

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: EOC Fiscal Subcommittee Meeting

Date: 03/05/2019 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

Location: 1470 Civic Ct. Suite 200, Conf. Room #216, Concord

Purpose: Review CSBG Budgets and Reports

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.
Received 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.
Discussed unfinished business so that the members are aware and informed.
Presentation of the 2018 and 2019 CSBG Monthly Expenditure Report for January so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Discuss WX Quarterly reports so that members are informed.
Identification of next steps necessary to move the process forward.
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
➤ Unfinished business	Present Clarify Check for Understanding	Group	5 Minutes

➤ 2018 and 2019 CSBG January Expenditure report	Present Clarify	CSB Staff	20 Minutes
➤ WX Quarterly reports	Present Clarify	CSB Staff	25 Minutes
➤ Next Steps	Present	Group	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

Community Services Block Grant												
Monthly Expenditures												
2018 Contract # 18F-5007												
Term: Jan 1, 2018 through February 28, 2019												
Line	Description	sub object	Budget	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	Jan-19	Proj Feb-19	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:												
1	Salaries and Wages	1011	18,235	6,342.07	3,715.72	2,873.16	2,871.04	-	-	15,801.99	2,433.01	87%
	Community Services Director	CR	4,802	2,331.15	587.35	-	-	-	-	2,918.50	1,883.50	61%
	Accountant III	SM	13,433	4,010.92	3,128.37	2,873.16	2,871.04	-	-	12,883.49	549.51	96%
2	Fringe Benefits		13,311	3,581.60	2,317.77	1,590.50	1,633.60	-	-	9,123.47	4,187.53	69%
3	Other Costs-Indirect Costs		71,579	9,811.81	36,900.49	14,566.15	16,921.09	-	-	78,199.54	(6,620.54)	109%
	Indirect Costs	5022	71,579	9,811.81	36,900.49	14,566.15	16,921.09			78,199.54	(6,620.54)	109%
Total Administrative Costs			103,125	19,735.48	42,933.98	19,029.81	21,425.73	-	-	103,125.00	0.00	100%
PROGRAM COSTS:												
1	Salaries and Wages	1011	229,626	43,320.54	56,168.60	58,251.31	60,608.30	5,654.87	5,622.38	229,626.00	(0.00)	100%
Subtotal Program			136,036	33,488.03	29,882.88	33,357.02	38,858.03	-	-	135,585.96	450.04	100%
	Division Manager	CR	33,492	6,957.50	8,085.93	9,474.66	8,904.39	-	-	33,422.48	69.52	100%
	Comprehensive Svcs Mgr	NS	68,579	16,645.47	16,645.47	17,144.85	18,287.85	-	-	68,723.64	(144.64)	100%
	Intermediate Clerk	MT	33,965	9,885.06	5,151.48	6,737.51	11,665.79			33,439.84	525.16	98%
	Student Interns		93,590	9,832.51	26,285.72	24,894.29	21,750.27	5,654.87	5,622.38	94,040.04	(450.04)	100%
2	Fringe Benefits		107,065	27,557.93	29,346.22	28,776.61	20,417.56	723.27	243.41	107,065.00	0.00	100%
	Program Fringe Benefits		95,834	26,385.91	26,213.02	25,599.35	17,635.72	-	-	95,834.00	-	100%
	Student Interns Fringe Benefits		11,231	1,172.02	3,133.20	3,177.26	2,781.84	723.27	243.41	11,231.00	0.00	100%
3	Operating Expenses		15,500	369.99	3,698.29	777.33	9,586.05	162.31	1,472.36	16,066.33	(566.33)	104%
	Office Supplies	2100	2,077	15.63	231.61	174.98	2,072.47		1,116.87	3,611.56	(1,534.56)	174%
	Communications	2110	1,096	160.30	301.24	61.83	723.45			1,246.82	(150.82)	114%
	Tel Exchange Service	2111	549	194.06	64.56	200.40	133.74			592.76	(43.76)	108%
	Membership Dues	2000	3,040	-	3,036.35	-	-			3,036.35	3.65	100%
	Auto Mileage-Employees	2301	521	-	-	225.08	78.48			303.56	217.44	58%
	Other Travel Empl/In-State Trave	2303	2,314	-	-	115.04	2,128.18			2,243.22	70.78	97%
	Training & Registration	2467	1,612	-	-	-	2,945.25			2,945.25	(1,333.25)	183%
	Educ Supplies & Courses	2477	1,476	-	-	-	-			-	1,476.00	0
	Other Costs	2479	2,815	-	64.53	-	1,504.48	162.31	355.49	2,086.81	728.19	74%
4	Out-of-State Travel		4,061	-	-	2,034.18	1,460.49	-	-	3,494.67	566.33	86%
5	Subcontractor Services		400,992	-	154,613.72	34,511.84	102,799.02	33,595.36	75,472.06	400,992.00	-	100%
1	Bay Area Community Resources	2310	28,497	-	10,842.57	-	-	14,933.56	2,720.87	28,497.00	-	100%
2	CC Health Svcs Homeless Prog	2310	28,497	-	10,000.00	-	5,000.00	-	13,497.00	28,497.00	-	100%
3	Contra Costa Interfaith Hsng	2310	28,497	-	9,128.93	4,267.86	6,338.06	2,489.81	6,272.34	28,497.00	-	100%
4	Opportunity Junction, Inc	2310	87,997	-	29,001.32	14,500.66	21,750.99	7,250.33	15,493.70	87,997.00	-	100%
5	Loaves & Fishes of CCC	2310	39,497	-	15,400.00	7,700.00	11,550.00	-	4,847.00	39,497.00	-	100%
6	Shelter Inc. of Contra Costa	2310	68,997	-	22,666.65	-	28,333.33	-	17,997.02	68,997.00	-	100%
7	The Contra Costa Clubhouses, In	2310	24,519	-	7,840.00	1,960.00	3,920.00	5,880.00	4,919.00	24,519.00	-	100%
8	White Pony Express	2310	37,497	-	12,167.66	6,083.32	12,166.64	3,041.66	4,037.72	37,497.00	-	100%
9	Monument Crisis Center	2310	28,497	-	13,760.00	-	13,740.00	-	997.00	28,497.00	-	100%
10	St. Vincent de Paul of Contra Cos	2310	28,497	-	23,806.59	-	-	-	4,690.41	28,497.00	-	100%
Total Program Costs			757,244	71,248.46	243,826.83	124,351.27	194,871.42	40,135.81	82,810.21	757,244.00	(0.00)	100%
Total Expenditures			860,369	90,983.94	286,760.81	143,381.08	216,297.15	40,135.81	82,810.21	860,369.00	0.00	100%

Community Services Block Grant						
Monthly Expenditures						
2019 Contract # 19F-4007						
Term: Jan 1, 2019 through December 31, 2019						
Line		sub		8%	YTD	
Item	Description	object	Budget	Jan-19	Balance	%
ADMINISTRATIVE COSTS:						
1	Salaries and Wages	1011	18,235	1,093.38	17,141.62	6%
	Community Services Director	CR	4,803	-	4,803.00	0%
	Accountant III	SM	13,432	1,093.38	12,338.62	8%
2	Fringe Benefits		13,494	553.04	12,940.96	4%
3	Other Costs-Indirect Costs		69,838	-	69,838.00	0%
	Indirect Costs	5022	69,838	-	69,838.00	0%
Total Administrative Costs			101,567	1,646.42	99,920.58	2%
PROGRAM COSTS:						
1	Salaries and Wages	1011	221,551	12,500.03	209,050.97	6%
Subtotal Program			131,041	12,500.03	118,540.97	10%
	Division Manager	CR	33,492	2,761.68	30,730.32	8%
	Comprehensive Svcs Mgr	NS	64,807	6,000.70	58,806.30	9%
	Intermediate Clerk	MT	32,742	3,737.65	29,004.35	11%
	Student Interns		90,510	-	90,510.00	0%
2	Fringe Benefits		107,831	10,254.47	97,576.53	10%
	Program Fringe Benefits			10,254.47		
	Student Interns Fringe Benefits					
3	Operating Expenses		15,629	-	15,629.00	0%
	Office Supplies	2100	2,887	-	2,887.00	0%
	Communications	2110	1,077	-	1,077.00	0%
	Tel Exchange Service	2111	541	-	541.00	0%
	Membership Dues	2000	2,994	-	2,994.00	0%
	Auto Mileage-Employees	2301	513	-	513.00	0%
	Other Travel Emp/In-State Trave	2303	2,279	-	2,279.00	0%
	Training & Registration	2467	1,588	-	1,588.00	0%
	Educ Supplies & Courses	2477	1,454	-	1,454.00	0%
	Other Costs	2479	2,296	-	2,296.00	0%
4	Out-of-State Travel		4,000	-	4,000.00	0%
5	Subcontractor Services		400,000	-	400,000.00	0%
1	Bay Area Community Resources	2310	21,130.68	-	21,130.68	0%
2	The Contra Costa Clubhouses, Ir	2310	23,522	-	23,522.00	0%
3	CC Health Svcs Homeless Prog	2310	33,000	-	33,000.00	0%
4	Greater Richmond Interfaith Prog	2310	21,130.66	-	21,130.66	0%
5	Lao Family Community Dev	2310	21,130.66	-	21,130.66	0%
6	Loaves & Fishes of CCC	2310	40,002	-	40,002.00	0%
7	Monument Crisis Center	2310	28,000	-	28,000.00	0%
8	Opportunity Junction, Inc	2310	48,584	-	48,584.00	0%
9	Shelter Inc. of Contra Costa	2310	45,000	-	45,000.00	0%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	35,000.00	0%
11	STAND! For Families Free of Vio	2310	47,500	-	47,500.00	0%
12	White Pony Express	2310	36,000	-	36,000.00	0%
Total Program Costs			749,011	22,754.50	726,256.50	3%
Total Expenditures			850,578	24,400.92	826,177.08	3%
Prepared: 2/21/2019						

Economic Opportunity Council (EOC) Report				
Weatherization Program				
Year-to-Date Expenditures and Clients Served				
Period: May 1, 2018 through December 31, 2018				
1. 2018 LIHEAP WX				
Contract # 18B-4005				
Term: Oct. 1, 2017 - July 31, 2019				
Amount: WX \$908,636				
		YTD		%
DESCRIPTION	BUDGET	EXP	BAL	USED
Intake	\$ 72,691	\$ 32,829	\$ 39,862	45%
Outreach	45,432	19,939	25,493	44%
Training & Technical Assistance	45,432	34,436	10,996	76%
Direct Program Activities	745,081	821,413	(76,332)	110%
TOTAL COSTS	\$ 908,636	\$ 908,617	\$ 19	100%
		CLIENTS SERVED		
		EAST	CENTRAL	WEST
		Total		
Number of Homes Weatherized		57	23	30
				110
2. 2018 LIHEAP ECIP/EHA 16				
Contract # 18B-4005				
Term: Oct. 1, 2017 - July 31, 2019				
Amount: EHA \$ 907,105				
		YTD		%
DESCRIPTION	BUDGET	EXP	BAL	USED
Assurance 16 Activities	\$ 229,670	\$ 191,711	\$ 37,959	83%
Administrative Costs	229,670	229,670	-	100%
Intake	219,557	189,228	30,329	86%
Outreach	149,255	146,445	2,810	98%
Training & Technical Assistance	40,451	28,531	11,920	71%
ECIP Emergency Heating & Cooling Svcs (EHCS)	38,502	38,502	-	100%
TOTAL COSTS	\$ 907,105	\$ 824,087	\$ 83,018	91%
		CLIENTS SERVED		
		EAST	CENTRAL	WEST
		Total		
Number of Clients Assisted		822	770	500
				2,092
fn: WX Program-EOC Qtrly Rprt				
Prepared: February 27, 2019				