

Agenda

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

Date: 5/2/2019 **Time: From:** 12:00 PM **To** 1:00 PM

Location: 1470 Civic Ct. Suite 200, Concord 221

Meeting Leader: Renee Zeimer, Chair

Purpose: To set 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.*

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.
Review and approve as official record the draft April 4, 2019 EOC Executive Committee Meeting minutes.
Review and approve as official record the draft March 14, 2019 and April 11, 2019 EOC Business Meeting minutes.
An update on the West county public hearing logistics so that the executive team is aware.
Review and approve the May business meeting agenda to distribute to the EOC members.
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
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ Review and approve the draft April 4, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes

Agenda			
What	How	Who	Time
4. Action: ➤ Review and approve the draft March 14, 2019 and April 11, 2019 Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	10 Minutes
5. Update: ➤ 2019 West County Public Hearing Logistics	Present Draft Clarify Check for Understanding Check for Approval	Group	10 Minutes
6. Action: ➤ May EOC agenda	Present Draft Clarify Check for Understanding Check for Approval	Group	15 Minutes
7. Next steps	Present Clarify Check for Understanding	Group	2 Minutes
8. Evaluate the Meeting	Plus/Delta	Group	1 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.



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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



Date: 4/4/2019

Time Convened: 12:05 PM

Time Terminated: 1:10 PM

Recorder: Mele Tupou

Attendees: Renee Zeimer, Lauren Babb (conference Call), Camilla Rand, Christina Reich, Nancy Sparks, Mele Lolohea

Absentees: Dawn Miguel (excused)

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>Review and approve the draft February 21, 2019 Executive Committee Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft February 21, 2019 EOC Executive Committee meeting minutes. • Tupou mentioned Babb was absent at the last meeting, and asked if the minutes could still be approved? Reich explained, she is not forced to abstain and can still approve the minutes. • Rand stated Babb could rely on Zeimer to confirm the accuracy of what happened. As long as there is, nothing controversial that occurred during the meeting and that the group did not agree with; Babb should be able to approve. • After some research, Reich confirmed that Babb does have the option to abstain or approve the minutes even if she was not present at the last meeting. • The following recommendations were made: <ul style="list-style-type: none"> ○ Change <i>“Reich reported out on staff recommendation that Hazarika was appropriate for the board and that maybe he had a different focus.”</i> to <i>“Reich reported out on staff recommendation that Hazarika was not appropriate for the board and that maybe he had a different focus.”</i> ○ Staff will clean up the minutes with corrections to grammar and other edits as needed. <p>A motion to approve the draft February 21, 2019 Executive meeting minutes was made by Babb and seconded by Zeimer with amendments and further edits by staff.</p> <p>The motion carried. Aye: Babb and Zeimer Nay: Abstain: Absent: Miguel</p>
<p>Review and approve the draft March 14, 2019 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft March 14, 2019 EOC Business meeting minutes with the following recommendations: <ul style="list-style-type: none"> ○ Staff will make further amendments and edits to the minutes. ○ The group agreed to table the minutes and bring back to the May Executive meeting.

TOPIC	RECOMMENDATION / SUMMARY
Discuss CSD Triennial debrief	<ul style="list-style-type: none"> • Reich reported that staff had received a tentative report from the Community Services of Development (CSD) Field Representative, Katie Walker. • Reich reported there were no findings and no observations during the Onsite Monitoring review. • Reich thanked Zeimer for participating in the Entrance and Exit Conferences during the Onsite Monitoring. • Reich continued sharing that during the Exit Conference, Walker shared a plethora of information including that all activities of the board should to be aligned with the items in the CSBG requirements, which are best laid out in the Organizational Standards. Walker believes that the best use of time for members is to focus on tasks such as the Community Action Plan (CAP) and the annual report. • Reich recommended that we, as a group, go over the Organizational Standards that are specific to the board and build our discussion based on those organizational standards instead having a trainer conduct the annual training. • Reich also stated that we will be discussing who we are here at Community Services Bureau as the Community Action Agency and who the EOC is in relationship to those goals and what we want to do moving forward. • Reich stated that Walker was impressed with the board, she cautioned staff to use each member correctly depending on their strengths and interest. Walker also suggested that members not report out during the business meetings and that it should be the responsibility of staff to do so. • Reich stated the board's work is completed in the subcommittees and the members at the business meetings do the report-out since staff reports-out in the smaller subcommittees. Reich stated that members would continue reporting out during the business meeting. • Reich stated that staff took away a lot from Walker's observations during the meeting and will re-align with the core principles that CSBG is responsible for. Staff received the draft report from Walker and will receive a final soon. • Rand added that what Walker saw was just a snapshot of a meeting with three to four new members. Most of these new members still do not know the program very well so Walker had a few judgment calls that were misinterpreted but overall, it was great! • Zeimer thought it was interesting to hear what Walker was looking for such as alignment with what the Community Services Department was looking for.
CalCAPA Volunteer opportunity	<ul style="list-style-type: none"> • Tupou reported she had been in contact with California Community Action Partnership Association's (CalCAPA) Event Manager, Kilby King, and is gathering information on volunteer opportunities for the members who are interested and will report out at the next business meeting on April 12. Tupou added for those who are interested in volunteering, must be open to volunteering for the entire conference from May 13- May 15. • Tupou will be driving back and forth from the conference so carpooling with staff is an option for volunteers. • Reich explained that Merchant was interested in going up for the Legislative visit so staff will work out further details with her. • Zeimer suggested staff should send out an email to all the members to see who would like to volunteer.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: 2019 Public Hearings</p>	<ul style="list-style-type: none"> • Sparks presented the draft public hearing agendas. The following changes were made to the Central County public hearing agenda: <ul style="list-style-type: none"> ○ Call to order: Lauren: Babb, Secretary ○ Public Hearing Process: Nancy Sparks • Zeimer suggested adding pictures on the fliers so it looks more eye catching. Reich stated she would hand it over to her clerk to work on. • Sparks also presented the East county public hearing agenda with the following changes: <ul style="list-style-type: none"> ○ Call to order: Tricia Piquero ○ Public Hearing Process: Nancy Sparks • Sparks reported she was still working on the details with Lao Family Development Inc., for the West county public hearing. There were two dates presented to Sparks from Lao Family Development Inc., which was May 2, and the week of May 13th. The group agreed to look into the May 2. • Zeimer reminded the group that the CalCAPA conference is held the week of May 13th, so the May 2nd would be a better option unless they would like to move it to the week of May 20th. • Sparks presented the survey monkey from 2017 showing the questions sent out to the public. The questions helped inform the Community Action Plan and the priority areas for 2018–2019. • Zeimer informed the group about two public hearing events where members can collect data to help inform the priority areas for the next two years. The first event would be Saturday, April 6th, a public hearing in Oakland by the Poor People’s Hearing. The second event, hosted by the Contra Costa HOME and Community Development Block Grant (CDBG) Program Consortium Focus Group on Friday, April 12th on Ellinwood in Pleasant Hill from 10am - 12pm. Zeimer will send out information to staff to push out to members and possibly get someone to attend and report to the group. <p>A motion to approve the East, West and Central county Public Hearing proposed dates was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye: Zeimer, Babb Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Community Action Month Presentation</p>	<ul style="list-style-type: none"> • Staff updated the group with a new date for the presentation to the Board of Supervisor (BOS) on Tuesday, May 21st. • Reich explained the prior date conflicted with another event for staff and therefore it was a good change. • Reich explained there is only five minutes for the Community Action Month presentation and nothing more. • The group agreed to reach out to Contra Costa Clubhouse and ask the board member who presented during the Roundtable event to present during the Community Action Month BOS presentation. • Rand stated if we could align mental health with any of the Supervisor’s priority areas that would be great. • Reich stated she would write up talking points for Zeimer that align with each Supervisor’s priority areas and include a call to action since the Community Action Block Grant is once again in risk of elimination. • Rand suggested we contact all members and get as many to attend the presentation and wear their Community Action t-shirts. <p>A motion to reach out to Contra Costa Clubhouse for the May 21st Community Action Month presentation to the Board of Supervisors was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye: Zeimer, Babb Nay: Abstain: Absent: Miguel</p>
<p>Review and approve the draft April 11, 2019 EOC Business meeting agenda</p>	<ul style="list-style-type: none"> • The group reviewed the draft April 11, 2019 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Remove March 14, 2019 business meeting minutes and change agenda item #3 to say <i>“Review and approve the draft January 10, 2019 EOC Business Meeting minutes.”</i> ○ Change <i>“Group”</i> to <i>“Staff”</i> in agenda item 4, 5 and 6. ○ Allocate 15 minutes to agenda item #6- <i>2020-2021 Community Action Plan</i> ○ Change agenda item #7 to <i>Community Action Month- Allocate 5 minutes</i> <p>A motion to approve the draft April 11, 2019 Business meeting agenda with the changes stated above was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye: Zeimer, Babb Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY	
Next Steps	<ul style="list-style-type: none"> • Staff will send out an email to the members of who would like to volunteer for the CalCAPA conference. • Staff will make edits and corrections on March 14th business meeting minutes and bring back to the Executive May meeting for approval. • Staff will update Public Hearing agendas with approved changes. • Staff will forward event information from Zeimer to all members asking volunteers to attend the Poor People’s Hearing in Oakland and report to the group. • Staff will reach out to the Contra Costa Clubhouse board member to share their success story during the May 21st Community Action presentation. • Staff will send out a reminder to members to wear t-shirts for the May presentation. 	
Meeting Evaluation	<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

DRAFT



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 03/14/2019 **Time Convened:** 6:12 PM **Time Terminated:** 8:02 PM **Recorder:** Mele Tupou Lolohea

Attendees: Renee Zeimer, Tanya Brown, Armando Morales, Devlyn Sewell, Ajit Kaushal, Tricia Piquero, Acaria Almeida, Monisha Merchant, Michelle Chenault., Kimberly McCarl (Potential EOC Candidate) and Katie Walker (CSD Field Representative)

Absentees: Samuel Houston, Dawn Miguel, Lauren Babb, Cloudell Douglas

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

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:12 PM. Kaushal read the desired outcomes. • Reich asked to table agenda item #11, as presenter Miguel was not present for the meeting.
Public Comment	<ul style="list-style-type: none"> • None present • Sparks called out the roll to ensure a quorum was achieved.
Introduction and Welcome - Katie Walker - New members	<ul style="list-style-type: none"> • Zeimer welcomed The Department of Community Services and Development’s (CSD) Field Representative, Katie Walker, to the meeting. • Walker introduced herself to the group and shared that she has been monitoring Community Services Bureau (CSB) since 2012. CSB, from the perspective of the State, is doing extremely well in terms of fiscal and programmatic reporting. An outstanding job. • Walker shared that the majority of the monitoring files were already sent electronically to her but is required to conduct an onsite visit to the agencies every three (3) years as part of the triennial review. • Walker reported that there were no observations or findings with this agency. • Zeimer thanked Walker and continued introducing the newest members on the EOC. Michelle Chenault, who was approved recently will be representing District V and delegate to Supervisor Glover; and Kimberly McCarl, who will be approved by the Board of Supervisors (BOS) on March 19th, will represent the Private/Non-Profit sector of the board.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Ratify executive recommendation of approved EOC candidate to the board</p>	<ul style="list-style-type: none"> Zeimer reported to the group that the executive team had interviewed and approved Kimberly McCarl to fill the Private/Non Private Seat No. 2 on the board. The executive team recommendation was sent to the BOS for official approval. <p>A motion to ratify the executive committee’s recommendation to approve Kimberly McCarl for the Private/Non-Profit Seat No. 2 was made by Zeimer and seconded by Piquero.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Almeida, Sewell, Zeimer, Piquero, Kaushal, Merchant and Chenault Nays: None Abstentions: Brown Absent: Houston, Miguel, Babb and Douglas</p>
<p>Action: Review and approval of the January 10, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the January 10, 2019 business meeting minutes and no changes were made. <p>A motion to approve the January 10, 2019 meeting minutes was made by Kaushal and seconded by Sewell.</p> <p>The motion did not pass with EOC members voting as follows: Ayes: Morales, Sewell, Zeimer, and Kaushal Nays: None Abstentions: Almeida, Piquero, Merchant, Chenault Absent: Houston, Miguel, Babb and Douglas</p> <p>The January 10, 2019 meeting minutes were tabled and will be brought back to the April business meeting.</p>
<p>EOC Trifold</p>	<ul style="list-style-type: none"> Piquero asked the group for feedback on the trifold. She explained that some parts of the trifold were fine but the overall layout was not representative to the EOC. A logo for the EOC was not included, but more for the Community Action Agency (CAA). She did think it was a great start. Piquero also thanked Zeimer for the great information she provided to be included in the trifold. Reich clarified that the intent of the trifold was to be about the CAA of which EOC is the tripartite board. Zeimer stated her recollection was different and that the group discussed needing an area on the trifold that would explain to the community who the EOC is for further visibility. Piquero felt she was also under the impression that the group wanted to highlight what the EOC does and how to continue creating a strong board. Rand stated it does not have to be one or the other but should be about the Community Action Program and highlight it as a story; what is community action and what do we do? How is it administered? This is where you speak about the EOC and that they are the administering body.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Zeimer recommended pushing the trifold to the Outreach subcommittee. • Kaushal stated that the focus is about Community Services Block Grant (CSBG) funding and how the people can benefit from those dollars. • Piquero stated she thought there was a Community Action brochure already printed. • Staff explained there is a Community Services Bureau (CSB) brochure that explains the partnership with the EOC as a Community Action Agency. • Zeimer stated a next step is to schedule an Outreach committee meeting to continue with the trifold discussion.
<p>Action: Ratify executive decision to approve and submit the 2018 Advisory Body Annual Report to the Board of Supervisors</p>	<ul style="list-style-type: none"> • Sparks shared the latest version of the advisory body annual report to the Board of Supervisors and reminded the group that the annual report was presented to the group during the January EOC business meeting. • During the comment period in January, staff received edits from Zeimer and incorporated them in the revised report included in the packet. • Sparks goes on to explain that the advisory body annual report was due in January and captures all of the EOC accomplishments, membership attendance, and training requirements for 2018. <p>A motion to approve the 2018 Advisory Body annual report was made by Merchant and second by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Morales, Almeida, Sewell, Zeimer, Piquero, Kaushal, Brown and Merchant Nays: None Abstentions: Chenault Absent: Houston, Miguel, Babb and Douglas</p>
<p>2019 Roundtable</p>	<ul style="list-style-type: none"> • Piquero stated that the Roundtable event was great. She shared that it was her first time participating in the event and that hearing directly from those providing the services to the clients was a great experience. She will be writing an article with some of the new service providers. • Reich congratulated the members who attended for doing a great job and acknowledged Zeimer for her great facilitation. • Rand informed the group that because the event has grown over the years, staff would work on reserving a larger venue for next year. • Reich echoed Rand’s comment and added that staff will be debriefing about the Roundtable and will report with ideas for next year. • Sewell shared her favorite moment was when Earlisha Gaines from Bay Area Community Resources (BACR) was thrilled about receiving information from Reich on the McKinney-Vento Act and how they will use it to assist their clients. • Piquero’s take away from the event was how important it was for people to feel valued and to help

TOPIC	RECOMMENDATION / SUMMARY
	<p>them gain confidence in themselves.</p>
<p>Strategy and Schedule for Public Hearings</p>	<ul style="list-style-type: none"> • Zeimer explained that this year the group talked about changing their strategies and working together with the subcontractor to co-host the public hearings. Zeimer reported she had spoken with Loaves and Fishes about serving clients and having conversation with clients. • Sparks mentioned she had reached out to Lao Family Community Development Inc. to schedule a West county public hearing in May. • Public Hearing information will be discussed during the Outreach subcommittee meeting. • McCarl agreed to join the Outreach subcommittee. • The group agreed to schedule an Outreach subcommittee meeting on Wednesday, March 20, 2019 from noon to 1:30 pm.
<p>CalCAPA 2019</p>	<ul style="list-style-type: none"> • Zeimer announced that Kaushal has applied for a position on the California Community Action Partnership Association (CalCAPA) Board of Directors. • Kaushal explained that CalCAPA and CSD are both working with legislators and senators who support the CSBG program. He asked for the support of the group to have him nominated for the CalCAPA board as Vice-President. • Reich explained that a letter should be written by Rand and sent to the CalCAPA board, but cannot move forward without the approval of the EOC. • Merchant asked if there is a plan for visiting legislators in May, and whether the EOC should show up specifically to the conference during the legislative visit. • Staff recommended for this be discussed at the Outreach subcommittee meeting to develop a plan for the legislative visit. • The group has agreed that Kaushal will be the person attending the CalCAPA conference in May.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair -Educational • Fiscal- Actual • CSB Staff • EOC Members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported that Tupou has been sending out information to the group about the Community Services Block Grant Reauthorization Act of 2019. • Zeimer reported that the reauthorization bill is now HR 1695. When the information came through she reached out to Congressman DeSaulnier's staff asking them to forward the request for signatures on the Community Services Block Grant appropriation letter. She will keep the EOC updated when she hears more information. • Zeimer reported she and staff participated in the Family Economic Security Partnership (FESP) meeting on January 31, 2019. The United States Department of Agriculture has proposed new rules that would

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> ○ Policy council updates 	<p>impose strict time limits on thousands of Supplemental Nutrition Assistance Programs (SNAP) recipients and require Able Bodied Adults Without Dependents (ABAWDs) to work 20 hours a week in order to get CalFresh benefits. FESP has sent out letters and postcard templates that can be used when sending in comments or letters opposing the rule.</p> <ul style="list-style-type: none"> ● Zeimer asked the group for their support in her moving forward and writing a letter opposing the rule changes. Seeing no opposition from the group, she stated she will write the letter and touch base with Rand and the rest of the group. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> ● Kaushal presented the January expenditure report for the 2018 CSBG 18F-5007 contract. He explained the subcontractors contracts run from March 2018- February 2019. The overall budget is projected to be fully expended by the end of the contract term. ● Zeimer clarified for new members that one of the things the EOC decided to do several years ago was manage the budget in two chunks: One part of the budget was based on a calendar year showing the Administrative costs/ Salaries and Wages moving from the January 1st- December 31st. The second part is Operating Expenses, Out of State travel, and subcontractor’s line items that are managed from March until the end of February, the following year. The group wanted to make sure the subcontractors have a full 12-month cycle to expend their funds since contracts are usually executed in March. ● Kaushal reported on the quarterly Weatherization reports to the group. The Low Income Home Energy Assistance Program (LIHEAP) weatherized 110 homes in 2018. The LIHEAP ECIP/EHA program served 2,092 clients who needed assistance with their PG&E bill. ● McCarl asked if the \$83,000 in the ECIP balance rolls over, to which Rand explained that CSB has until July to spend the funds. ● Zeimer explained that the contract is not for a 12-month period and that it is a larger budget than the CSBG budget. These programs are critically important for low-income clients. ● Merchant stated she did not realize that CSBG, at the National level, is reauthorization for ten years for \$850 million overall. Merchant asked if this translates to more or less from the amount of funding received in the past. She went on to ask if by adding the Opioid programing requirement, does it make it harder to serve the people we are serving today. ● Reich explained there was an increase and she isn’t sure how much. In speaking earlier with Walker, there may be some cuts that we might be seeing. ● Merchant shared that if she can help at the National level, she will do so and advocate. ● Zeimer will reach out to Merchant to work together on this matter. <p><u>CSB Staff</u></p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Rand reported that CSB is in the midst of two reviews, one for CSBG and the second is for the Focus Area 1 of Head Start. Both reviews are going very well and this is the first time having two important reviews in the same week. • Rand reported it is key enrollment time for the child care programs. Registration is continuous and there are enrollment hotline numbers on the back of the Head Start information cards. • Reich reported that Ensuring Opportunity is going to have a Housing Summit on June 3, 2019 at the Pleasant Hill Community Center. There is a \$65 registration fee that will cover a light breakfast and lunch. Staff will send out the flyer to the EOC once it becomes available. • Staff received information from CSD Field Representative, Walker, that there will be \$30,000 in discretionary funds being released to CAA in the near future. • Sparks reported that members of the EOC are required to fill out the Form 700-Statement of Economic Interest by no later than April 2, 2019. Form 700 is now available electronically and everyone should have received emails reminders. Members may call staff with any questions or concerns. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • None at this time. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • None at this time
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Outreach subcommittee meeting will be scheduled for March 20th. • Ensuring Opportunity Housing Summit flyers will be sent out to EOC members. • Staff will contact CalCAPA about volunteer opportunities and prepare Kashaul's travel request for the conference in May. • Kaushal's EOC endorsement will be on the April agenda as an action item. • Staff will send out the email from David Bradly containing reauthorization information to the EOC. • Zeimer will be working with Rand and Merchant on the FESP letter. • January minutes and Health presentation will be added to the April EOC business meeting.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Thumbs up. • Thank you Katie Walker!



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 4/11/2019 **Time Convened:** 6:35 PM **Time Terminated:** 7:59 PM **Recorder:** Mele Lolohea

Attendees: Samuel Houston, Armando Morales, Patricia Piquero, Acaria Almeida, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Lauren Babb, Monisha Merchant

Staff: Camilla Rand, Nancy Sparks and Mele Lolohea

Absentees: Tanya Brown, Dawn Miguel, Kim McCarl, Michelle Chenault, Cloudell Douglas

Staff: Christina Reich

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 6:35 PM. Merchant read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None present
<p>Action: Review and approval of the draft January 10, 2019 Business meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the draft January 10, 2019 Business meeting minutes with no changes. <p>A motion to approve the draft January 10, 2019 Business meeting minutes was made by Babb and seconded by Morales.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Miguel, Douglas Nays: None Abstentions: Merchant Absent: Brown, Miguel, McCarl, Chenault, Douglas</p>
<p>Action: CalCAPA Conference</p> <ul style="list-style-type: none"> ➤ EOC Endorsement- Ajit Kaushal ➤ Volunteer Opportunities 	<p><u>EOC Endorsement- Ajit Kaushal</u></p> <ul style="list-style-type: none"> Zeimer reported on Kaushal’s recent appointment to the California Community Action Partnership Association (CalCAPA) Board. She explained that the board is to take action in support of his endorsement.

TOPIC	RECOMMENDATION / SUMMARY
<p>➤ Legislative Visit</p>	<ul style="list-style-type: none"> • Staff informed the group that they have contacted CalCAPA regarding the endorsement letter needed to for Kaushal and should hear back very soon. • Rand shared with the group that the letter is a little late. When the discussion first came up, Kaushal was nominated to the CalCAPA board but has now been appointed. Rand stated it would be good to still make a motion and have it on record showing the board has endorsed Kaushal. • Kaushal was celebrated on his appointment with a crown and a wand. <p>A motion to write a letter of endorsement for Kaushal to have a seat on the CalCAPA board was made by Merchant and seconded by Morales.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Miguel, Douglas, Merchant Nays: None Abstentions: Absent: Brown, Miguel, McCarl, Chenault, Douglas</p> <p><u>Volunteer Opportunities</u></p> <ul style="list-style-type: none"> • Sparks informed the group of the volunteer opportunities during the CalCAPA conference starting on May 13th for EOC members once Tupou was able to connect with Kilby King, CalCAPA’s event manager. A sign-up sheet circled around for members to sign up if interested in volunteering during the entire conference. • Houston and Morales have both agreed to share the volunteer work. <p><u>Legislative Visit</u></p> <ul style="list-style-type: none"> • Sparks stated staff is still gathering information about the legislative visit with CalCAPA and should have more information at the next Outreach subcommittee meeting.
<p>2019 Public Hearings</p>	<ul style="list-style-type: none"> • Staff updated the group on the public hearing’s date, time, and location and reminded the group on the importance of the public hearings. Staff explained that the information gathered from the public would determine the priority areas and the Community Action Plan (CAP) for the next two years. • The first public hearing would be at the St. Vincent de Paul dining room in Pittsburg for East County. • Barbara Hunt, Executive Director of St. Vincent de Paul, informed Sparks that the dining hall experiences the most foot traffic on Tuesday and Thursday’s between 11:00 am-12:30 pm. This would be the best time to gather clients over to the conference room to conduct the public hearing. • Staff explained that they are scheduled to have a conference call with St. Vincent de Paul and Loaves and Fishes of Contra Costa on Friday, April 12, 2019 to finalize the details before the East County public hearing.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Zeimer, Kaushal, Houston, Morales, Merchant all agreed to be at the East county hearing. • Zeimer stated she would reach out to Barbara Hunt to set up a time to have a quick walk through at the St. Vincent de Paul dining hall. • Piquero volunteered to lead the Central county hearing on Wednesday, April 17th along with Zeimer, Babb, Morales, Almeida and Merchant. • Staff will reach out to all the members who were not at the meeting to notify them of the upcoming hearings. • Sparks shared that Lao Community Development Inc. would host the West County Public Hearing, on May 2, 2019 in San Pablo. Staff will be having a conference call with Lao staff to finalize details and will update the group with more information. • Staff will send out a press release to the public about the West county hearing. • Zeimer asked staff to capture the questions used from the Roundtable event in February to use during the public hearings. • Morales volunteered to pass out flyers in different areas such as police stations and churches. Staff will forward the flyer over to the members.
2020- 2021 Community Action Plan	<ul style="list-style-type: none"> • Staff shared the Community Action Plan (CAP) template with the group. Sparks explained the purpose of the CAP is to serve as a roadmap. The CAP explains to the Department of Community Services Development (CSD) how the agency will serve the low-income clients with the Community Services Block Grant (CSBG) dollars. • Sparks expressed that CSD wants to know how we get information for our CAP; the board holds public hearings every two years, the surveys that go out to the public and the annual Roundtable event. All the feedback is used to determine the top priority areas. • Sparks explained what information staff would be entering into the CAP to describe how we deliver service to clients. Staff uses the service that the Community Services Bureau provides to their clients along with the services of our subcontractors. • Sparks mentioned CSD wants this to be straight to the point and they do not want a lot of information. • Merchant asked if the CAP is forward looking and Sparks stated yes, the feedback from the public hearings would determine the priority areas for the next two years. • Almeida asked how we assess the next two years priority areas if the current issues are still happening. • Rand stated it is up to the board and staff to determine that. There will be some analysis with what we have been doing and what still needs to be done. • Sparks reviewed the organizational standards and explained that all public eligible entities must complete fifty (50) organizational standards and that twenty-four (24) will be seen as met once the CAP is completed by CSB. • Sparks informs the group that CSD monitors everything from meeting sign-in sheets and fiscal/programmatic reports, to ethics trainings completed by EOC members to ensure that the agency is in compliance.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Organizational Standards are due in August with more information to follow in the upcoming months.
Community Action Month	<ul style="list-style-type: none"> Zeimer announced on May 21st a presentation by our EOC is made to commemorate Community Action Month to the Board of Supervisors. Sparks explained that we will only have 3-5 minutes and that Rand usually goes up first, introduces herself and then introduces the EOC chair. The Chair will give a few talking points and a call to action that CSBG is once again on the chopping block. The EOC Chair will then welcome a success story, which will be shared by Contra Costa Clubhouse. The group will have a chance for a quick picture before the next presentation. Staff reminded all members to wear their Community Action t-shirts for the presentation and during the public hearings.
Reports: <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"> Merchant reported she attended the Poor People’s Hearing on Saturday, April 6, 2019 in Oakland. The public hearing highlighted the needs of individuals in the community. This was her first time interacting with this campaign and she felt that the best thing about the event was that the speakers were all affected individuals. Merchant shared that Congresswoman Barbara Lee was in attendance and listening while taking notes. Her staff tried to have her leave, but she sat there until the clients were finished speaking. Zeimer reached out to one of the organizers who stated they would be able to send over the written comments gathered from the Poor People’s Hearing. These comments will help amplify our priorities. Zeimer reported she and Babb were in Sacramento for Planned Parenthood Capital Day. Babb explained they brought about 700 people over to the capital to talk about many issues. She mentioned that they are trying to be seen as health care providers and not just Planned Parenthood. The conversations also included the 2020 Census work that she and Houston are working on. Zeimer reminded the group about the Community Block Development Group (CBDG) Focus group event happening Friday, April 5, 2019 at 500 Ellinwood in Pleasant Hill. Zeimer shared another event called Utility Justice Training on May 10th held at the True Faith Community Baptist Church in Antioch. Sponsored by The Utility Reform Network (TURN), this group is reaching out to all community groups and the faith community to train people to demand utility justice. In 2017, utility services were terminated for over 8,086 household, which affected 3 million people mostly children and families living in poverty. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> Zeimer presented the final expenditure report for the 2018 CSBG 18F-5007 contract. She reported all funds are spent. Zeimer shifted everyone’s attention over to the subcontractor’s services showing Bay Area Community Resources had only spent 97% of their allocations, but staff had confirmed they did receive their demand for payment and have expended 100% of their contract.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Zeimer presented the February expenditure for the 2019 CSBG 19F- 4007 contract. Under Operating Expenses for membership dues, you will see overspending due to an increase in CalCAPA rate. • Zeimer explained there would be additional funding coming our way about \$30,000 may be integrated with the current contract instead of moving separately. Staff will get more information on those funds and report to the group at the next fiscal meeting. • Zeimer shared that both Sparks and Tupou had been reclassified and now have more responsibilities with their new roles. Staff proposed that the additional \$12,000 for both staff members would be taken out of the discretionary dollars for capacity building. The fiscal committee felt good about the proposal and agreed. At this time, there will be no action taken; this is just a part of the fiscal report. • Zeimer mentioned some of discretionary money could be used for the strategic planning and to offset the unexpected fees on the membership dues for CalCAPA. • Zeimer reported the \$35,000 in discretionary dollars must be spent by May 31, 2019. All subcontractors have submitted demands. Sparks explained that the LIHEAP unit was kind enough to give us 75 blankets to use for the Public Hearings and so discretionary funds from the 2018-2019 contract would be used to replace those blankets. The invoice totaled \$1, 321.86 leaving a balance of \$248.09. • Zeimer stated staff would spend down the final balance to buy non-perishable foods for the public hearings. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Rand wanted to follow up on the review that the board had with Katie Walker. She stated Walker was very impressed with the program and board meeting. She had a few recommendations around ensuring all members understand a few things such as the Community Action Plan and the Organizational Standards. Staff did receive a drafted report, but it is not final. Overall, there were no findings or observations found. • Rand congratulated Sparks and Tupou; Tupou started out as a Student Intern with us and is now a Senior Clerk. Rand reported Sparks had been upgraded from a Comprehensive Services Manager to an Administrative Services Analyst II. • Happy week of the Young child! <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • None <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Sewell shared a fundraising event called Concord: Stronger Together hosted by Monument Impact at the Crown Plaza in Concord on Saturday, April 13, 2019. The purpose for the event is for Monument Impact to bring together partners in the community to build a stronger community.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Morales shared that the Oakley Police Department is sponsoring high school students for their Youth Mentoring Program, starting April 11th through May 9th.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> Staff will return th volunteer form to the CalCAPA event planner and get more details. Staff will get more details on the legislative visit and update the members. Staff will connect with Loaves and Fishes/ St. Vincent de Paul for logistics on the Public Hearings and update the group. Staff will connect with Kaushal about sharing Community Action Plan surveys during the festival of lights. Staff will work on press release for the West county hearing. Staff will contact all members to get a head count for the public hearings. Staff will send out a reminder to members for the May Community Action month presentation to the BOS.
Evaluate the Meeting	<ul style="list-style-type: none"> None

DRAFT

Agenda

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

Date: 5/9/2019 **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.
Review and approve the draft March 14, 2019 and April 11, 2019 EOC Business Meeting minutes.
A debrief on the comments collected during the Public Hearings so that members are informed and can begin discussing the priority areas for 2020-2021.
Review and discuss draft 2020-2021 Community Action Plan (CAP) so that staff can receive feedback from the members.
A presentation regarding health and what is 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
1. 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: ➤ Review and approval of the March 14, 2019 and April 11, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	10 Minutes
4. Debrief of Public Hearings	Present Draft Clarify Check for Understanding	Staff/ Group	35 Minutes
5. 2020-2021 Community Action Plan Survey	Present Clarify Check for Understanding	Staff	20 Minutes
6. Priority Area: Comprehensive Health Services update report	Present Clarify Check for Understanding	Dawn Miguel, Vice Chair	10 Minutes
7. Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal-Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy Council 	Present	Group	5 Minutes 5 Minutes 10 Minutes 10 Minutes
8. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
9. 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.