

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Executive Committee Meeting

Date: 1/3/2019 **Time: From:** 12:00 p.m. **To** 12:45 p.m.

Location: 1470 Civic Ct. Suite 200, Conference Room 221, Concord

Purpose: To set the Agenda for the next EOC Business Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.

PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.*

By the end of this meeting, we will have:

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Review and approve as official record the draft December 6, 2018 EOC Executive Committee Meeting minutes.
Review and approve the draft December 18, 2018 Special Executive meeting minutes to distribute to the EOC members.
Review and approve the DRAFT January 10, 2019 Business Meeting agenda to distribute to the EOC members.
Review and discuss potential EOC member's application so that the executive team is informed before scheduling an interview.
List next steps so that everyone is aware of their assigned tasks and will be prepared to report the status during the next meeting.
Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes

➤ Public Comment	Present	Members of the Public	3 Minutes
Action: ➤ Review and approve the draft December 6, 2018 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Lauren Babb	5 Minutes
Action: ➤ Review and approve the draft December 18, 2018 EOC Special Executive meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: ➤ Review and approve the January 10, 2019 EOC Business Meeting agenda	Present Draft Check for Agreement Approval for inclusion in packet	Group	10 Minutes
➤ Review and discuss potential EOC member's application	Present Clarify	Group	15 Minutes
➤ Next Steps	Present Clarify Check for Understanding	CSB Staff	3 Minutes
➤ Meeting Evaluation	+/-	Group	2 Minutes

If you wish to call in please see the instructions below:

- Dial 1-888-278-0254
- You will be asked to enter your access code: 8934051
- Once the access code is entered you will join the meeting



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

Location: 1470 Civic Ct., Suite 200 Concord, CA 94520



Date: 12/6/2018

Time Convened: 12:10 PM

Time Terminated: 1:26 PM

Recorder: Mele Tupou

Attendees: Renee Zeimer, Lauren Babb, Dawn Miguel, Camilla Rand, Nancy Sparks, Mele Lolohea

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None Present

Review of 2019 Subcontractor allocations

- Zeimer explained this agenda item was moved from a closed meeting to an open meeting to ensure transparency. She continued to state new information was made available to the group regarding one of the members on the board that might have an effect on the proposal from Greater Richmond Interfaith Program (GRIP).
- At the last meeting on November 20th, the Executive team agreed to send a letter out to Brown acknowledging her responsibilities as a board member and the conflict of interest that was uncovered. Staff had sent out the letter certified requesting she signs, but it still states under tracking ‘in transit’, although letter was sent out a week ago.
- Babb asked if she doesn’t receive the letter by Wednesday will staff send out another letter. Rand stated yes, the letter will be sent via e-mail and through regular mail.
- Zeimer stated, Tanya had appeared on the GRIP website for the staff roster and upon follow up, the information on those link had been removed.
- Zeimer stated members are to take an Ethics training every two years and because of this situation there could possibly be a contractual conflicts of interest which could have implications to even consider the agency. This training is a video located on the Board of Supervisors website. There is a section in the video at fifty- five (55) minutes and thirty (30) seconds that states if a member of a body has contracting making powers and that member has financial interest in the contract, that contract cannot be made. Even if that person disqualifies himself or herself from any participation, it is still not enough.
- After viewing the video, Zeimer believes we do not want to enter into a contract with GRIP, because the body would be in violation with code section 1090.
- Babb disagreed with Zeimer stating in any other circumstance she would agree, but because of the history and how the group ended up in this situation about correcting the scores and Grip appealing, it won’t look like a conflict of interest the way the group would see it. Babb believes it will a huge issue if Grip doesn’t get funded. She believes the organization shouldn’t get punished for a member’s mistake.
- Miguel believes GRIP shouldn’t be funded due to them not coming forward about Tanya being on their staff roster.
- Babb asked if there is any evidence that there is a financial tie between GRIP and Tanya.
- Rand stated this isn’t about collusion. Staff has confirmed with county counsel and they agreed it is probably best GRIP should withdraw their application and resubmit next year. If we continue to fund GRIP, after knowing what we know about the member who may or may not work for the agency, the department could be put at risk.
- If GRIP refuses to withdraw their application, then it will come before the EOC to either fund or disqualify.
- Babb believed the process wasn’t a sound process and because of the outlier score the agency might bring that to the forefront.
- Zeimer stated from a political and community interest, she would be much more concern about knowingly entering into a contract that is a violation of code section 1090.
- Zeimer stated there was a screenshot of the staff roster clearly showing Tanya listed as an employee. Babb believed it was an old roster from 2015, and stated if this was taken to the court, it would be interpreted as a staff roster from 2015.
- Rand explained when Zeimer contacted Tanya, she stated she would send her IT techs out to support GRIP. Babb then states that would be considered evidence since it was physically coming from Tanya.
- Rand stated this is something she should have come forth because she was given multiple opportunities to disclose this information.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Babb asked if this is a decision that the Executive team makes or is this a full board decision. Rand explained the executive team will have to make a recommendation to the full board. • Zeimer recommended that they request GRIP withdraws their application and for them to reapply next year as a first step. • Babb asked how will this be communicated with the agency? Rand stated staff has been in contact with District 1's office (Supervisor Gioa) who understands the severity of it. The office will be the one reaching out to have further discussions with GRIP. • Zeimer stated one of the changes that will happen is during the application process conflict of interest will be discussed and those involved will sign off so that the issue does not arise again. • Babb feels GRIP should be given an apology based on not being funded because of the conflict of interest and the outlier score. • Zeimer believes there should be a statement acknowledging that the situation shed light on our process and the board will work on improving the process. • Rand disagreed with Zeimer and stated the statement should just say we know they do great work in the community and they offer value. We hope they apply in the future and that we look forward to working with them. Rand recommended we do not talk about the process because they are two very unrelated issues. • Rand asked the group to please make a motion to have Grip withdraw their application and if that does not happen then the group is in favor of taking the direction of the department and will be discussed at the next EOC meeting. <p>A motion to recommend that GRIP withdraws their application from this year's RFI and if they choose not to, then the EOC will follow the recommendations of County Counsel was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel and Zeimer Nay: Abstain: Babb Absent:</p>

TOPIC	RECOMMENDATION / SUMMARY
Review and approve the draft November 1, 2018 Executive Committee Meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft November 1, 2018 EOC Executive Committee meeting minutes with no changes. <p>A motion to approve the draft November 1, 2018 Executive meeting minutes was made by Babb and seconded by Zeimer.</p> <p>The motion carried. Aye: Babb and Zeimer Nay: Abstain: Miguel Absent:</p>
Review and approve the draft November 8, 2018 EOC Business Meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft November 8, 2018 EOC Executive Committee meeting minutes with no changes. <p>A recommendation to move the draft November 8, 2018 EOC business meeting minutes to the full board was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb, Zeimer Nay: Abstain: Absent:</p>
2019 Work Plan-Draft	<ul style="list-style-type: none"> The executive group agreed to table the 2019 work plan and move it over to the December Business meeting.

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft December 13, 2018 EOC Business meeting agenda	<ul style="list-style-type: none"> • The group reviewed the draft December 13, 2018 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Add <i>Approve 2019 Subcontractor Allocations- Conflict of interest- Item #5</i> ○ Remove <i>CalCAPA</i> under <i>Staff report</i> <p>A motion to approve the draft December 13, 2018 Business meeting agenda with the changes stated above was made by Babb and seconded by Miguel.</p> <p>The motion carried. Aye: Babb, Miguel and Zeimer Nay: Abstain: Absent:</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will update the business meeting agenda and send out the packet. • Staff will notify members of year end potluck for December 13th meeting. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good meeting 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None



Economic Opportunity Council (EOC) Special Executive Committee Meeting Minutes

Location: 1470 Civic Ct., Suite 200 Concord, CA 94520



Date: 12/18/2018

Time Convened: 12:00 PM

Time Terminated: 12:18 PM

Recorder: Mele Tupou

Attendees: Conference call: Renee Zeimer, Lauren Babb, Dawn Miguel, Devlyn Sewell, Samuel Houston (12:15 pm) Camilla Rand
In person: Christina Reich, Nancy Sparks, Mele Lolohea

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None Present

TOPIC	RECOMMENDATION / SUMMARY	
<p>Discuss and Approve the 2019 Subcontractors</p>	<ul style="list-style-type: none"> • Reich explained to the group that the executive team came together with information about possible conflict of interest regarding the Greater Richmond Interfaith Program (GRIP) subcontractor. The group made a motion to ask GRIP to withdraw their application. Since then the motion was enacted and Supervisor Goia approached the subcontractor asking basic questions; following this, it was determined by both the County Administrator Office and Supervisor Goia that the application was not to be withdrawn based on the assumptions that were made. • Rand explained the issue in question was whether it was a violation around the government code 1090. A volunteer does not constitute a fiduciary conflict of interest. The actions that were already taken was sufficient enough to address the issue and it doesn't qualify as a fiduciary conflict of interest. • Christina reminded the group, the reason for the meeting was for the funding of GRIP. • Reich explained what we wanted done was to go back to the November 20th meeting where the group made a motion to allocate \$21,130.66 to three subcontractors, LAO, GRIP and Bay Area Community Resources. <p>A motion to stick to the original allocation from the November 20th meeting to allocate \$21,130.66 each subcontractor, LAO, GRIP and Bay Area Community Resources was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb and Zeimer Nay: Abstain: Absent:</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will update the contracts and grants unit. • Staff will prepare to work on contracts for the 2019-2020 awarded subcontractors. 	
<p>Meeting Evaluation</p>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Business Meeting

Date: 1/10/2019 **Time: From:** 6:00 PM **To** 8:00 PM

Location: 1470 Civic Ct. Suite 200, Concord 207

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Monthly Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.

PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.*

Desired Outcome: By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Interview prospective EOC candidate so that the EOC can make recommendation to the Board of Supervisors.
Review and approve the November 8, 2018 Business Meeting minutes.
A review and approval of the 2019-2020 Community Services Block Grant (CSBG) Budget #2 so that the members are fully informed.
Ratify the approved 2019-2020 subcontractor allocations so that members are informed and staff can move forward with appropriate next steps.
A review and discussion of the 2018 Annual Report so that staff can submit to the Board of Supervisors.
A review and discussion on the 2019 Work Plan so that the members are aware and fully informed on the upcoming events.
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Administrative and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	5 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes

Agenda			
What	How	Who	Time
3. Action: ➤ Interview and consider approval of prospective EOC candidate	Present Draft Clarify Check for Understanding Check for Approval	Group	30 Minutes
4. Action: ➤ Review and approval of the November 8, 2018 Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
5. Action: ➤ Approve 2019-2020 CSBG Budget Revision	Present Clarify Check for Understanding Check for Agreement	Fiscal Chair, Ajit Kaushal/CSB Staff	15 Minutes
6. Action: ➤ Ratify approved 2019 Subcontractor Allocations	Present Clarify Check for Understanding Check for Agreement	Group	15 Minutes
7. Review 2018 Annual Report	Present Clarify Check for Understanding Check for Agreement	Group	10 Minutes
8. 2019 Work Plan -Public Hearings	Present Clarify Check for Understanding	Group	15 Minutes
9. Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal-Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy Council updates 	Present	Group	10 Minutes 5 Minutes 10 Minutes 10 Minutes
10. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
11. Evaluate the Meeting	Plus/Delta	Group	3 Minutes

Public comments on matters listed on the agenda may be submitted at least one full work day prior to the published meeting time, to the Economic Opportunity Council Board via email: mtupou@ehsd.cccounty.us or nsparks@ehsd.cccounty.us ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520,

Application Form

Profile

Which Boards would you like to apply for?

Economic Opportunity Council: Submitted

Private/Non-Profit Sector Alternate

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

The Bay Area's economy and wealth generation are the envy of the world. However, the limited economic mobility in this region is shocking and having a significant negative impact on families in Contra Costa County. For one of my clients, I work closely with low wage workers preparing to apply for citizenship. Their stories are inspiring. Even though they encounter more walls than doors, they are determined to give their children the best. I am interested in supporting the County's efforts to provide our community's families access to the region's wealth.

This application is used for all boards and commissions

Monisha

First Name

Merchant

Last Name

Middle Initial

monisha@lotusadvisory.com

Email Address

2072 La Orinda Pl

Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code

Mobile: (720) 982-5704

Primary Phone

Lotus Advisory Ltd.

Employer

Managing Director

Job Title

Consultant

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

Master's Degree

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Yale University - School of Management

Name of College Attended

Public and Nonprofit Management

Course of Study / Major

4

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

MBA - Master of Business Administration

Degree Type

2004

Date Degree Awarded

College/ University B

Massachusetts Institute of Technology

Name of College Attended

Electrical Engineering and Political Science

Course of Study / Major

8

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Bachelor of Science

Degree Type

1999

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2015-present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Managing Director

Position Title

Employer's Name and Address

Lotus Advisory Ltd. 2072 La Orinda Place Concord, CA 94518

Duties Performed

Provide management consulting and government relations services to private, nonprofit, and government clients.

2nd

2011-2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Advisor

Position Title

Employer's Name and Address

U.S. Senator Michael Bennet

Duties Performed

3rd

2007-2011

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Director

Position Title

Employer's Name and Address

Level 3 Communications (now CenturyLink)

Duties Performed

[MonishaMerchant_CCCBoards.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

I Agree