

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: 2/7/2019 **Time: From:** 12:00 p.m. **To** 1:00 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 January 3, 2019 EOC Executive Committee Meeting minutes.
Review and approve the draft January 10, 2019 EOC business meeting minutes to distribute to the EOC members.
An update on key items by staff so that the executive committee is informed.
An update on the 2019 subcontractor's calendar of events so that the executive committee is aware and narrows in on possible date for public hearings before sharing with the entire EOC.
Review and approve the DRAFT February 14, 2019 Business Meeting agenda to distribute to the EOC members.
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 ¹	Volunteer	2 Minutes

➤ Public Comment	Present	Members of the Public	3 Minutes
Action: ➤ Review and approve the draft January 3, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: ➤ Review and approve the draft January 10, 2019 EOC business meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
Updates: ➤ Onsite monitoring ➤ Prospective EOC member applications ➤ Subcontractors/ Contracts	Present Clarify Check for Understanding Check for Approval	Staff	15 Minutes
➤ Subcontractor calendar of events	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
Action: ➤ Review and approve the February 14, 2019 EOC Business Meeting agenda	Present Draft Check for Agreement Approval for inclusion in packet	Group	10 Minutes
➤ Next Steps	Present Clarify Check for Understanding	CSB Staff	3 Minutes
➤ Meeting Evaluation	+/-Δ	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: 1/3/2019

Time Convened: 12:15 PM

Time Terminated: 12:50 PM

Recorder: Mele Lolohea

Attendees: Renee Zeimer, Lauren Babb (Conference Call) , Dawn Miguel, Ajit Kaushal, Devlyn Sewell, 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 Sparks wanted to share the State Desk review with the group. Sparks explained the review shows the board vacancy under Supervisor Glover's seat is considered a finding. Staff has been in contact with Glover's chief of staff Vincent Manuel about this finding so he is well aware. Sparks mentioned Reich has also contacted Glover directly and there has been no response since then.
Review and approve the draft December 6, 2018 Executive Committee Meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft December 6, 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 Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb and Zeimer Nay: Abstain: Absent:</p>

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft December 18, 2018 Special Executive Committee Meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft December 18, 2018 EOC Special Executive Committee meeting minutes with no changes. <p>A motion to approve the draft December 18, 2018 Special Executive meeting minutes was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel, Zeimer and Babb Nay: Abstain: Absent:</p>	
Review and approve the draft January 10, 2019 EOC Business Meeting Agenda	<ul style="list-style-type: none"> The group reviewed the draft January 10, 2019 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Add <i>2018 Desk Review</i>- Item #4- 10 Minutes ○ Allocate <i>5 minutes</i> to item # 7 ○ Add <i>Roundtable/ Community Service, Public Hearings, Issue briefings and Orientation/ Training</i> under 2019 Work Plan- Item #9 <p>A motion to approve the draft January 10, 2019 Business meeting agenda with the changes stated above was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel, Zeimer and Babb Nay: Abstain: Absent:</p>	
Review and Discuss potential EOC member’s application	<ul style="list-style-type: none"> The group reviewed the new application and agreed to invite the potential candidate to the January business meeting for an interview with the board. 	
Next Steps	<ul style="list-style-type: none"> Staff will update the business meeting agenda and send out the packet. Staff will continue to spread the word about the open vacancies for the EOC Board. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Thumbs up 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> None



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 1/10/2019 **Time Convened:** 7:06 PM **Time Terminated:** 8:05 PM **Recorder:** Nancy Sparks

Attendees: Samuel Houston, Armando Morales, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Lauren Babb, Cloudell Douglas

Absentees: Patricia Piquero, Tanya Brown, Acaria Almeida

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

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 7:05 PM. Kaushal read the desired outcomes. Zeimer read ground rules for all members to follow.
Public Comment	<ul style="list-style-type: none"> None present
Interviewed Prospective Candidate	<ul style="list-style-type: none"> The group interviewed Monisha Merchant, a resident from Concord. Merchant has experience working with low wage workers in the county. Merchant expressed her interest in supporting the County's effort to provide families and individuals access to services. <p>A motion to recommend Monisha Merchant for approval to the Economic Opportunity Council was made by Miguel and second by Cloudell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas Nays: None Abstentions: Houston Absent: Almeida, Piquero, Brown</p>
2018 Desk Review Report C-18-008	<ul style="list-style-type: none"> Staff shared the desk review report with the board. Staff explained that the desk review included a review of our administrative, board governance, prior monitoring reports fiscal and programmatic documents. For 2018, the results of the desk review determined that the current board vacancy in the public sector 5 since

TOPIC	RECOMMENDATION / SUMMARY
	<p>July 1, 2017 is now considered a finding. Staff and the EOC will be recruiting to fill this seat as quickly as possible as staff is working on a recruitment plan.</p>
<p>Action: Review and approval of the draft November 8, 2018 Business meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the draft November 8, 2018 Business meeting minutes with no changes. <p>A motion to approve the draft November 8, 2018 Business meeting minutes was made by Miguel and second by Kaushal.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas Nays: None Abstentions: Absent: Almeida, Piquero, Brown</p>
<p>Action: 2019-2020 CSBG Budget Revisions</p>	<ul style="list-style-type: none"> Staff presented the 2019-2020 CSBG Budget Revisions containing a slight increase. Staff was notified by The Department of Community Services and Development (CSD) that the initial contract amount of \$847,381 had been changed to \$850,578 resulting with a \$3,197 increase. Staff informed the group that the increase would be added back to the Student Intern salaries and benefits to compensate for the reduction of their allocation by \$5,063 that was given to the subcontractors for the 2019-2020 funding year. <p>A motion to approve the 2019-2020 CSBG Budget Revisions was made by Kaushal and second by Douglas.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas Nays: None Abstentions: Absent: Almeida, Brown, Piquero</p>
<p>Action: 2019-2020 CSBG Awarded Programs</p>	<ul style="list-style-type: none"> Staff presented the final list of awardees for the 2019-2020 grant cycle to the group. Reich thanked the EOC for working diligently to resolve the issues faced by the board. The group expressed relief to move forward with upcoming CSBG events. <p>A motion to ratify the approved 2019-2020 CSBG awarded programs was made by Houston and second by Douglas.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Sewell, Zeimer, Kaushal, Miguel, Babb, Douglas, Houston</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>Nays: None Abstentions: Absent: Almeida, Piquero, Brown</p>
2018 Annual Report	<ul style="list-style-type: none"> • Staff shared the annual report with the members and asked for feedback from the group. • Staff mentioned that the annual report would be open for feedback period starting on Monday, January 14th through February 1st 2019. • Staff will be bringing the final version before the EOC during the February 14th 2019 business meeting before sending to the board of supervisor for approval.
2019 Work Plan	<ul style="list-style-type: none"> • Sparks presented the 2019 work plan and reminded the board to check their work plans for dates and times on important events during the year. • The group agreed with hosting the roundtable on February 25, 2019. • The group recommended save the dates be sent to the subcontractors for the roundtable.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair -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 shared the Winter Jacket Drive flyer with the group. This drive is to help immigrant families at the border who need assistance as they continue on their migrant journey. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Kaushal presented the November expenditure report for the 2018 CSBG 18F-5007 contract. 92% of the budget has been expended and we are right on target with Administrative costs. • Zeimer pointed out that the budget contained \$1,711 in unspent funding under program cost that will be used to cover the cost of the roundtable and public hearings in the upcoming month. Zeimer asked the group to come up with a proposed budget on how to spend the remaining \$1,711 during the next fiscal meeting. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • <p><u>Policy Council</u></p> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> •
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will send out Winter Jacket flyer to the group • Staff will send out the Annual Report to the group for a 2-week comment period before presenting to the EOC at the February business meeting. • Staff will send out a survey monkey to the members regarding best dates and time for the 2019 EOC

TOPIC	RECOMMENDATION / SUMMARY
	<p>orientation.</p> <ul style="list-style-type: none"> • Staff will send out an email reminder to the Outreach group for the January 24th Outreach subcommittee meeting in preparation for the 2019 Roundtable event in February. • Staff will send out save the dates to the subcontractors for the 2019 Roundtable event on February 25th. • Add Health Presentation on the February business meeting agenda for 15 minutes.
Evaluate the Meeting	<ul style="list-style-type: none"> • none

2019 Subcontractor Event Calendar

2019 Subcontractor Event Calendar					
		FEB	MAR	APR	MAY
E A S T		2.1 Job Training Grad- OJ	3.12 Board meeting- OJ	4.6 2019 Imagine Gala- OJ	5.11 Rock out Hunger- L&F
		2.21 Open House- CC Club	3.13 WFD Workshop-SVDP	4.8 Drive out Hunger Golf- L&F	5.17 Sweep Away Stigma- CC Club
		2.21 Pitts Chamber Mtg- SVDP	3.16 WFD Workshop- SVDP	4.24 Board Meeting- CC Club	5.22 Board Meeting- CC Club
		2.27 Board Meeting- CC Club	3.16 WFD Workshop- SVDP		5.22 Board of Directors- L&F
		2.28 Free Medical Clinic-SVDP	3.20 WFD Workshop- SVDP		5.23 Job Training Grad- OJ
			3.20 Board of Directors- L&F		
			3.23 WFD Workshop- SVDP		
		BACR	3.27 Board Meeting- CC Club		
C E N T R A L		Monument Crisis Center			
		Shelter Inc.			
		STAND!			
		White Pony Express			
W E S T		LAO Family Develop.			
		CC Health Services			

CC Clubhouses- Central/East
Loaves and Fishes- Central/East
Opportunity Junction- East
St. Vincent De Paul- East Focused/ Countywide
Pending

Agenda

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

Date: 2/14/2019 **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

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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(s) so that the EOC can make recommendation to the Board of Supervisors.
Review and approve the January 10, 2019 Business Meeting minutes.
A review and approval of the 2018 Annual Report so that staff can submit to the Board of Supervisors.
A discussion on The Department of Community Services and Developments (CSD) On-site monitoring on March 14 th so that EOC members are informed.
An update and discussion on the upcoming Roundtable event and budget so that the members are aware and staff can move forward accordingly.
A presentation regarding health and what's being done in the community so that members are informed.
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

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(s)	Present Draft Clarify Check for Understanding Check for Approval	Group	20 Minutes
4. Action: ➤ Review and approval of the January 10, 2019 Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
5. Action: ➤ Approval of the 2018 Annual Report	Present Clarify Check for Understanding Check for Agreement	Group	5 Minutes
6. 2019 On-site monitoring visit	Present Clarify Check for Understanding	Group	15 Minutes
7. 2019 Roundtable	Present Clarify Check for Understanding	Group	15 Minutes
8. Health presentation	Present Clarify Check for Understanding	Dawn Miguel, Vice Chair	15 Minutes
9. Reports: • EOC Chair • Fiscal-Actual • CSB Staff ○ FESP Meeting update • EOC Members ○ Policy Council updates	Present	Group	5 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.