



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 ➤ Legislative Visit 	<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. Staff informed the group that they have contacted CalCAPA regarding the endorsement letter needed

TOPIC	RECOMMENDATION / SUMMARY
	<p>to for Kaushal and should hear back very soon.</p> <ul style="list-style-type: none"> • 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.
2019 Public Hearings	<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. • 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

TOPIC	RECOMMENDATION / SUMMARY
	<p>the St. Vincent de Paul dining hall.</p> <ul style="list-style-type: none"> • 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. • Organizational Standards are due in August with more information to follow in the upcoming months.

TOPIC	RECOMMENDATION / SUMMARY
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. • 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.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • 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. • 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:	<u>Next Steps</u>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Staff will return the 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