Officer, at our Human Resources office. Mr. Garcia’s phone number is (559) 263-1070; his email address is michael.garcia@fresnoeoc.org. Notice of the Title VI plan and filing form is also posted on the Fresno EOC webpage at fresnoeoc.org .

Monitoring and Updating:

Michael Garcia, Associate Human Resources Officer and the Fresno EOC contact liaison, along with input from the Fresno EOC Transit Management team will review LEP requests as needed to update current procedures and plans.

Training:

Michael Garcia, Associate Human Resources Officer and the Fresno EOC Human Resources Office provide annual mandated staff training for Title VI procedures as well as Diversity, Sensitivity Training, Complaint protocols, and anti-Discrimination procedures. Updated annual posters of all of these categories are provided to each program posted location within the Fresno EOC corporate umbrella.

Recap of Transit-Related Boards, Advisory Councils and Committees:

Fresno EOC Transit Systems, as stated earlier, is a private non-profit 501-(c)3 organization. Fresno EOC Transit Systems is also designated as the Consolidated Transportation Service Agency (CTSA) for Fresno County. As such our service is geared toward Elderly and Disabled transportation services. Fresno EOC is not a public transit operator. Fresno EOC's transportation service agreements are with other Fresno area social service agencies. As the designated CTSA for this region, we are a member of many of the Regional Transportation Planning Agencies (RTPA) transportation committees. The RTPA for Fresno County is the Fresno Council of Governments (Fresno COG). Below is a listing of all of the various committees and a description of their purpose and oversight. All committee members and assignments follow Title VI protocol and encourage minority participation where applicable.

Fresno COG Committees

Below are descriptions of each of Fresno COG's standing or advisory committees. These committees offer the organization an excellent opportunity for expanding public participation opportunities during the transportation planning process. This is accomplished not only by active participation on these committees, but by presentations before them, and attendance at their meetings as well. To find out more about these committees, who staffs them and how to get involved with the work they are doing, contact the Fresno COG at 559-233-4148, email COG staff at brendav@fresnocog.org or view each committee on the Fresno COG website at www.fresnocog.org.

You will see the following statement placed on each Fresno COG meeting agenda: The Fresno COG offices and restrooms are ADA accessible. Representatives or individuals with disabilities should contact Fresno COG at (559) 233-4148, at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG is unable to accommodate an auxiliary aid or translation request for a public hearing, after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

Airport Land Use Commission of Fresno County (ALUC)

The ALUC is in existence to protect the public health, safety and welfare by ensuring that orderly development and prevention of excessive noise and safety hazards around public use airports is followed in accordance to state and local laws. ALUCs prepare Compatibility Land Use Plans (CLUP), establish the policies on land uses around the airport ensuring they are compatible with airport operations, evaluate the compatibility of proposed local agency land use policy actions with the relevant provisions in the CLUP, and they review individual development projects to ensure they are within the noise and safety standards in accordance with state laws and the CLUP.

Association for the Beautification of Highway 99

The Association for the Beautification of Highway 99 was formed in 1998. Its members include concerned businessmen, community activists, government agency staff and elected officials.

The group's official role is to advise Caltrans, Fresno County, and the cities of Fresno, Fowler, Selma, and Kingsburg on matters relating to the aesthetics of Highway 99. Fresno COG provides staff support to the Association, and also funded the *Highway 99 Beautification*

Master Plan of 2000. The Committee typically meets bimonthly at the Fresno COG, on the second Monday of the month.

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Ethnicity	COMMISSIONER	TARGET AREA OR TRIPARTITE REPRESENTATIVE	YEAR APPOINTED/ELECTED	EXPIRES
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2014 Fresno EOC Board of Commissioners

The following page is a table of the Fresno EOC Board of Directors and the vast areas of the local community with minority representation we include on our Board. Efforts to encourage participation of minorities are performed to each target area by announcing board positions at Community centers and at all public meeting venues.

Public Sector Commissioners. One-third of the tripartite Commissioners shall be elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than one-third of the membership of the board, appointive public officials or their representatives may be counted in meeting such one-third requirement;

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

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

Caucasian	ARAMBULA, AMY	Juvenile Court	2009	December 2014
African. Amer.	BAINES, LASHAWN	16 th Congressional District	2013	December 2014
Caucasian	BAKMAN, TIM	14 th Senatorial District	2002	December 2015
African Amer.	BROWN, JR. EARL	Target Area F	2013	December 2014
Hispanic	CUEVAS, ESTHER	Economic Development Corporation	2014	December 2014
African Amer.	FINLEY, SR. GEORGE A.	Board of Supervisors	1999	December 2014
Hispanic	FRANCO, FRANK	Target Area E	2014	December 2015
Caucasian	GARABEDIAN, JR. CHARLES	Malaga County Water District	2000	December 2015
African Amer.	HAYES, LINDA	Target Area H	2012	December 2014
Hispanic	HERNANDEZ, JULIA	Target Area A	2012	December 2015
African. Amer.	KEYES, RICHARD	Mayor's Appointment	2010	December 2015
Hispanic	LUCERO, TITO A.	Head Start County Wide Policy Council	2005	December 2014
Caucasian	MATHIES, DEANNA	Fresno Unified School District	2011	December 2014
African Amer.	McALISTER, PASTOR BRUCE	West Fresno Faith Based Organization	2013	December 2014
African Amer.	McCOY, REV. PAUL	NAACP	1997	December 2015
Caucasian	MITCHELL, JOSHUA	Target Area D	2014	December 2015
Hispanic	PARRA, DANIEL T.	Target Area C	2013	December 2014
Hispanic	QUIROGA, YVETTE	Board of Supervisors	2014	December 2015
Hispanic	ROBLES, CATHERINE	Target Area G	2012	December 2015
Africa. Amer.	RODGERS, JIMI	Association of Black Social Workers	2000	December 2015
Hispanic	SORIA, ESMERALDA	31 st Assembly District	2013	December 2014
Caucasian	SULLIVAN, CHERYL	Community Colleges	2014	December 2015
Asian Amer.	VANG, MAIYER	Fresno Center for New Americans	2014	December 2015
Hispanic	VELIZ, JUANITA	Target Area B	2008	December 2014

TITLE VI Plan continued:

2014 Fresno EOC Board of Commissioners

Facility Analysis Statement:

There has not been a facility constructed during the TITLE VI Plan requirement.

Fixed Route Transit Provider Statement:

20

Fresno EOC Transit Systems is not a public transit agency nor provides fixed route transportation for public use.

FRESNO'S HOMELESS AND YOU!

To the Leaders of the Faith Communities of Fresno:

Please join us on Wednesday, May 7, as "The Summit Conference on Homelessness" for Fresno's religious leaders meets for the sixth time. This sixth Summit will take place at the Islamic Cultural Center of Fresno, 2111 E. Nees Ave., from 1:00 to 4:00 pm

At this Summit we will pursue the establishment of emergency and transitional shelter.

The Program:

12:30 Registration
1:00 Welcome and Opening Prayer
1:10 Introduction
1:15 City Task Force (tentative)
1:30 Fresno Restoration: Mayo Ryan
1:45 Fresno Housing Authority: Preston Prince
2:00 Break
2:10 Eco-Village: Art Dyson
2:25 Dakota Eco Garden: Nancy Waidtlow
2:40 Wings Fresno: Anna Hecker
3:00 Breakout Session 1 (meet in groups about a project that interests you)
3:20 Breakout Session 2 (meet in groups about a second project of interest)
3:45 Feedback / evaluations
3:55 Closing Prayer
4:00 Adjourn

We hope that the leader of every House of Worship in Fresno, or their representative, will be able to participate. We will have a table where you can place appropriate literature.

So that we can plan properly, please RSVP to Bill Simon at homelessfr@sbcglobal.net or at 227-6565 as soon as possible but at least by April 29. With your RSVP please include the name of your House of Worship and its zip code.

The Summit Committee