

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 discuss the 2018 Desk review report- C-18-008 so that all members are informed.
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
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	5 Minutes

Agenda			
What	How	Who	Time
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ Interview and consider approval of prospective EOC candidate for the Private/Non Profit Sector	Present Draft Clarify Check for Understanding Check for Approval	Group	30 Minutes
4. 2018 Desk Review	Present Clarify Check for Understanding Check for Agreement	Staff	10 Minutes
5. Action: ➤ Review and approval of the November 8, 2018 Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
6. Action: ➤ Approve 2019-2020 CSBG Budget Revision	Present Clarify Check for Understanding Check for Agreement	Fiscal Chair, Ajit Kaushal/CSB Staff	15 Minutes
7. Action: ➤ Ratify approved 2019 Subcontractor Allocations	Present Clarify Check for Understanding Check for Agreement	Group	5 Minutes
8. Review 2018 Annual Report	Present Clarify Check for Understanding Check for Agreement	Group	10 Minutes
9. 2019 Work Plan -Roundtable/ Community Service -Public Hearings -Issue briefings -Orientation/ Training	Present Clarify Check for Understanding	Group	15 Minutes

Agenda			
What	How	Who	Time
10. 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
11. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
12. 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 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

Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code

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



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

To: Camilla

December 7, 2018

Kathy Gallagher, Director
Contra Costa Employment & Human Services Department/Community Services Bureau
40 Douglas Drive
Martinez, CA 94553

RECEIVED

DEC 13 2018

Employment & Human Services
40 Douglas Dr.
Martinez, CA 94553

SUBJECT: 2018 DESK REVIEW REPORT- C-18-008

Dear Ms. Gallagher:

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contract 18F-2007. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2018 program year, the result of the desk review has determined that your agency is not in compliance with the contractual requirements and applicable federal and state laws; however, please note the observations below.

Desk Review Results:

Finding: Board Vacancies:

There is currently one (1) board vacancy in the public sector 5 since July 1, 2017.

Observation: Board Vacancies

There are currently two (2) board vacancies in the private sector, sector 4 since July 10, 2018 and sector 2 since July 24, 2018.

The vacancies previously tracked under Monitoring Report C-17-008 will now be transferred and all current vacancies will be tracked under C-18-008.

Corrective Action:

To ensure compliance with establishing and maintaining a full tripartite board, Agency shall fill its board vacancies in accordance with its bylaws. Until all vacancies are filled submit a quarterly written status report to CSD describing efforts and progress in filling the board vacancies. An updated board roster as changes occur and approved board minutes shall be submitted to CSD within 30 days of approval.

Response Due Date:

First report due by March 30, 2019 and quarterly thereafter by the 30th of each month until the findings/observation is resolved.

If you have any questions concerning the Desk Review, please call me at (916) 576-7196 or e-mail your questions to me at Stella.Avila@csd.ca.gov.

Sincerely,

Stella Arle

Analyst

To: Melissa Grubb
Field Operations Unit
Cc: Ajit Kaushal, Chair Tripartite Board

DRAFT



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 11/8/2018 **Time Convened:** 6:00 PM **Time Terminated:** 8:00 PM **Recorder:** Mele Tupou

Attendees: Samuel Houston, Tanya Brown, Armando Morales, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Tricia Piquero, Acaria Almeida, Lauren Babb, Cloudell Douglas

Absentees: Juan Pablo Benavente

Staff: Camila Rand, Christina Reich, Nancy Sparks, Mele Tupou Lolohea

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none">• Vice-chair Miguel called the meeting to order at 6:00 PM. Piquero read the desired outcomes.• Reich read ground rules for all members to agree and follow.
Public Comment	<ul style="list-style-type: none">• None present
Approved EOC Bylaws	<ul style="list-style-type: none">• Sparks explained to the group that the newly revised bylaws were approved as of September 11, 2018.• Reich praised Miguel for taking the lead on getting the bylaws done. She stated the bylaws were approved with no red notes of changes.• The newest EOC member introduced himself to the group, Cloudell Douglas as a representative of Supervisor Gioa. The group then introduced themselves to Douglas.• Sparks went over a couple areas in the bylaws showing the changes that were made. Please see attachment A for the document that was reviewed.• Zeimer stated the new monitoring system for attendance should begin tonight and members will be held accountable if they are not in attendance.• Staff will be working with members who are low income or of the low income sector to submit for mileage reimbursement forms retroactive to September.• Zeimer encouraged everyone to read the full document shared with group the conflict of interest portion. She explained to the members how crucial it is for everyone to understand what conflict of interest is and all members will go through a training in the near future.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Review and approval of the draft October 11, 2018 Business meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the draft October 11, 2018 Business meeting minutes with no changes. <p>A motion to approve the draft October 11, 2018 Business meeting minutes was made by Piquero and second by Miguel.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel Nays: None Abstentions: Babb and Douglas Absent: Benavente</p>
<p>Action: 2019-2020 CSBG Budget</p>	<ul style="list-style-type: none"> Kaushal presented the 2019-2020 CSBG Budget with the decrease of 1.5% which does not reflect the discretionary funds. Zeimer explained at the last Program Services meeting, the group agreed to round up the dollar amount allocated to the subcontractors to \$400,000 and the adjustment came out of the Student Intern. In the event that there is additional funding that comes in through the year, there can be a backfill with the student interns. Zeimer thanked staff for working with them to round the subcontractors number up. <p>A motion to approve the 2019-2020 CSBG Budget was made by Morales and second by Douglas.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel, Babb and Douglas Nays: None Abstentions: Absent: Benavente</p>
<p>Action: 2019-2020 CSBG Awarded Programs</p>	<ul style="list-style-type: none"> Staff reported that the Program Services committee met a couple weeks ago and diligently scored and awarded eleven (11) of the thirteen (13) subcontractors who applied. Reich went on to explain that the following day, staff received word that a subcontractor had information about what had transpired the night before during the program services meeting. The subcontractor knew details of the discussion that took place and also knew they were not awarded. Staff responded that the process was not yet finalized and that there was an appeal process for all subcontractors. Greater Richmond Interfaith Program (GRIP) was the subcontractor who would be appealing. Reich informed the board that staff had sent over everything pertaining to the Request for Information (RFI) to the Contracts and Grant unit to review and while in the process of reviewing, they came across a problem. They explained to staff that while reviewing the scoring matrix, they noticed that one of the scores should have been considered an outlier since it was more than 10 points from the lowest and

TOPIC	RECOMMENDATION / SUMMARY
	<p>the highest score. They went on to explain that the person with the outlier score must come into play with the other scores or it must be excluded.</p> <ul style="list-style-type: none"> • Reich explained there are two separate issues going on. The first issue is that there is a conflict of interest and they've breached protocols. Second issue is because this agency is going to file an appeal, they have appeal rights because there isn't a sound process. Moving forward staff will be sure all the scores are within 10 points of each other. Staff explained Zeimer's score was a 65 compared to the other members who scored GRIP 80 or above. • As a result, the Program Services committee had decided to have an emergency meeting to fix this issue. • During the meeting, Zeimer decided to rescore and come in line with the rest of the group therefore causing a change in the allocation of funding. GRIP who originally was not awarded due to their score, had scored high enough to receive funding. • Reich explained from now on the appeal process will be added to the RFI. • Zeimer recommended that there be additional training on how to score proposals. • Piquero stated she was under the impression the group was going to review each application to some degree. • Reich stated everyone is scoring individually and maybe moving forward the subcommittee should come together ahead of time to review everything especially the scores. • Houston explained the process is already messed up and it's something that is not correctable. Houston stated he doesn't believe Grip should be funded based on the process being messed up. • Rand stated whether Zeimer's score was changed or excluded the same outcome remains. • Reich stated Zeimer had two ways of correcting this, either to come in line with all the other scores or to have her score dropped. Zeimer decided to rescore and it brought Grip to funding zone. • Kaushal stated there was a deadline and most scored what they thought was their rightful score, but there was a breach. He recommended a new process for a couple members should score a portion of the application to determine the score for the agency. • Babb stated the group should work with what we have and move forward. Everyone made a mistake and now we are fixing it. • Sewell stated the Program Services committee made a recommendation with the rescoring of Zeimer. Please see attachment B. • Houston shared his idea, if there is some way to let the organization know the situation they were in was maybe not the best way to go. • Rand stated she doesn't believe it's being swept under the rug; the executive committee will deal with it. She stated bringing in the non-profit to be involved isn't a good idea. We can monitor and hold them accountable just as we do with the other subcontractors. • Houston asked how did the funding's get allocated to some of the subcontractors. Zeimer explained the top 8 were 96 and above and then the following were low 90s. The top 8 were allocated based on 3

TOPIC	RECOMMENDATION / SUMMARY
	<p>different things; what they asked for last year, what was given this year and the formula used at the first Program services.</p> <ul style="list-style-type: none"> • Rand explained the allocations were made based on the scores and it seemed a lot more fair the second time. • Zeimer stated the Executive committee will take on the confidentiality issue. <p>A motion to approve the 2019-2020 CSBG awarded programs was made by Miguel and second by Douglas.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel, Babb, Douglas Nays: None Abstentions: Houston Absent: Benavente</p>
Amicus Brief	<ul style="list-style-type: none"> • Zeimer explained the Amicus brief has to do with another challenge of the Trump administration of the SB54. The intent is that local law enforcement cannot use local resources to work with ICE in order to detain or work on deportations on any undocumented person in the state. • Zeimer shared with the group that this law shouldn't be referred to or called a Sanctuary state law. There are over 800 identified felonies where local law enforcement works with homeland security so it in no way provides sanctuary to undocumented. In March, the Trump administration sued the state in federal court and in July they rejected the challenge to SB54. Trump appealed the decision to the 9th circuit court and local cities and counties are working on the Amicus Brief. • During a closed session, the Board of Supervisors agreed to sign on to the Amicus Brief and support the rejected challenge by the state.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair <ul style="list-style-type: none"> -Educational • Fiscal- Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy council updates 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer thanked the group for supporting her in her role as chair. Zeimer thanked Miguel for the ground rules at the beginning of the meeting and also thanked Douglas for filling in as Supervisor Gioia's new delegate on the board. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Kaushal presented the September expenditure report for the 2018 CSBG 18F-5007 contract. 75% of the budget has been expended and we are right on target with Administrative costs. • For Program costs, we are on target and fund should be expended at 100% at the end of the contract year. <p><u>CSB Staff</u></p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Sparks reported after speaking with Field Representative, Katie Walker, staff understood that a budget modification form would be submitted in order to extend the 2018-2019 CSBG contract 18F-5007 through the end of February 2019 to ensure that the subcontractors have 12 full months to spend their funds. • Reich explained that Walker was apologetic about the confusion and mentioned that adding the discretionary dollars to the regular contract has been confusing for many agencies and that in the future, discretionary dollars would be in a separate contract. • Tupou presented the CalCAPA logistics for the members who are attending the conference in Santa Rosa along with their itineraries in preparation for the conference. • Staff explained they will be leaving Civic at 7:45 am Wednesday-Friday and six (6) members will be carpooling Wednesday morning. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • Miguel reported on the joint training she attended with the Board of Supervisors. Miguel mentioned that there was a lot of information shared during the training and surprised with the conversations that took off with those seated at her table. She mentioned each supervisor sat a table depending on where they served in the county. Miguel was pleased with the information received. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Houston mentioned that he should have more information to share at next month's meeting. • Morales shared he had the opportunity to join the National Alliance on Mental Illness (NAMI) and educate children in schools about mental health. He is excited to also share this information with anyone on the board who may be interested. • Zeimer asked Houston to remind the members about open enrollment. Houston stated open enrollment for Covered California is open until December 15th and effective January 1, 2019. • Staff explained information on the Public Charge has been sent out by staff and more information will be at the CalCAPA conference in Sonoma next week. • Zeimer reminded all members the public comment for the public charge is currently open. • Staff shared that the Board of Supervisors did openly oppose the changes on the public charge on October 23rd. Zeimer stated she made a public comment on behalf of the EOC. • Babb shared the federal court will decide whether legal residency will be on the 2020 Census, but most likely the decision will not be final before the material is printed. The state will be allocating how much funding each county will receive for the 2020 Census. • Zeimer also asked Babbs to update the members at the next EOC meeting regarding information on the 2020 Census.
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • See above in each section.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none">• 2019 Planning Calendar
Evaluate the Meeting	<ul style="list-style-type: none">• none

DRAFT



AGREEMENT NUMBER 19F-4007	AMENDMENT NUMBER 0
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
Department of Community Services and Development
 CONTRACTOR'S NAME
Contra Costa Employment & Human Services Department/Community Services Bureau
2. The term of this Agreement is: **January 1, 2019 through December 31, 2019**
3. The maximum amount of this Agreement is: **Total \$850,578.00**

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
- Part I
 Preamble
 Article 1 - Scope of Work
 Article 2 - Contract Construction, Administration, Procedure
- Part II*
 Subpart A - Administrative Requirements*
 Subpart B - Financial Requirements*
 Subpart C - Programmatic Requirements*
 Subpart D - Compliance Requirements*
 Subpart E - Certifications and Assurances*
 Subpart F - State Contracting Requirements GTC 04/2017*
 Subpart G - Definitions*
 Subpart H - Table of Forms*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Contra Costa Employment & Human Services Department/Community Services Bureau	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS 40 Douglas Drive, Martinez, CA 94553	
STATE OF CALIFORNIA	
AGENCY NAME Department of Community Services and Development	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING Brian Dougherty, Deputy Director, Administrative Services	
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833	
<input type="checkbox"/> Exempt per _____	

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

2019 Community Services Block Grant				
Contract # 19F-4007		VERSION # 2		
Proposed Budget				
		Refer to Footnotes		
		A	B	C
		2018 Budget	2019 Decrease -1.51%	Proposed 2019 CSBG Budget
ADMINISTRATIVE COSTS:				
Line Item				
1	Salaries and Wages	\$ 18,235	\$ (276)	\$ 17,959
	Community Services Director	4,802	(73)	4,729
	Accountant III	13,433	(203)	13,230
2	Fringe Benefits	\$ 13,311	\$ (201)	\$ 13,110
4	Other Costs (Indirect Costs)	\$ 71,579	\$ (1,081)	\$ 70,498
	Subtotal Adm Costs (A)	\$ 103,125	\$ (1,558)	\$ 101,567
PROGRAM COSTS:				
Line Item				
1	Salaries and Wages	\$ 229,626	\$ (5,160)	\$ 224,466
	Subtotal Program	\$136,036	\$ (2,055)	\$133,981
	Division Manager	33,492	(506)	32,986
	Comprehensive Services Manager	68,579	(1,036)	67,543
	Intermediate Clerk	33,965	(513)	33,452
	Student Interns	\$93,590	\$ (3,105)	\$90,485
2	Fringe Benefits	\$107,065	\$ (1,791)	\$105,274
	Program Fringe Benefits	95,834	(1,447)	94,387
	Student Interns-Fringe Benefits	11,231	(344)	10,887
4	Operating Expenses	\$15,500	\$ (229)	\$15,271
	Office Supplies	2,077	(26)	2,051
	Communications	1,096	(17)	1,079
	Telephone	549	(8)	541
	Membership Dues	3,040	(46)	2,994
	Auto Mileage-Employee	521	(8)	513
	In-State Travel (Employee)	2,314	(35)	2,279
	Training & Registration (EOC)	1,612	(24)	1,588
	Educ Supplies & Courses (Outreach)	1,476	(22)	1,454
	Other Costs	2,815	(43)	2,772
5	Out-of-State Travel	\$4,061	\$ (61)	\$4,000
6	Subcontractor Services	\$400,992	\$ (992)	\$400,000
	Subtotal Program Costs (B)	\$757,244	\$ (8,233)	\$749,011
	TOTAL	\$860,369	\$ (9,791)	\$850,578
FOOTNOTES:				
Column A reflects the 2018 CSBG allocation. It is being used as the base to reflect any increase and/or decrease in the 2019 CSBG proposed budget.				
Column B is the proposed decrease in the 2019 CSBG based on the initial allocation by State CSD resulting in the slight decrease of 1.51% or about \$12,988. Based on this ratio, the decrease has been allocated to administrative and program costs. To bring the subcontractors funding to the \$400,000 level, an additional \$5,063 reduction in Student Intern salaries and benefits was needed. This reduction is equivalent to 307 hours for the year or 44 hours per Intern for the year. The resulting additional decrease is about 7% of the Student Intern allocation.				
Update on Column B 11/27/2018:				
The State CSD has informed the county on 11/26/18 that the initial allocation of \$847,381 has been changed to \$850,578 resulting with a \$3,197 increase. It is added back to the Student Interns salaries & benefits to compensate for the reduction of their allocation by \$5,063 that was given to the subcontractors. Balance due to Student Intern line item (\$5,063 - \$3,197 = \$1,866)				
Column C represents the proposed 2019 CSBG budget.				
Date Prepared: November 27, 2018				
fn: 2019 Budget Dev 10-23-18				

2019 Request for Information (RFI 665) Scoring Matrix #2-November 20, 2018-Executive Meeting

Subcontractors	RZ	AK	DS	TP	LB	SH	DM	AA	Total points	Average	Amount awarded 2018/2019	Original Requested amount	Proposed Amount awarded 2019/2020	FINAL ALLOCATION Awarded after 11/20/2019 Executive Meeting	Difference	
Bay Area Community Resources <i>East</i> (F, J, He)	98	94	100	87	100	93	89	90	751	93.875	\$ 27,500	\$ 30,000	\$ -	\$ 21,130.68	\$ 8,869.32	
Bay Area Legal Aid	98	92	100	97	85	90	90	85	737	92.125	-	\$ 44,112	\$ -	NOT SELECTED	\$ 44,112.00	
Contra Costa Clubhouses, Inc <i>Cent/East</i> (F,H, J)	97	90	100	93	89	95	92	98	754	94.250	\$ 23,522	\$ 25,677	\$ 23,522	\$ 23,522.00	\$ 2,155.00	
CC Health Services Homeless Program <i>West</i> (H/He)	91	96	100	100	100	92	92	96	767	95.875	\$ 27,500	\$ 55,000	\$ 33,000	\$ 33,000.00	\$ 22,000.00	
GRIP	90	89	100	98	100	92	86	95	750	93.750	-	\$ 99,999	\$ 31,696	\$ 21,130.66	\$ 78,868.34	
Lao Family Community Development <i>West</i> (E)	95	90	100	95	97	94	90	98	759	94.875	-	\$ 82,785	\$ 31,696	\$ 21,130.66	\$ 61,654.34	
Loaves and Fishes of CC <i>East/Cent</i> (F, J)	100	94	100	100	98	92	96	98	778	97.250	\$ 38,500	\$ 66,670	\$ 40,002	\$ 40,002.00	\$ 26,668.00	
Monument Crisis Center <i>East/Cent</i> (ALL)	99	95	100	100	100	97	98	95	784	98.000	\$ 27,500	\$ 40,000	\$ 28,000	\$ 28,000.00	\$ 12,000.00	
Opportunity Junction, Inc <i>East</i> (J, F)	100	97	100	93	97	95	98	97	777	97.125	\$ 87,000	\$ 95,000	\$ 48,584	\$ 48,584.00	\$ 46,416.00	
Shelter Inc of Contra Costa <i>East/Cent</i> (ALL)	98	94	100	98	98	98	95	94	775	96.875	\$ 68,000	\$ 75,000	\$ 45,000	\$ 45,000.00	\$ 30,000.00	
St. Vincent de Paul of Contra Costa County <i>CW</i> (ALL)	96	94	100	100	96	93	95	95	769	96.125	\$ 27,500	\$ 50,000	\$ 35,000	\$ 35,000.00	\$ 15,000.00	
STAND! For Families Free of Violence <i>CW</i> (H,E,F)	97	93	100	95	100	98	94	94	771	96.375	-	\$ 99,999	\$ 47,500	\$ 47,500.00	\$ 52,499.00	
White Pony Express <i>CW</i> (F)	94	99	100	100	95	93	96	98	775	96.875	\$ 36,500	\$ 60,000	\$ 36,000	\$ 36,000.00	\$ 24,000.00	
													\$ 824,242	\$ 400,000	\$ 400,000	\$ 424,242.00

Not Selected

Executive Meeting November 20th: $\$31,696 \times 2 = \$63,395 / 3 = \$21,130.66$

LAO Family Community Development = \$21,130.66

GRIP = \$21,130.66

BACR = \$21,130.68

Scoring Matrix #2- Does not contain TB scores

Awarding based on the 11/20/18 Executive Meeting

fn: FINAL ALLOCATION-RFI#665-2nd Scoring Matrix-no TB scores-Excel



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities (estimated response length: 1/2 page)
Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments (estimated response length: 1/2 page)
Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

Community Services Block Grant																		
Monthly Expenditures																		
2018 Contract # 18F-5007																		
Term: Jan 1, 2018 through May 31, 2019																		
Line		sub		1st Qtr	2nd Qtr	3rd Qtr		92%	4th Qtr	YTD	YTD		Proj	Proj	Proj	Proj	Proj	
Item	Description	object	Budget	Total	Total	Total	Oct-18	Nov-18	Total	Total	Balance	%	Dec-18	Jan-19	Feb-19	YTD	Bal	%
ADMINISTRATIVE COSTS:																		
1	Salaries and Wages	1011	18,235	6,342.07	3,715.72	2,873.16	760.10	423.03	1,183.13	14,114.08	4,120.92	77%	4,121	-	-	18,235	-	100%
	Community Services Director	CR	4,802	2,331.15	587.35	-	-	-	-	2,918.50	1,883.50	61%	1,884	-	-	4,802	-	100%
	Accountant III	SM	13,433	4,010.92	3,128.37	2,873.16	760.10	423.03	1,183.13	11,195.58	2,237.42	83%	2,237	-	-	13,433	-	100%
2	Fringe Benefits		13,311	3,581.60	2,317.77	1,590.50	454.66	329.13	783.79	8,273.66	5,037.34	62%	5,037	-	-	13,311	-	100%
3	Other Costs-Indirect Costs		71,579	9,811.81	36,900.49	14,566.15	8,873.62	1,426.93	10,300.55	71,579.00	-	100%	-	-	-	71,579	-	100%
	Indirect Costs	5022	71,579	9,811.81	36,900.49	14,566.15	8,873.62	1,426.93	10,300.55	71,579.00	-	100%	-	-	-	71,579	-	100%
Total Administrative Costs			103,125	19,735.48	42,933.98	19,029.81	10,088.38	2,179.09	12,267.47	93,966.74	9,158.26	91%	9,158	-	-	103,125	-	100%
PROGRAM COSTS:																		
1	Salaries and Wages	1011	229,626	43,320.54	56,168.60	58,251.31	20,295.15	21,212.54	41,507.69	199,248.14	30,377.86	87%	18,631	5,873	5,873	229,626	-	100%
Subtotal Program			136,036	33,488.03	29,882.88	33,357.02	12,433.95	14,116.57	26,550.52	123,278.45	12,757.55	91%	12,758	-	-	136,036	-	100%
	Division Manager	CR	33,492	6,957.50	8,085.93	9,474.66	2,118.74	4,216.49	6,335.23	30,853.32	2,638.68	92%	2,639	-	-	33,492	-	100%
	Comprehensive Svcs Mgr	NS	68,579	16,645.47	16,645.47	17,144.85	6,286.45	6,000.70	12,287.15	62,722.94	5,856.06	91%	5,856	-	-	68,579	-	100%
	Intermediate Clerk	MT	33,965	9,885.06	5,151.48	6,737.51	4,028.76	3,899.38	7,928.14	29,702.19	4,262.81	87%	4,263	-	-	33,965	-	100%
	Student Interns		93,590	9,832.51	26,285.72	24,894.29	7,861.20	7,095.97	14,957.17	75,969.69	17,620.31	81%	5,873	5,873	5,873	93,590	-	100%
2	Fringe Benefits		107,065	27,557.93	29,346.22	28,776.61	10,483.72	11,351.13	21,834.85	107,515.61	(450.61)	100%	(1,674)	612	612	107,065	-	100%
	Program Fringe Benefits		95,834	26,385.91	26,213.02	25,599.35	9,478.27	10,443.54	19,921.81	98,120.09	(2,286.09)	102%	(2,286)	-	-	95,834	-	100%
	Student Interns Fringe Benefits		11,231	1,172.02	3,133.20	3,177.26	1,005.45	907.59	1,913.04	9,395.52	1,835.48	84%	612	612	612	11,231	-	100%
3	Operating Expenses		15,500	369.99	3,698.29	777.33	2,750.14	1,165.15	3,915.29	8,760.90	6,739.10	57%	5,706	1,711	-	16,178	(678)	104%
	Office Supplies	2100	2,077	15.63	231.61	174.98	885.76	1,003.55	1,889.31	2,311.53	(234.53)	111%	183	400	-	2,895	(818)	139%
	Communications	2110	1,096	160.30	301.24	61.83	582.22	20.68	602.90	1,126.27	(30.27)	103%	21	-	-	1,147	(51)	105%
	Tel Exchange Service	2111	549	194.06	64.56	200.40	66.82	66.92	133.74	592.76	(43.76)	108%	67	-	-	660	(111)	120%
	Membership Dues	2000	3,040	-	3,036.35	-	-	-	-	3,036.35	3.65	100%	-	-	-	3,036	4	100%
	Auto Mileage-Employees	2301	521	-	-	225.08	-	-	-	225.08	295.92	43%	-	-	-	225	296	43%
	Other Travel Empl/In-State Travel	2303	2,314	-	-	115.04	744.86	-	744.86	859.90	1,454.10	37%	213	-	-	1,072	1,242	46%
	Training & Registration	2467	1,612	-	-	-	-	-	-	1,612.00	0	0	4,263	-	-	4,263	(2,651)	264%
	Educ Supplies & Courses	2477	1,476	-	-	-	-	-	-	1,476.00	0	0	-	600	-	600	876	41%
	Other Costs	2479	2,815	-	64.53	-	470.48	74.00	544.48	609.01	2,205.99	22%	960	711	-	2,280	535	81%
4	Out-of-State Travel		4,061	-	-	2,034.18	1,312.60	36.22	1,348.82	3,383.00	678.00	83%	-	-	-	3,383	678	83%
5	Subcontractor Services		400,992	-	154,613.72	34,511.84	37,528.80	31,940.83	69,469.63	258,595.19	142,396.81	64%	47,466	47,466	47,466	400,992	-	100%
1	Bay Area Community Resources	2310	28,497	-	10,842.57	-	-	-	-	10,842.57	17,654.43	38%	5,885	5,885	5,885	28,497	-	100%
2	CC Health Svcs Homeless Prog	2310	28,497	-	10,000.00	-	5,000.00	-	5,000.00	15,000.00	13,497.00	53%	4,499	4,499	4,499	28,497	-	100%
3	Contra Costa Interfaith Hsng	2310	28,497	-	9,128.93	4,267.86	2,051.79	2,098.84	4,150.63	17,547.42	10,949.58	62%	3,650	3,650	3,650	28,497	-	100%
4	Opportunity Junction, Inc	2310	87,997	-	29,001.32	14,500.66	7,250.33	7,250.33	14,500.66	58,002.64	29,994.36	66%	9,998	9,998	9,998	87,997	-	100%
5	Loaves & Fishes of CCC	2310	39,497	-	15,400.00	7,700.00	3,850.00	3,850.00	7,700.00	30,800.00	8,697.00	78%	2,899	2,899	2,899	39,497	-	100%
6	Shelter Inc. of Contra Costa	2310	68,997	-	22,666.65	-	11,333.36	-	11,333.36	34,000.01	34,996.99	49%	11,666	11,666	11,666	68,997	-	100%
7	The Contra Costa Clubhouses, Inc	2310	24,519	-	7,840.00	1,960.00	1,960.00	1,960.00	3,920.00	13,720.00	10,799.00	56%	3,600	3,600	3,600	24,519	-	100%
8	White Pony Express	2310	37,497	-	12,167.66	6,083.32	6,083.32	3,041.66	9,124.98	27,375.96	10,121.04	73%	3,374	3,374	3,374	37,497	-	100%
9	Monument Crisis Center	2310	28,497	-	13,760.00	-	-	13,740.00	13,740.00	27,500.00	997.00	97%	332	332	332	28,497	-	100%
10	St. Vincent de Paul of Contra Cost	2310	28,497	-	23,806.59	-	-	-	-	23,806.59	4,690.41	84%	1,563	1,563	1,563	28,497	-	100%
Total Program Costs			757,244	71,248.46	243,826.83	124,351.27	72,370.41	65,705.87	138,076.28	577,502.84	179,741.16	76%	70,128	55,662	53,951	757,244	0	100%
Total Expenditures			860,369	90,983.94	286,760.81	143,381.08	82,458.79	67,884.96	150,343.75	671,469.58	188,899.42	78%	79,287	55,662	53,951	860,369	0	100%
Prepared: 12/18/2018																		

2019 Community Action Planning Calendar

2019 Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EOC	1.10 Business Mtg.	2.14 Business Mtg.	3.14 Business Mtg.	4.11 Business Mtg.	5.9 Business Mtg.	6.13 Business Mtg.	7.11 Business Mtg.	8.8 Business Mtg.	9.12 Business Mtg.	10.10 Business Mtg.	10.7 Business Mtg.	12.12 Business Mtg.
	1.3 Fis/Exec. Mtg.	2/7 Fis/Exec. Mtg.	3/7 Fis/Exec. Mtg.	4.4 Fis/Exec. Mtg.	5.2 Fis/Exec. Mtg.	6.6 Fis/Exec. Mtg.	7.4 Fis/Exec. Mtg.	8.1 Fis/Exec. Mtg.	9.5 Fis/Exec. Mtg.	10.3 Fis/Exec. Mtg.	10.7 Fis/Exec. Mtg.	12.5 Fis/Exec. Mtg.
	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services
	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach
	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance
<i>*BOS meetings are held Tues. @ 9am</i>				Staff Presents 2019 Legislative Platform adopted by Board of Sup. 1 st : Form 700 due to Clerk of the Board 2019-2020 CSBG subcontractor's contracts executed	Review 2019 Community Action Tool kit	2019 Subcontractors onsite monitoring			2020-2021 Executive Committee Elections Begin Planning 2020-21 RFI Process	Program Services Subcommittee review subcontractors proposals and awards amounts	2020 Awarded Subcontractors presented to EOC	Present 2019 Annual Report to the EOC
Events		2019 Roundtable Event Public Hearings	14 th : CSD Onsite visit		Strategic Plan retreat EOC Outreach Event			Aug 28 th -Aug. 31 st : CAP Annual Covention- Chicago, Illinois	EOC Annual Orientation		2019 CalCAPA Annual Conference 2020-21 RFI Information Session for subcont- ractors @ 40 Douglas	
Reports / CSD Require- ments	CSBG Monthly Fiscal Report	20 th : CSD 295/801/090 425 report due to CSD	1 st : CSBG IS (Information System) Report due to CSD (for Jan-Dec 2018) 20 th : Bi-Monthly Expenditure due to CSD (Jan-Feb) 31 st : 2018-19 Close Out Report due to CSD		20 th : Bi-Monthly Expenditure due to CSD (Mar & Apr)		20 th : Bi-Monthly Expenditure due to CSD (May & Jun)	Organizational Standards reviewed by CSD	20 th : Bi-Monthly Expenditure due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/ Fiscal Subcommittee & Submitted to CSD	15 th : Last Day to Submit Budget Modification to CSD (if necessary) 20 th : Bi-Monthly Expenditure due to CSD (Sept & Oct)	