



Economic Opportunity Council (EOC) Business Meeting Minutes
 Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 09/14/2017 **Time Convened:** 6:30 PM **Time Terminated:** 8:54 PM **Recorder:** Nancy Sparks/Mele Tupou

Attendees: Armando Morales, Dawn Miguel, Samuel Houston, Devlyn Sewell, Lauren Babb, Acaria Almeida, Cynthia Krieger, Renee Zeimer, Ajit Kaushal

Absentees: Juan Pablo Benavente (Excused), Bhupen Amin (Excused), Cesar Zepeda(Excused), Tanya Brown (Excused)

Staff: Christina Reich, Mele Tupou Lolohea, Nancy Sparks (Excused)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:30 PM. Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None.
Unfinished Business	<ul style="list-style-type: none"> Reich gave a report to the group, the Headstart program for the first time time extended services to San Ramon. The area has been identify as a local policy area priority one based on free and reduced lunch. There are 48 total students receiving services, 24 students in two different elementary schools. Reich also reported the West County Family Justice center is providing free legal advice to DACA folks. They are working with those whose DACAs' are expiring between September 5, 2017- March 5, 2018. The following free services are being provided, DACA renewals whose work permits expire between those dates and legal consultation for those recipients and their families. Reich updated the group about Ensuring Opportunity, their priority has shifted to housing. A couple events are coming up with five Housing Townhall events. One will be held in Antioch September 23rd, Richmond September 30th, Alamo October 14th, Martinez October 21st and Concord October 28th. There are no confirmed event locations, but staff will send the group all that information. Reich stated tomorrow, (September 15th) there is a free webinar from 10:00 am -11:30 am, a regional affordable housing challenges and solution webinar, to discuss challeneges and opportunities for affordble housing in the Bay area. Zeimer stated the unfinished Business is embedded in the agenda since June.
Action: Review and approval of the draft June 8, 2017 Business Meeting minutes	<ul style="list-style-type: none"> The group reviewed the Draft June 8, 2017 business meeting minutes. The following changes were made: Zeimer asked for staff to quote the following language in body of the motion on page 3. <i>"The Economic Opportunity Council declares that the top factors contributing to poverty in Contra Costa County are housing & shelter, employment &</i>

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	<p><i>training, food & nutrition, and comprehensive health services. In addressing these top factors, we recognize that there are overarching issues, namely access and integration. Access and integration refer to the compounding challenges of transportation, capacity, affordability and both timely and effective service delivery.”</i></p> <p>A motion to approve the draft June 8, 2017 business meeting minutes with the changes stated above was made by Krieger and second by Babb.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Miguel, Houston, Sewell, Almeida, Babb, Krieger, Zeimer, Kaushal Nays: None Abstentions: None Absent: Benavente, Zepeda, Amin, Brown</p>
<p>Action: Ratify the recommended approval of prospective EOC candidates(s)</p>	<p>A motion to ratify the recommended approval of prospective EOC candidates Babb and Krieger was made by Zeimer and second by Miguel.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Miguel, Houston, Sewell, Almeida, Babb, Krieger, Zeimer, Kaushal Nays: None Abstentions: None Absent: Benavente, Zepeda, Amin, Brown</p>
<p>Review: Review Executive roles and responsibilities Action: 2017-2019 Executive Committee Election</p>	<ul style="list-style-type: none"> • Reich went over the roles and responsibilities of the Executive committee. • Nominations from the floor were taken for each office: Chair, Vice-Chair, and Secretary. • EOC members voted for the following members to serve as follows: <ul style="list-style-type: none"> ○ Chair: Ajit Kaushal ○ Vice-Chair: Renee Zeimer ○ Secretary: Dawn Miguel <p>A motion to approve the 2017-2019 Executive Committee stated above was made by Babb and second by Almeida.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Miguel, Houston, Sewell, Almeida, Babb, Krieger, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Benavente, Amin, Brown</p>

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<p>Present: Date of EOC orientation and DRAFT agenda</p>	<ul style="list-style-type: none"> • Reich updated the group that CSD will make Saturday, October 28th work for the EOC Orientation. • Zeimer spoke to the group that this orientation there will be a chunk of time taken out of the agenda to understand the language of CSBG and other terms. • Kaushal stated the EOC and CSB work together. They cannot work without the other. • Zeimer stated instead of the agenda being two separate chunks of the State and then us, maybe to give Federal State, the staff jump in and localize it for each agenda item. • Group reviewed the draft agenda and agreed on the date of the orientation for Saturday, October 28th.
<p>Action: Presentation and approval of 2018-2019 Community Action Plan revisions</p>	<ul style="list-style-type: none"> • Reich shared the minor edits provided by the members during the Program Services meeting in July. She also shared that the Department of Community Services and Development (CSD) has accepted the 2018-2019 Community Action Plan (CAP). Staff shared the letter with the board and attached in the meeting packet. • Zeimer stated that there were some grammar errors she noticed throughout the 2018-2019 Community Action Plan and would like to see a bridging sentence on page ## • Reich mentioned that they will re-open the 2018-2019 CAP for the members to provide final feedback before sending the revisions to CSD. • Staff will send out an email to the members containing the 2018-2019 CAP. <p>A motion to accept the 2018-2019 CAP with the revisions provided by the members was made by Miguel and seconded by Krieger.</p> <p>The motion passed with members voting as follows.</p> <p>Ayes: Morales, Brown, Miguel, Houston, Sewell, Almeida, Babb, Krieger, Zeimer, Kaushal</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Absent: Benavente, Zepeda, Amin</p>
<p>Present: 2017 Organizational Standards.</p>	<ul style="list-style-type: none"> • Reich shared the 2017 Organizational Standards that were due to CSD on August 30th. All Community Action Agencies were expected to update and upload program, fiscal, and board documentation into the eGov portal provided by CSD. Reich went through the spreadsheet and shared examples of the documents uploaded by staff. • Field Representative Katie Walker has reviewed the organizational standards and has given CSB 100 percent.
<p>Debrief: Community Action Convention</p>	<ul style="list-style-type: none"> • Zeimer stated she was in Philadelphia with Sparks and they were pretty strategic on how they were going to spend their time there. They studied the agenda, and they had questions they were seeking answers to. • Zeimer seeks out and connected with other Region IX agencies, the next 3 days of the conference, people were seeking her out to tell her the ways of how they were having problems with their services as well. • Zeimer updated the group on the legislative part of the convention. Zeimer spoke to David Bradley, and agencies are in a position where two things need to happen before December 8th. One has to do with the funding of CSBG and Liheap. Then, there is the reauthorization of the bill that recognizes us as something congress has to fund. If we are not reauthorized, we go away.

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	<ul style="list-style-type: none"> • There will be a National Conference in Oakland, October 9th-12th for Community Land trust folks about an affordable Housing model, where the housing remains affordable in perpetuity. • Zeimer and Sparks collected a lot of cool swags to share during the EOC Orientation.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal- Actual • CSB Staff • EOC Members <p>Policy council updates</p>	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Kaushal presented the subcommittee list to the group. The changes for the Executive Committee will change reflecting the new 2017-2019 Executive Committee. • Zeimer stated we need a chair for the Governance and Outreach Subcommittees. Miguel volunteered to chair the Governance and Krieger volunteered to chair the Outreach committee. • Tupou reminded the group that Sewell volunteered to become an alternate for the Fiscal Subcommittee Committee. • Houston volunteered to be a part of the Outreach Subcommittee. • Sewell and Houston both agreed to co-chair the Program Services Subcommittee. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Zeimer presents the Expenditures for July showing we are at 58% of budget. Zeimer reminds the group the CSBG Budget is based on a Calendar year, January 1st – December 31st. The contracts with our Subcontractors run from March 1st- February 28th because the first couple months because we need that time to internally prepare the contracts. Therefore, a budget modification is needed to fully expend the funds from 2017 until February 28th. • Zeimer explains there are additional unspent funds of a total of \$18,132. • Fiscal committee recommended that these funds go out to the community. • Based on the letter that was handed out regarding subcontractor proposal for wish lists, and \$18,132 of unspent funds, Zeimer asks the board to approve that these funds get pushed out to the community. <p>A motion to approve that the funds go back out to the subcontractors to place bids based on their wish lists was made by Miguel and second by Almeida.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Miguel, Houston, Sewell, Almeida, Babb, Krieger, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Benavente, Amin, Brown</p> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Please refer to the Unfinished Business agenda item above.

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	<p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Policy Council- Sewell updated the group with new teachers that have been approved. The attendance and place start is usually 100% or over. There was recognition for the members, which Devlyn received a perfect attendance certificate. • Sewell stated Tanya Brown is taking up the opportunity to step in and becoming a representative for the Policy Council. • Babb stated she received an email about AB 1250 and she is in the field of Labor and she stated she feels the opposite of what the email was stating. Just wanted to state that the member might want to look into both sides. • Kaushal shared he is serving on the Naval Station advisory committee and there will be a workshop September 23rd for the land trust. He also shared he will be having a Fundraising Dinner for the flood victims and will send out information to anyone who is interested in joining.
Next Steps (Planning Calendar)	<p><u>Planning Calendar</u></p> <ul style="list-style-type: none"> • We are going to release the RFI to the public to receive proposals for how they would be spending CSBG funds. • We will be scheduling the RFI informational Session soon so contracts can be submitted in December this time. • Staff will include the official date for the Orientation in the Planning Calendar. • Staff will check the language on the “Bi-Monthly Expenditure due to CSD”. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will circulate the 2018-2019 CAP to the entire board for feedback • Staff will include the EOC language into the June 8th meeting minutes • Staff will follow up with Sewell and Houston to set up a Governance Subcommittee Meeting.
Evaluate the Meeting	<ul style="list-style-type: none"> • Meeting was productive. • Meeting was done on time.