



## Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Concord CA 94520



**Date:** 9/13/2018      **Time Convened:** 6:05 PM      **Time Terminated:** 8:00 PM      **Recorder:** Mele Tupou

**Attendees:** Samuel Houston, Tanya Brown, Armando Morales, Lauren Babb, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Tricia Piquero, Acaria Almeida, Mike Roetzer (EHSD Director Administration)

**Absentees:** Juan Pablo Benavente (Excused)

**Staff:** Christina Reich, Nancy Sparks, Mele Tupou Lolohea

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:00 PM. Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present</li> </ul>
<p><b>Action:</b> Review and approval of the draft August 9, 2018 Business meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft August 9, 2018 Business meeting minutes.</li> </ul> <p><b>A motion to approve the draft August 9, 2018 Business meeting minutes was made by Babb and second by Miguel.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Morales, Babb, Sewell, Zeimer, Brown, Kaushal, Miguel</b>  <b>Nays: None</b>  <b>Abstentions: Almeida, Piquero</b>  <b>Absent: Benavente</b></p>
<p>Review:</p> <ul style="list-style-type: none"> <li>➤ Review Executive roles and responsibilities</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>➤ 2018-2019 Executive Committee Election</li> </ul>	<ul style="list-style-type: none"> <li>Nominations from the floor were taken for each office: Chair, Vice-Chair, and Secretary.</li> <li>EOC members voted for the following members to serve as follows: <ul style="list-style-type: none"> <li>○ Chair: Renee Zeimer</li> <li>○ Vice-Chair: Dawn Miguel</li> <li>○ Secretary: Lauren Babb</li> </ul> </li> </ul>

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	<p><b>A motion to approve the 2018-2019 Executive Committee stated above was made by Piquero and second by Armando.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Morales, Babb, Sewell, Zeimer, Brown, Kaushal, Miguel, Almeida, Piquero</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Benavente</b></p>
COMPACT Presentation	<ul style="list-style-type: none"> <li>• The group all introduced themselves to the guest Mike Roetzer who has been an employee with EHSD for more than 13.5 years.</li> <li>• Roetzer stated he is the Director of Administration for EHSD and has been supervising contracts since March of this year.</li> <li>• Roetzer shared some of his notes with the group and explained that COMPACT stood for Contracts Oversight Monitoring Payment Analysis and Cost Tracking. Roetzer explained that the contracting process in the county is pretty complex and not designed for speed.</li> <li>• There are a lot of people who have their hands in the contracting pot from the start to the approval process from the Board of Supervisors, Auditor controllers, County Counsel and in some cases, union partners.</li> <li>• Roetzer states they are aware the process within the county takes too much time and too much energy which results in things going slow.</li> <li>• There are two tracks they are working on to fix these issues. The first is COMPACT, which they have been working on for the past year putting together the requirements and understanding all the components of a contract so that it can be programmed and have a process to allow the contracts to move through the system. The system is robust. The programming stage is near the end and should be completed at the end of September. COMPACT will be up and running for the next contracting year.</li> <li>• Houston asked if there is a mechanism in place where people that are doing contracts can get to him to help maneuver and help the process run smoother?</li> <li>• Roetzer stated if there are specific questions about a contract after its been awarded then they can address that but there are points during the process where they cannot individually contact everyone because they want everyone to have the same information at the same time. This is usually done in a conference with everyone. Once the contract has been awarded then they will work closely with those so there is a clear understanding of what needs to be delivered and if they can deliver. If there is a problem, there are avenues to address it.</li> <li>• Zeimer asked if there is a long and a short process for some of the contracts that are pretty standard and haven't changed from year to year.</li> <li>• Roetzer stated there were surprises that they did not anticipate and this year there was a volume of</li> </ul>

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	<p>activities with the union that raised additional complexity this year and resulted in some contracts being held up.</p> <ul style="list-style-type: none"> <li>• Babb asked if the systems in house are in place of or on top of the new system. Roetzer stated it is built in with the new system. Knowing there is a higher level of interest in reviewing contracts from the unions, notices are getting out to the unions faster and creating opportunity for the unions to sit down and talk with them about the contract(s).</li> <li>• Piquero asked what is the time frame they give the unions to respond back to the notices. Roetzer stated they give them typically ten days to respond and review the service plan. If they determine they would like to sit and meet about the contract, then they would have to coordinate when everyone is available which adds more time to the process.</li> <li>• Zeimer asked if there were any challenges with any of the EOC projects. Staff mentioned there was a question about the delivery truck with White Pony Express and why they were being funded when the county can deliver them. Staff explained it was all worked out after telling them it's a volunteer based organization and this is what they do. Staff also explained a lawyer wanted different language in the terms and conditions which paused the contract process.</li> <li>• Zeimer asked if there are notations in the COMPACT system from previous years that it doesn't have to repeat every year and that the turnaround time is quicker. Roetzer stated once they have good language it can be used in the future.</li> </ul>
<p>Site Monitoring updates</p> <ul style="list-style-type: none"> <li>- Key takeaways &amp; follow up</li> </ul>	<ul style="list-style-type: none"> <li>• Staff mentioned there is a total of six evaluations that we have received and still waiting for the rest.</li> <li>• Houston updated the group with Bay Area Community Resources onsite monitoring. He stated they are looking to move into a bigger facility. They are hoping to expand since they only have a max of 10 high risk students they are working with.</li> <li>• Houston explains that he also visited the same agency last year and there was a Step-up program where they go out and try to expand their reach.</li> <li>• Brown asked what kind of programs does the agency do for their clients. Houston explained they target at risks youth and helping them get to the next step through their support services with homework, guidance, health, job searching, tutoring and other services.</li> <li>• Zeimer explained the organization brings back graduates who age out of the program to help out.</li> <li>• Piquero updated the group with her site monitoring for Contra Costa Interfaith Housing. There are two locations they serve - one in Pittsburg and one in Bay Point. There are 126 units total and support system is in place for the families who are living there. There is a waiting list and some leave to find something bigger or because they have found somewhere else to stay.</li> <li>• Piquero was impressed with the services that are provided there, if anyone needs help with anything they have people who are there to support families even with the children and their academics.</li> <li>• Piquero explained she received a lot of information but no brochure was provided.</li> <li>• Almeida asked if the organization is receiving funds from other sources. Zeimer stated they are</li> </ul>

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	<p>receiving funds from CDBG and all the organizations have different funding streams they are reaching out to.</p> <ul style="list-style-type: none"> <li>• Almeida and Zeimer shared their evaluation for Shelter Inc. and updated the group with the mission of the organization and their services. Almeida explained the agency currently has 10 families that usually stay for about 3-6 months. The support services that are provided are education and job training, and tutoring for both children and adults. There is an after school program, emergency shelter child care, case manager, mental health and more. The criteria to receive these services are to be self-reported homeless.</li> <li>• Zeimer spoke about the challenges they are facing which are losing their First Five funding. They are needing more volunteers throughout the year and not just during the holidays.</li> <li>• Some recommendations and improvements were for the EOC to visit Shelter Inc. and learn about their outreach program. Zeimer also recommended that the EOC can volunteer to help feed the homeless with Houston.</li> <li>• Babb and Houston both shared their monitoring experience with the Student Interns. Babb stated the interns are doing a lot of work, one working and tracking and monitoring the funds and the other is working directly with families at the center. Babb wanted to bring forth something the EOC can think about making changes to such as a student intern cannot be enrolled into college while being in the program.</li> <li>• Sparks mentioned this was a year or two ago where the EOC specifically mentioned they wanted low-income clients coming in who did not have a college degree. The changes were made to accommodate the concerns of the EOC at that time. The students can attend college on their own while interns.</li> <li>• Babb recommended to allow people who want to do education work to also attend college.</li> <li>• Piquero stated those who are in school have opportunities for internship as where those who aren't attending school don't, so this gives them a chance to experience the work field. Babb informed some of the interns mentioned if they wanted to do a class or two they were not able to.</li> <li>• The second recommendation is to possibly visit the living wage category with these student interns as they only have 20 hours a week, no benefits and sick time, which causes some to get second jobs.</li> <li>• Houston explained those with AA and Bachelor's degrees should be capped out but for some individuals who may have some college but no degree should still be considered.</li> <li>• Houston praised the student intern program for giving people the opportunity to get their feet wet. The interns seemed very happy.</li> <li>• Zeimer stated last year there was a recommendation that the Student Intern Program should have a mission statement. Sparks stated staff wanted to use the EOC mission statement for the program.</li> <li>• Morales, Piquero and Zeimer all visited St. Vincent De Paul. Morales was impressed with the agency and that its run by volunteers. The agency provides services to the needy with just a minimum amount of money. They agency also works around the world including Africa.</li> <li>• Piquero explained they opened another location in Brentwood which totals 29 branches. The agency</li> </ul>

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	<p>started in France and is a faith based program but they do not practice faith.</p> <ul style="list-style-type: none"> <li>• Zeimer explains there are training cycles for 10 weeks and each of those cycles there are about 15-20 clients getting job training.</li> <li>• Piquero stated there is a 60% success rate for placement for those who are placed in one of three thrift stores.</li> <li>• Kaushal spoke about visiting with Opportunity Junction, Loaves and Fishes and White Pony Express with Miguel and Almeida. Kaushal expressed how wonderful all the programs were.</li> <li>• Miguel shared her thoughts on White Pony Express and how organized the agency was with their services. She was very impressed with how fast everyone was able to organize the produce and get them into the delivery vans. They were not able to see the boutique on their visit.</li> <li>• Almeida shared how great the food packaging was, fresh food from all sorts of places and businesses.</li> <li>• Zeimer wrapped up the conversation with the key takeaways from all the site monitoring, which included planning a non-holiday cooking service to the needy, Piquero is writing articles on some of these organizations and that maybe they can find a way to submit articles to other magazines. The connections the agencies are making with clients are excellent and maybe the EOC should consider year round field trips with the subcontractors.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• EOC Chair <ul style="list-style-type: none"> <li>-Educational</li> </ul> </li> <li>• Fiscal- Actual</li> <li>• CSB Staff</li> <li>• EOC Members <ul style="list-style-type: none"> <li>○ Policy council updates</li> </ul> </li> </ul>	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> <li>• Kaushal congratulated the new Executive Committee. He stated he has served for 4 years as Chair and there has been a lot of changes. He went on to praise all the members who served before and now.</li> <li>• Kaushal updated the group that the Executive Team met and wanted to have a deeper dive training throughout the year regarding the four priority areas.</li> <li>• Miguel and Zeimer both explained the reason for this was to have a better understanding and to be on the same page. Zeimer mentioned November is the beginning of enrollment for health so the group can possibly discuss the Comprehensive Health Services piece. Zeimer mentioned maybe adding an extra half an hour to the agenda to get the business done and then the discussion for the particular priority for that month.</li> <li>• Piquero stated it's a great idea and maybe do it a half an hour earlier or possibly adjust the agenda.</li> <li>• Houston stated he doesn't really deal with topics that don't show action. He stated it could be a waste of time if it is just for the purpose of talking.</li> <li>• Miguel stated it could be based more of the different aspects that everyone brings to the table.</li> <li>• Babb explained it's like a forum for everyone to learn from since everyone has a different background. To have a refresher on these topics is useful and everyone can speak to their personal experience and out of that the group can figure out what subcontractors could do.</li> <li>• Piquero stated it would be helpful to have facts and data about what is going on in this county whether it be health, housing, jobs or nutrition.</li> <li>• Zeimer explained that maybe we can bring in experts to speak on what is going on and they can float some ideas or recommendations.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The group agreed to fit the training refresher into the agenda every quarter to discuss one priority.</li> </ul> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Zeimer presented the July expenditure report for the 2018 CSBG 18F-5007 contract. 58% has been expended. At the moment we are only at 47% expended year-to-date</li> <li>• Zeimer explained as we get closer to the end of the budget period, Sam makes adjustments so they all come in at 100% expended.</li> <li>• Sparks shared with the group that staff had a quick conference call with the State field representative, Katie Walker, who expressed concerns about the discretionary dollars. They reviewed it with Leslie Taylor, CSBG Manager, and unfortunately the items on the wish list were not allowable costs.</li> <li>• Sparks stated the group must go back to the drawing board, and as a reminder, the subcontractors still had until May 31, 2019 to spend these dollars.</li> <li>• Staff stated what might have to happen is to amend their contracts and these dollars will continue to support the programs that are currently in their contracts.</li> <li>• The group agreed to refer this over to Program Services; staff will follow up with Houston and Sewell.</li> <li>• Zeimer stated everything is on track as far as the budget and a 5% increase on each line item which was voted at the last meeting.</li> </ul> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>• See above in Fiscal Report</li> </ul> <p><u>Policy Council</u></p> <ul style="list-style-type: none"> <li>• None at this time</li> </ul> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>• Houston shared he will be doing a clothing drive on Saturday that will benefit Shelter Inc. and White Pony Express. Also, he is participating in a dance show with Putnam Clubhouses on October 13<sup>th</sup>.</li> <li>• Kaushal stated October 6th there will be a Festival of Lights from 6 pm-11 pm.</li> <li>• Piquero shared A Place of Learning is showing live Mariachi and dinner for \$50 at Sweeney's.</li> </ul>
<p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Planning Calendar</li> </ul>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• See above in each section.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>