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## The Farmworkers Institute of Education and Leadership Development, Inc FIELD BOARD OF DIRECTORS QUARTERLY MEETING AGENDA

**Location:** Farmworkers Institute of Education & Leadership Development  
FIELD CTE Operations Center  
2240 S. Union Ave  
Bakersfield, CA 93307

**Teleconference Locations:**  
319 Driftwood Rd. Corona Del Mar, CA 92625

**Zoom Meeting/Teleconference Location:**  
<https://us02web.zoom.us/j/82105068643>  
Meeting ID: 821 0506 8643 By Phone (669) 900-9128

**Saturday, June 24, 2023 at 9:00 am**

**NOTE:** In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact us 48 hours prior to the meeting.

**ON THE WEB:** Agendas may be viewed at [www.farmworkerinstitute.org](http://www.farmworkerinstitute.org)

**1. MEETING CALLED TO ORDER:**

**2. ESTABLISH A QUORUM:**

**Roll Call:**

David Villarino	Dr. Nora Dominguez
Dr. Mark Martinez	Dr. Jesse Ortiz
Ines De Luna	Nadia Villagran

**Nonvoting:**

Patrick Pine, Secretary  
Michael Gomez, Treasurer  
John C. Lemmo, General Counsel

**Staff Present:**

Rosa Ruelas	Dr. Tamar Asatryan	Roxanna Villasenor
Vanessa Gutierrez	Maria Rawls	Gustavo Olvera
Susana Navarro-Llamas		

### **3. SALUTE TO THE FLAG / FARMWORKER POEM**

### **4. ADOPTION OF THE AGENDA**

### **5. OPEN PUBLIC FORUM**

*It is appropriate for the public to address the FIELD Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wishes to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items.*

*Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the FIELD Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.*

*In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is NOT a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.*

### **6. CLOSE PUBLIC FORUM**

### **7. CLOSED SESSION**

*The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.*

### **8. OPEN SESSION**

### **9. APPROVAL OF THE CONSENT AGENDA:**

*All consent agenda items for the FIELD BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:*

- a) Approval of Minutes from March 11, 2023*

### **10. REPORTS: THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND SUPERINTENDENT'S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.**

*There is very limited board discussion, between the board, except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda.*

## 11. INFORMATION ITEMS:

1. **David Villarino - President CEO**
  - a. Executive Summary
  - b. Plans & Results
  
2. **Rosa Ruelas - Financial Management**
  - a. Financials
  - b. FIELD's Proposed 2023-24 Budget
  
3. **Silva Ohannessian - Human Resources Director**
  - a. Human Resources Plan vs. Results
  
4. **Maria Rawls - FIELD Advancement**
  - a. Real Estate Plan vs. Results
    - i. Construction & Development
    - ii. Resolution Notice of Funding Availability-Desert Palms
    - iii. Report on the Proposed Support Organization for Union Street
  - b. Marketing Plan vs Results
    - i. General Update
  
5. **Dr. Tamar Asatryan - Strategic Initiatives**
  - a. Strategic Initiatives Report; Plan & Results

## 11. OLD BUSINESS:

## 12. NEW BUSINESS:

### FIELD:

1. **Action Item:** Shall the FIELD Board of Directors approve FIELD's Proposed 2023-24 Budget?
  
2. **Action Item:** Shall the FIELD Board of Directors approve the Resolution Notice of Funding Availability for Desert Palms not to exceed \$45M?
  
3. **Action Item:** Shall the FIELD Board of Directors approve the proposed support organization for the NMTC project for Union Street development?
  
4. **Action Item:** Shall the FIELD Board of Directors approve FIELD leadership to name the entity?
  
5. **Action Item:** Shall the FIELD Board of Directors approve FIELD leadership to select 5 board members for the new entity?

**13. ADJOURNMENT:**

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, August 26, 2023 time and location to be determined.

*This Quarterly Meeting Agenda was posted at least 72 hours in advance of the meeting at FIELD, CTE Operations Center, 2240 S. Union Ave. Bakersfield, CA 93307 online on the website, and at the meeting location.*



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**The Farmworkers Institute of Education and Leadership Development, Inc**  
**FIELD BOARD OF DIRECTORS QUARTERLY MEETING**  
**EPIC de Cesar Chavez Board of Trustees Meeting**  
**MINUTES**

**Location: Farmworkers Institute of Education & Leadership Development**  
**FIELD CTE Operations Center**  
**2240 S. Union Ave**  
**Bakersfield, CA 93307**

**Zoom Meeting/Teleconference Location:**

<https://us02web.zoom.us/j/88653847587>

**Meeting ID: 886 5384 7587 By Phone (669) 900-9128**

**Saturday, March 11, 2023 at 9:00 am**

**NOTE:** In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact us 48 hours prior to the meeting.

**ON THE WEB:** Agendas may be viewed at [www.farmworkerinstitute.org](http://www.farmworkerinstitute.org)

**1. MEETING CALLED TO ORDER:** *Mr. Villarino called the meeting to order at 9:03 am*

**2. ESTABLISH A QUORUM:** *Secretary Patrick Pine established quorum at 9:05am*

**Roll Call:**

David Villarino *(present)*

Dr. Nora Dominguez *(present)*

Dr. Mark Martinez *(present)*

Dr. Jesse Ortiz *(present, by video conference, State Emergency)*

Nadia Villagran *(present)*

Ines De Luna *(present, by video conference, State Emergency)*

**Nonvoting:**

Patrick Pine, Secretary *(present)*

Michael Gomez, Treasurer *(present, by video conference)*

**Staff Present:**

Rosa Ruelas *(present)*

Dr. Tamar Asatryan *(present)*

Vanessa Gutierrez *(present)*

Maria Rawls *(present)*

Silva Ohannessian *(present)*

Ruby Torres *(present)*

Gustavo Olvera *(present)*

Andres Lopez *(present)*

Christopher Blood *(present)*

Dave Weaver *(present)*

Adonis Galarza-Toledo *(present)*

Carolyn Coffey *(present)*

Steven Watkins *(present)*

Susana Navarro-Llamas *(present)*

### **3. SALUTE TO THE FLAG / FARMWORKER POEM**

*Farmworker Poem was recited by Nadia Villagran*

### **4. ADOPTION OF THE AGENDA**

*Mr. Villarino asked everyone to review the agenda, there were no comments. Chair entertained a motion to adopt the Agenda for FIELD. Ines De Luna moved, Mark Martinez seconded the motion. There was no discussion and the motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Absent: 0*

*Abstain: 0*

### **5. OPEN PUBLIC FORUM**

*It is appropriate for the public to address the FIELD Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wishes to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items.*

*Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the FIELD/EPIC Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.*

*In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is NOT a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.*

*Mr. Villarino opened the public forum at 9:10 am. He asked if there were any comments by the public. There were none.*

### **6. CLOSE PUBLIC FORUM**

*Public forum closed at 9:12 am*

### **7. CLOSED SESSION**

*The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.*

*No items for closed session*

### **8. OPEN SESSION**

**I. FIELD INFORMATION ITEMS:**

**1. David Villarino - President CEO**

- a. Joseph Casas Update
- b. John C. Lemmo, General Counsel
- c. Overview on State Budget

*Mr. Villarino shared with the board of directors that our General Counsel Joseph Casas will be stepping down, in his place we have asked Mr. John Lemmo, Attorney and an expert in Charter schools to join our organization.*

**Rosa Ruelas - Financial Management**

- d. Financials
- e. 2021-22 Fiscal Audit
- f. Selection of the Auditor for Fiscal Year 2022-23

*Rosa Ruelas shared the FIELD Balance Sheet as of January 31, 2023 containing Total Assets, Total Liabilities with a Total Liabilites and Net Assets of \$8,873,146.*

*The combined Revenue and Expense Statement Actuals were reviewed by Rosa. This report reflects Actuals, Year to Date Budget & Variance.*

*Rosa also shared the 2021-22 Fiscal Audit and the selection of the Auditor for FY 2022-23.*

**2. Silva Ohannessian - Human Resources Director**

- a. Human Resources Report

*Silva Ohannessian, Human Resources Director shared her HR report to the board of directors.*

**3. Maria Rawls - FIELD Advancement**

- a. Real Estate Report
  - i. Construction & Development
- b. Marketing
  - i. General Update
  - ii. Campaigns

*Maria Rawls, FIELD Advancement went over the Real Estate & Marketing Reports with the board of directors.*

**4. Dr. Tamar Asatryan - Strategic Initiatives**

- a. Strategic Initiatives Report; Plan & Results
- b. OSY 22-23 Grant

*Dr. Tamar Asatryan reported on the Strategic Initiatives Report Plan & results, Dr. Asatryan also went over the OSY 2022-23 Grant with the board of directors.*

## II. EPIC

- 1. MEETING CALLED TO ORDER:** *Mr. Villarino called the meeting to order at 11:45 am*
- 2. ESTABLISH A QUORUM:** *Secretary Patrick Pine established quorum at 11:46 am*

### Roll Call:

David Villarino <i>(present)</i>	Dr. Nora Dominguez <i>(present)</i>
Dr. Mark Martinez <i>(present)</i>	Dr. Jesse Ortiz <i>(present, by video conference, State Emergency)</i>
Nadia Villagran <i>(present)</i>	Ines De Luna <i>(present, by video conference, State Emergency)</i>

### Nonvoting:

Patrick Pine, Secretary *(present)*  
Michael Gomez, Treasurer *(present, by video conference)*

## 3. ADOPTION OF THE AGENDA

*Chair entertained a motion to adopt the Agenda for EPIC. Nora Dominguez moved, Jesse Ortiz seconded the motion. There was no discussion and the motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)  
Absent: 0  
Abstain: 0*

## 4. OPEN PUBLIC FORUM

*It is appropriate for the public to address the FIELD Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wishes to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items.*

*Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the FIELD/EPIC Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.*

*In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is NOT a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.*



*Mr. Villarino opened the public forum at 11:48 am. He asked if there were any comments by the public. There were none.*

## **5. CLOSE PUBLIC FORUM**

*Public forum closed at 11:49am*

## **6. CLOSED SESSION**

*The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.*

*No items for closed session*

## **7. OPEN SESSION**

### **8) APPROVAL OF THE CONSENT AGENDA FOR EPIC:**

*All consent agenda items for the FIELD/EPIC BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:*

- a) Approval of Minutes from September 24, 2022*
- b) Approval of Minutes from December 10, 2022*

*Mr. Villarino asked the Board Members to review Minutes from September 24, 2022 & December 10, 2022 to be approved simultaneously. Board Trustee Jesse Ortiz made a motion to vote on the Minutes separately. Nadia Villagran moved, Nora Dominguez Seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino. Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

*Mr. Villarino asked the Board Members to review Minutes from **September 24, 2022**. Nadia Villagran moved, Nora Dominguez Seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Nadia Villagran, David Villarino.*

*Ayes: 5*

*Abstain: 1, Jesse Ortiz*

*Absent: 0*

*Mr. Villarino asked the Board Members to review Minutes from **December 10, 2022**. Jesse Ortiz moved, Ines De Luna seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

**9) EPIC DE CESAR CHAVEZ REPORTS: THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND SUPERINTENDENT’S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.**

*There is very limited board discussion, between the board, except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda.*

**10) EPIC INFORMATION ITEMS**

**1. David Villarino - Superintendent EPIC**

- a. Executive Summary
- b. Administrative Update
- c. Program Update
- d. Annual Statement of Economic Interest Form 700
- e. Gregorio C. Cervantes, Potential Board Trustee
- f. EPIC High School Safety Plan

*Mr. Villarino discussed Annual Statement of Economic Interest Form 700 which is due by by March 31, 2023 by all board of trustees.*

*Mr. Villarino shared Mr. Gregorio Cervantes’s resume for Director of FIELD and Trustee for EPIC.*

**2. Rosa Ruelas - Financial Management**

- a. 2nd Interim Report
- b. 2021-22 Fiscal Audit
- c. Selection of the Auditor for Fiscal Year 2022-23

*EPIC’s 2nd Interim Report was reviewed by Rosa Ruelas and shared with the board of Trustees. The 2nd Interim report Total Revenue Projected as of 06/30/2023 is \$8,343,261 with a total projected ADA of 330, Overall expenses \$8,682,231. The Net Increase (Decrease) In Fund Balance reflects a negative balance of (\$338, 970) with a fund balance of \$4,410,636 as of July 1, 2023. Rosa continued with the Multi Year Projection for the next two years and the Assumptions and Cashflow projections.*

*Rosa also discussed and shared the 2021-22 Fiscal Audit and the selection of the Auditor for Fiscal Year 2022-23*

**3. Ruby Torres - Acting Instructional Services Assistant Director**

- a. EPIC Plan & Results
- b. Bell Schedule Update for Riverside & S. Bakersfield Sites

*Ruby Torres, Acting Instructional Services Assistant Director shared the EPIC Plan & Results & the Bell Schedule Update for Riverside & S. Bakersfield sites. Ruby reviewed the EPIC High School Safety Plan with the board of directors.*

**4. Vanessa Gutierrez - EPIC Student Services Director**

- a. Student Services Plan & Results

*Vanessa Gutierrez, EPIC Student Services Director shared the Student Services Plan & Results with the board of trustees.*

**5. Gustavo Olvera - EPIC Workforce Development Director**

- a. EPIC Workforce Development Report & Plan

- i. CTE Plan & Results
- ii. CCEC Plan & Results
- iii. Recycling Plan & Results
- iv. Natural Resources
- v. Early Childhood Education Plan & Results
- vi. Fire Fighting Plan & Results

- b. Environmentally Preferable Purchasing Practices

*Gustavo Olvera, EPIC Workforce Development Director shared the EPIC Workforce Development Report & Plan, his team also presented the CTE, CCEC, Recycling, Natural Resources, Early Childhood Education & Fire Fighting Plan & Results.*

*Gustavo Olvera also discussed the Environmental Preferable Purchasing Practices with the board Trustees.*

**11. OLD BUSINESS:**

**12. NEW BUSINESS:**

**FIELD/EPIC:**

1. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the 2nd Interim Report?

*Chair entertained a motion to approve the 2nd Interim Report. Jesse Ortiz moved, Nadia Villagran seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

2. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve 2021-22 Fiscal Audit?

*Chair entertained a motion to approve the 2021-22 Fiscal Audit. Nora Dominguez moved, Mark Martinez seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

3. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the selection of the auditor for fiscal year 2022-23?  
*Chair entertained a motion to approve the selection of the auditor for fiscal year 2022-23. Nadia Villagran moves, Nora Dominguez seconded the motion. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*  
*Ayes: 6 (all Trustees in attendance)*  
*Abstain: 0*  
*Absent: 0*
4. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve EPIC High School Safety Plan?  
*Chair entertained a motion to approve the EPIC High School Safety Plan. Mark Martinez moved, Jesse Ortiz seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*  
*Ayes: 6 (all Trustees in attendance)*  
*Abstain: 0*  
*Absent: 0*
5. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the additional hours to bell schedules for Riverside and S. Bakersfield EPIC Sites?  
*Chair entertained a motion to approve the additional hours to bell schedules for Riverside and S. Bakersfield EPIC Sites. Nadia Villagran moved, Nora Dominguez seconded the motion. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*  
*Ayes: 6 (all Trustees in attendance)*  
*Abstain: 0*  
*Absent: 0*
6. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the OSY 2022-23 Grant Agreement?  
*Chair entertained a motion to approve the OSY 2022-23 Grant Agreement. Mark Martinez moved, Nadia Villagran seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*  
*Ayes: 6 (all Trustees in attendance)*  
*Abstain: 0*  
*Absent: 0*
7. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the Environmentally Preferable Purchasing Practices?  
*Chair entertained a motion to approve the Environmental Preferable Purchasing Practices.*

*Nora Dominguez moved, Mark Martinez seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*  
*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

8. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve to establish an Audit Committee?

*Chair entertained a motion to approve to establish an Audit Committee. Nora Dominguez moved, Mark Martinez seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

9. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve Greg Cervantes as Director of FIELD and Trustee for EPIC?

*Chair entertained a motion to approve Greg Cervantes as Director of FIELD and Trustee for EPIC. Jesse Ortiz moved, Nadia Villagran seconded the motion. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.*

*Ayes: 6 (all Trustees in attendance)*

*Abstain: 0*

*Absent: 0*

### **13. ADJOURNMENT:**

*Chair entertained a motion to adjourn, Mark Martinez moved, Nora Dominguez seconded. No discussion, motion was approved unanimously. Meeting adjourned at 3:34pm.*

*Ayes: 6 (all Trustees in attendance approved motion)*

*Abstain: 0*

*Absent: 0*

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, June 24, 2023 time and location to be determined.

*This Quarterly Meeting Agenda was posted at least 72 hours in advance of the meeting at FIELD, CTE Operations Center, 2240 S. Union Ave. Bakersfield, CA 93307 online on the website, and at the meeting location.*

**FIELD  
BALANCE SHEET  
May 31, 2023**

**ASSETS**

CASH	8,224,722
RECYCLING CENTER-CASH ON HAND	37,126
ACCOUNTS RECEIVABLE	297,796
ACCOUNTS RECEIVABLE-APPORTIONMENT	1,274,581
GRANTS RECEIVABLE	(7,707,790)
PREPAID EXPENSES	280,257
ADVANCES	53,764
PROPERTY & EQUIPMENT	
FURNITURE & EQUIPMENT	326,574
VEHICLES	2,954,662
BUILDING/LAND	5,270,592
RIGHT OF USE(ROU)	418,018
LESS: ACCUMULATED DEPRECIATION	(932,178)
<b>TOTAL ASSETS</b>	<b>10,498,124</b>

**LIABILITIES**

ACCOUNTS PAYABLE	486,950
ACCRUED PAYROLL	148,432
COMPENSATED ABSENCES	134,085
MEDICAL PAYABLE	114,425
PENSION PAYABLE	1,647
SICK LEAVE PAYABLE	159,515
PAYROLL PAYABLE	315,661
LOAN PAYABLES-VEHICLES	193,707
LOAN PAYABLES-BUILDING/LAND	560,662
LOAN PAYABLES-LOC	390,780
LOAN PAYABLES-BSB (INVESTMENT)	166,071
CURRENT PORTION/LONG TERM LIABILITY-LEASE	418,018
DEFERRED GRANT REVENUE	115,662
RESTRICTED FUNDS	2,225
<b>TOTAL LIABILITIES</b>	<b>3,207,840</b>
<b>FUND BALANCE</b>	<b>2,647,769</b>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,642,514</b>
<b>NET ASSETS</b>	<b>7,290,283</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>10,498,124</b>

**Farmworker Institute  
Combined Revenue and Expense Statement**

COMBINED	Fiscal year thru period ending 06/30/2023		
Description	+----- Actual	Year to Date Budget	-----+ Variance
401 APPORTIOMENT	5,395,646	6,944,535	(1,548,889)
40 HS OTHER STATE REVENUES	4,255,720	199,484	4,056,236
402 INSTRUCTIONAL FEES	0	0	0
405 CONTRACT FEES	2,109,483	1,656,785	452,698
410 CONTRIBUTIONS	6,659,439	7,637,700	(978,261)
420 RECYCLING CENTER	471,248	0	471,248
420 OTHER RECYCLING SERV	292,124	409,920	(117,796)
499 MISC. INCOME	43,374	0	43,374
<b>Total Revenue</b>	<b>19,227,034</b>	<b>16,848,424</b>	<b>2,378,610</b>
600 COMPENSATION	8,123,093	9,420,421	1,297,328
601 BENEFITS	2,447,363	2,445,544	(1,819)
605 TRAVEL	297,290	181,107	(116,183)
610 OCCUPANCY	807,372	695,170	(112,202)
611 OFFICE OPERATIONS	1,599,957	1,238,209	(361,748)
620 RECYCLING CENTER	397,335	0	(397,335)
635 PROJECT EXP	405,444	365,074	(40,370)
645 OUTSIDE/PROFESSIONAL	506,665	283,727	(222,938)
Capital Outlay/Improvements	0	1,750,000	1,750,000
<b>Total Expenditure</b>	<b>14,584,520</b>	<b>16,379,252</b>	<b>1,794,733</b>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,642,514</b>	<b>469,172</b>	<b>4,173,342</b>

**FIELD PROPOSED BUDGET  
2023-2024  
Combined**

	Corporate	Programs	A & R	Conservation Corps	Central Valley	Coastal	No Cal	So Cal	Total
<b>REVENUE</b>									
HS APPORTIONMENT	0	1,433,120	0	0	2,669,172	1,021,098	1,182,324	1,092,754	7,398,468
HS OTHER STATE REVENUE	0	960,690	0	0	0	0	0	0	960,690
ESL INSTRUCTIONAL FEES	0	750,000	0	0	0	0	0	0	750,000
CONTRACT FEES	0	180,000	0	2,176,447	0	0	0	0	2,356,447
PUBLIC SUPPORT (GRANTS)	35,325	61,570	140,620	3,041,250	139,259	116,799	130,442	62,156	3,727,422
RECYCLING SERVICES	0	0	0	719,527	0	0	0	0	719,527
NMTC-Allocation	0	1,500,000	0	0	0	0	0	0	1,500,000
<b>TOTAL REVENUE</b>	<b>35,325</b>	<b>4,885,380</b>	<b>140,620</b>	<b>5,937,224</b>	<b>2,808,431</b>	<b>1,137,897</b>	<b>1,312,766</b>	<b>1,154,910</b>	<b>17,412,554</b>
<b>EXPENSES</b>									
COMPENSATION	1,007,406	2,931,285	294,346	3,761,077	1,038,357	527,488	797,253	700,398	11,057,610
BENEFITS	209,712	786,944	91,943	763,056	366,625	171,946	252,046	243,691	2,885,963
TRAVEL	11,655	61,037	2,791	37,409	13,511	9,382	10,799	17,852	164,437
SPACE & OCCUPANCY	121,774	0	35,209	170,616	114,971	112,348	132,084	52,538	739,540
OFFICE OPERATIONS	241,279	621,530	17,546	135,775	79,542	42,105	65,550	59,698	1,263,025
CONSERVATION CORPS	0	0	0	436,978	0	0	0	0	436,978
OUTSIDE/PROFESSIONAL SER	116,631	53,308	4,067	20,169	34,318	15,126	18,948	23,997	286,564
RECYCLING CENTERS	0	0	0	349,329	0	0	0	0	349,329
<b>TOTAL EXPENSES</b>	<b>1,708,458</b>	<b>4,454,103</b>	<b>445,902</b>	<b>5,674,408</b>	<b>1,647,324</b>	<b>878,394</b>	<b>1,276,680</b>	<b>1,098,175</b>	<b>17,183,445</b>
<b>NET REVENUE</b>	<b>(1,673,133)</b>	<b>431,277</b>	<b>(305,282)</b>	<b>262,816</b>	<b>1,161,107</b>	<b>259,503</b>	<b>36,086</b>	<b>56,735</b>	<b>229,109</b>





**Human Resources**  
**Silva Ohannessian, Director**  
**Quarterly Board Meeting June 24, 2023**

**Objective:** To support the growth of the organization with qualified and timely talent acquisition and retention, through a defined recruitment plan, marketing strategy and streamline time-saving process improvement plan and practices, at a cost not to exceed \$25,000 by June 30, 2023.

**Results:**

- Human Resources has onboarded 38 new hires this quarter, (March 8, 2023 – June 21, 2023):
  - Corpmember, Recycling: 12
  - Corpmember, Natural Resources: 6
  - Corpmember, ECE Aide: 2
  - Case Manager/ Student Service Specialist: 1
  - Case Manager/ ESL Tutor: 1
  - CTE Manager: 1
  - Director, Educational Services: 1
  - Substitute EPIC Teacher: 5
  - ESL Instructor: 1
  - Substitute ESL Instructor: 2
  - ESL Tutor: 3
  - Student Services Coordinator: 3
  
- Job Fairs:
  - We will again be partnering with the Greater Tehachapi Chamber of Commerce to hold the 2<sup>nd</sup> Annual Tehachapi Career Fair presented by FIELD.
  - March 22, 2023: University of La Vern Career Fair
  - April 5, 2023: California State University, Sacramento Career Fair
  - April 12, 2023: Dream Center Recruitment Event
  - April 19, 2023: Kern Employers’ Training Resource (ETR) Job Fair
  - April 28, 2023: Kern County Career & STEM Job Fair for youth
  - May 4, 2023: California State University, Stanislaus Career Fair

**Gaps:**

- Based on the results and various and creative recruitment methods, we have been able to fill positions in a timely and cost-efficient manner. The next steps should be to be create relationship with Colleges and Universities in order to create a pipeline of available applicants who are familiar with our organization as a competitor to other schools and businesses.



**Human Resources**  
**Silva Ohannessian, Director**  
**Quarterly Board Meeting June 24, 2023**

**Reforecasting:**

- Increase Human Resources staffing to include an HR Coordinator at \$22 - 24.00/hour to lessen the administrative burden on the HR Director. This will allow the HR Director the ability to build relationships. Per our Strategic Plan, “Core Values define what we stand for as well as who we are. Core Values are deeply-held inner beliefs that are embraced by the organization and that have intrinsic value in **building relationships**. The HR Director need to be available to building outside relationship.



**FIELD Advancement – Maria Rawls**  
**Board Meeting**  
**June 24, 2023**

**Objective #1:** Expand FIELD’s community engagement through the renovation of Union Ave CTE Operations Center, complete the financing of 3 loan transactions to support the bridge costs for development while securing NMTC funding to support FIELD’s Community Impact Projects, and continue working with Desert Palms LLC on development of the Farmworker Housing Project, all to establish stronger community presence through program offerings by June 2023.

**Results:**

- A) **NMTC \$10.6M Community Impact Project – COE Oct 15, 2023**
  - NMTC Consultants and NMTC Counsel in place
  - CDFI engaged – CA Statewide Communities Development Corporation
  - Investor Partner engaged – Wells Fargo Community Investment Holdings, LLC
  - Architect and GC identified – initial proforma, construction costs & drawings completed
  - CUP Approved 6/15/2023
- B) **Loans/Financing** – 1 bridge loan for short term capital closed
- C) **Desert Palms LLC** – Group submitted 2 funding applications – Super NOFA and LACDA

**Gap:**

- A) **NMTC \$10.6M Community Impact Project**
  - Original close of escrow target date was July. Delayed due to permitting timing.
  - Original construction costs exceeding budget with Public Works items added
  - New Entity LLC for FIELD needs to be created to serve as leverage lender - *FIELD ENTERPRISES, LLC – need 5-person board*
- B) **Loans/Financing** - 2 bridge loans not completed – not needed with \$8M state budget allocation
- C) **Desert Palms LLC** – 2 apps submitted were not awarded – postpones development.

**Reforecasting:**

- A) **NMTC \$10.6M Community Impact Project** - New COE target date of Oct 15, 2023; Scope of work for Solar, Asphalt / Resurfacing and Fencing reduced or material change to meet budget parameters. Protecting \$1.5M for working capital. Create new entity by July 30, 2023
- B) **Loan/Financing** – none
- C) **Desert Palms LLC** – new Super NOFA app in progress (7/12/23 due date) not to exceed \$40M

**Objective #2:** Expanded public awareness beyond existing social media following to include press/print media coverage and increased public engagement of FIELD’s vision to empower and change people’s experiences to garner philanthropic donors to gain unrestricted funding by June 30, 2023.

**Results:**

- A) **Diversified funding streams planned and established (6 Events)**
  - 3 Events planned and executed
    - Giving Tuesday/Holiday Giving Campaign – raised \$90,833
    - Cesar Chavez Breakfast - \$50,500
- B) **Implement processes to inform Awareness & Engagement from general public**
  - 12 active Social Media accounts - 3473 followers; YTD 10% increase in FB follower
  - Website Metrics – Fiscal Year 840K hits (+2% to LY), Avg 82K hits/mo
- C) **External target market partnerships to leverage FIELD’s funding message**



## **FIELD Advancement – Maria Rawls**

### **Board Meeting**

**June 24, 2023**

- 2,600 email list built for external communications
- Added mass texting capabilities for outreach and recruiting
- 4 Hispanic Chambers of Commerce, 4 Chambers of Commerce, 10 radio stations (Spanish/English), 5 TV stations

**D) Internal organizational engagement for FIELD promotion**

- Marketing materials templates created for branding & consistent messaging
- QR codes for all FIELD social media platforms shared with staff
- Social media directive requesting FIELD employees follow and engage

**E) FIELD's accomplishments and actions communicated**

- Established monthly e-newsletters for both internal and external communications
- Created News page on Website to communicate accomplishments & current events with FIELD to public

#### **Gap:**

**A) Diversified funding streams planned and established**

- 3 events canceled or postponed - Chamber of Commerce Union Ave Ribbon Cutting, Trunk or Treat / Dia de los Muertos, Chavez Summer Festival

**B) Implement processes to inform Awareness & Engagement from general public**

- Student/Corpsmember of the month & Staff Highlights – no band width to continue
- Consistency in media/press relations and social media postings due to band-width

**C) External target market partnerships - No Gaps**

**D) Internal organizational engagement for FIELD promotion – Adhoc materials/logos still being used and need to complete updates for 6 CTE pathways**

**E) FIELD's accomplishments and actions communicated – missed months with newsletter due to limited revenue with FIELD**

#### **Re-forecasting**

**A) Diversified funding streams planned and established - none**

**B) Implement processes to inform Awareness & Engagement from general public – request student/CM/Teacher highlight from EPIC & CCEC leadership by 15<sup>th</sup> of each month to schedule interview to build story for newsletter/social media.**

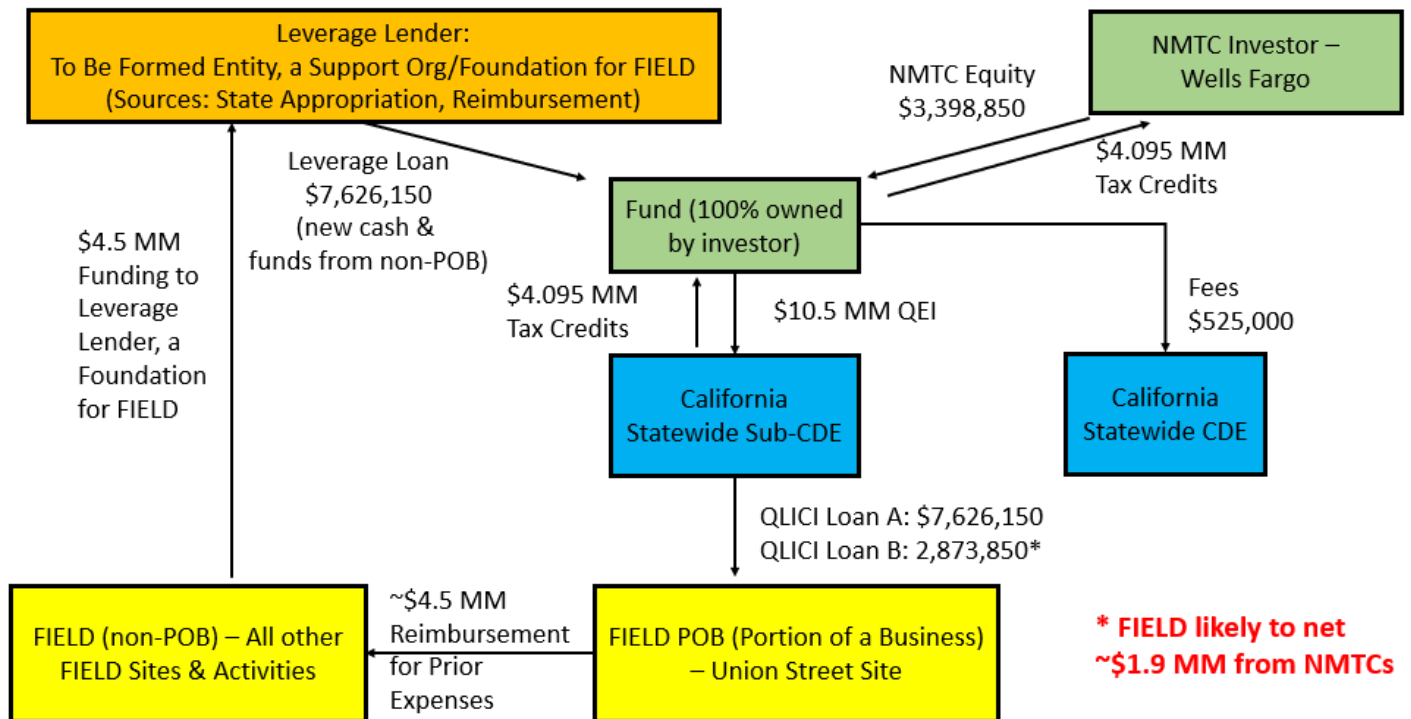
**C) External target market partnerships to leverage FIELD's funding message - none**

**D) Internal organizational engagement for FIELD promotion – create shared Canva account with best practice of materials being created, reviewed & approved prior to print and sharing.**

**E) FIELD's accomplishments and actions communicated – utilize communications consultants to establish communications strategy; monthly newsletter, news postings to website, social media postings min 3x per week.**

**Deal Diagram for the Transaction** - This shows our anticipated structure and that FIELD is likely to net approximately \$1.9MM for the Union Street project, including working capital.

### FIELD – ANTICIPATED NMTC DEAL DIAGRAM



### Key Points Related to the New Entity -

- A) We need to create a new legal entity in order to make the NMTC structure work. That is because the party that acts as the NMTC borrower (FIELD) and the party that acts as the leverage lender (aka the party that puts money into the NMTC structure) must be legally distinct. If they are the same, you cannot use NMTCs.
- B) The party that we will create will be the leverage lender – (“FIELD Enterprises, LLC)
- C) The entity will be a non-profit support organization/foundation for FIELD. Its role will be to provide funding for FIELD's projects/programs. With regard to NMTCs, it will provide a leverage loan to the NMTC Investment Fund that will facilitate the NMTC transaction. FIELD can decide if you want this entity to fund just the Union Street project or if you want it to fund other programs as well. It will be formed by FIELD's NMTC legal counsel.
- D) The new entity will have 5 board members. 3 of the board members can include current FIELD board members and/or staff. The other 2 board members must be independent. They can be prior board members or staff or other parties supportive of FIELD. FIELD will appoint the board members.
- E) For FIELD to establish this entity, we need board approval to do so. Ideally board members will: (1) allow for the creation of the entity, (2) allow FIELD leadership to name the entity, and (3) allow FIELD leadership to select the 5 board members.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
FARMWORKERS INSTITUTE FOR EDUCATION AND LEADERSHIP  
DEVELOPMENT INC.**

RESOLUTION NO.: \_\_\_\_\_

**Desert Palms Apartments**

WHEREAS, the California Department of Housing and Community Development ("Department"), as authorized by California Assembly Bill 434 ("AB 434") (Chapter 192, Statutes of 2020), has issued a Multifamily Finance Super Notice of Funding Availability, dated May 18, 2023 ("Multifamily Super NOFA"). The Multifamily Super NOFA provides funding under the following programs: the Multifamily Housing Program; the Joe Serna, Jr., Farmworker Housing Grant Fund; the Veterans Housing and Homelessness Prevention Program; and the Infill Infrastructure Grant Program of 2019.

WHEREAS, Farmworkers Institute for Education and Leadership Development, Inc, a California nonprofit public benefit corporation ("Corporation"), is authorized as active and in good standing to do business in the State of California, and it is in the Corporation's best interests to participate in one or more of the foregoing programs (the "Program(s)") on its own behalf and as a member of Kingdom Desert Palms, LLC, a California limited liability company (the "LLC"), the Managing General Partner of Desert Palms Apartments, LP, a California limited partnership (the "Borrower").

NOW, THEREFORE, IT IS RESOLVED: That the Corporation is hereby authorized and directed to act on its own behalf and to act as a member of the LLC, the Managing General Partner of the Borrower in connection with the Department's Loan or Grant of Multifamily Super NOFA funds to the Borrower pursuant to the above-mentioned NOFA in an amount not to exceed \$40,000,000.

RESOLVED FURTHER: Corporation is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Corporation, on its own behalf and as a member of the LLC as Managing General Partner of the Borrower, is authorized and directed to enter into, execute, and deliver one or more STD 213, Standard Agreement(s), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program(s), and all amendments thereto (collectively, the "Program Award Documents").

RESOLVED FURTHER: Corporation acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreement(s), and that the Multifamily Super NOFA and the Application will be incorporated by reference

therein and made a part thereof. Corporation also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). Corporation also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

RESOLVED FURTHER: That David Villarino, CEO is hereby authorized to execute the Multifamily Super NOFA Loan or Grant Documents and any amendment or modifications thereto, on behalf of the Corporation for itself and as a member of the LLC as Managing General Partner of the Borrower.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

Passed and adopted, effective as of \_\_\_\_\_, 2023, by the consent of the Board of Directors of the Corporation by the following vote:

\_\_\_\_AYES

\_\_\_\_NAYS

\_\_\_\_ABSTAIN

\_\_\_\_ABSENT

#### CERTIFICATE OF THE SECRETARY OF THE CORPORATION

The undersigned, Secretary of the Corporation, does hereby attest and certify that the foregoing is a true, full, and correct copy of a resolution that was duly adopted by the Corporation's governing body on **[DATE]**, and that the resolution has not been altered, amended, modified, repealed, rescinded, or annulled.

DATE: \_\_\_\_\_

\_\_\_\_\_  
**[Full Legal Name] [Secretary]**

## NOTICE AND INSTRUCTIONS

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. This language and the table may require modification and customization in order to accurately reflect your entity and/or your entity's participation in the relevant Program(s). Accordingly, the Department encourages each entity to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to participate in the relevant Program(s). Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Program Award Documents may result in the Department rejecting the Authorizing Resolution.
2. **Accuracy, Verification.** The Department will verify that this Authorizing Resolution comports with the entity's organizational documents. The entity must timely notify the Department, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially consistent with this template.
3. **Authorized Signatory or Signatories, Designee.** The entity may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Program Award Documents individually or collectively. In addition, the entity may authorize a designee of the authorized signatory to execute the Program Award Documents. In such case, the entity must append a supporting document (e.g., memorandum, meeting notes of official action), which indicates the name and title of the designee who is authorized to legally bind the entity.
4. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Program Award Documents on behalf of the entity.





## **Strategic Initiatives**

### **Dr. Tamar Asatryan, Special Assistant for Strategic Initiatives Quarterly Board Meeting June 24, 2023**

**Objective:** To identify, procure, and leverage grants, earned income, and other funding sources for an additional \$750,000 by June 30, 2023 at a cost not to exceed \$130,000.

**Results:** \$4.9 million in grants awarded which includes \$3.6 million in grants we applied for and an additional \$1.3 in grants we were automatically awarded. Total of 21 grants applied for (11 awarded, 8 waiting for results & 2 denied).

**Gap:** No Gap

**Re-forecasting:** We need to build out the fund development division and ensure timely roll-out of all grants by the different divisions with close monitoring of reporting requirements.