

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:** 06/06/2019 **Time: From:** 11:30 a.m. **To** 12:00 p.m.

**Location:** 1470 Civic Ct. Suite 200, Conf. Room #221, 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 2019 CSBG Monthly Expenditure Report for April so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business meeting.
Presentation of the 2018-2019 Discretionary contract April expenditure report so that members have an understanding and can present the report at the next EOC business meeting.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
➤ 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

➤ 2019 CSBG April Expenditure report	Present Clarify	Sam Mendoza CSB staff	10 Minutes
➤ 2018-2019 Discretionary April Expenditure report	Present Clarify	Sam Mendoza CSB Staff	5 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/\u0394	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										
2019 Contract # 19F-4007										
Term: Jan 1, 2019 through December 31, 2019										
Line	sub						33%	YTD	YTD	
Item	Description	object	Budget	Jan-19	Feb-19	Mar-19	Apr-19	Total	Balance	%
<b>ADMINISTRATIVE COSTS:</b>										
1	Salaries and Wages	1011	18,235	1,093.38	1,223.72	1,154.88	1,078.03	4,550.01	13,684.99	25%
	Community Services Director	CR	4,803	-	-	-	-	-	4,803.00	0%
	Accountant III	SM	13,432	1,093.38	1,223.72	1,154.88	1,078.03	4,550.01	8,881.99	34%
2	Fringe Benefits		13,494	693.04	688.90	711.82	616.72	2,710.48	10,783.52	20%
3	Other Costs-Indirect Costs		69,838	-	9,016.82	7,764.32	11,777.30	28,558.44	41,279.56	41%
<b>Total Administrative Costs</b>			<b>101,567</b>	<b>1,786.42</b>	<b>10,929.44</b>	<b>9,631.02</b>	<b>13,472.05</b>	<b>35,818.93</b>	<b>65,748.07</b>	<b>35%</b>
<b>PROGRAM COSTS:</b>										
1	Salaries and Wages	1011	221,551	12,500.03	13,076.64	19,739.10	20,803.22	66,118.99	155,432.01	30%
<b>Subtotal Program</b>			<b>131,041</b>	<b>12,500.03</b>	<b>13,076.64</b>	<b>14,089.14</b>	<b>12,678.60</b>	<b>52,344.41</b>	<b>78,696.59</b>	<b>40%</b>
	Division Manager	CR	33,492	2,761.68	2,867.90	3,243.46	1,898.43	10,771.47	22,720.53	32%
	Administrative Services Asst II	NS	64,807	6,000.70	6,000.70	6,602.62	6,430.64	25,034.66	39,772.34	39%
	Senior Clerk	MT	32,742	3,737.65	4,208.04	4,243.06	4,349.53	16,538.28	16,203.72	51%
	Student Interns		90,510	-	-	5,649.96	8,124.62	13,774.58	76,735.42	15%
2	Fringe Benefits		107,831	10,254.47	10,479.71	11,805.06	11,158.42	43,697.66	64,133.34	41%
	Program Fringe Benefits			10,254.47	10,479.71	11,082.46	10,119.30	41,935.94		
	Student Interns Fringe Benefits					722.60	1,039.12	1,761.72		
3	Operating Expenses		15,629	-	3,909.57	827.99	1,291.44	6,029.00	9,600.00	39%
	Office Supplies	2100	2,887	-	11.95	363.41	-	375.36	2,511.64	13%
	Communications	2110	1,077	-	-	139.28	109.76	249.04	827.96	23%
	Tel Exchange Service	2111	541	-	-	-	-	-	541.00	0%
	Membership Dues	2000	2,994	-	3,672.43	-	-	3,672.43	(678.43)	123%
	Auto Mileage-Employees	2301	513	-	-	-	-	-	513.00	0%
	Other Travel Emp\In-State Travel	2303	2,279	-	-	-	409.58	409.58	1,869.42	18%
	Training & Registration	2467	1,588	-	-	-	-	-	1,588.00	0%
	Educ Supplies & Courses	2477	1,454	-	-	-	-	-	1,454.00	0%
	Other Costs	2479	2,296	-	225.19	325.30	772.10	1,322.59	973.41	58%
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, Inc	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 Cost	2310	35,000	-	-	-	-	-	35,000.00	0%
11	STAND! For Families Free of Viole	2310	47,500	-	-	-	-	-	47,500.00	0%
12	White Pony Express	2310	36,000	-	-	-	-	-	36,000.00	0%
<b>Total Program Costs</b>			<b>749,011</b>	<b>22,754.50</b>	<b>27,465.92</b>	<b>32,372.15</b>	<b>33,253.08</b>	<b>115,845.65</b>	<b>633,165.35</b>	<b>15%</b>
<b>Total Expenditures</b>			<b>850,578</b>	<b>24,540.92</b>	<b>38,395.36</b>	<b>42,003.17</b>	<b>46,725.13</b>	<b>151,664.58</b>	<b>698,913.42</b>	<b>18%</b>
Prepared: 5/17/2019										

<b>CSBG Discretionary Expenditure Report</b>								
<b>2018 Contract # 18F-5007</b>								
<b>Term: January 1, 2018 through May 31, 2019</b>								
Line Item	Description	Budget	Feb-19	Mar-19	Apr-19	YTD Total	YTD Balance	%
<b>PROGRAM COSTS:</b>								
<b>Other Costs</b>		<b>35,000</b>	<b>1,430.05</b>	<b>12,800.00</b>	<b>20,769.95</b>	<b>35,000.00</b>	<b>-</b>	<b>100%</b>
	BACR	3,200	-		3,200.00	3,200.00	-	100%
	CC Health Services	3,200	-	3,200.00		3,200.00	-	100%
	Contra Costa Interfaith Housing	3,200	-		3,200.00	3,200.00	-	100%
	Opportunity Junction	3,200	-	3,200.00		3,200.00	-	100%
	Loaves and Fishes of CCC	3,200			3,200.00	3,200.00	-	100%
	Shelter, Inc.	3,200			3,200.00	3,200.00	-	100%
	The Contra Costa Clubhouses	3,200			3,200.00	3,200.00	-	100%
	White Pony Express	3,200		3,200.00		3,200.00	-	100%
	Monument Crisis Center	3,200		3,200.00		3,200.00	-	100%
	St Vincent de Paul of Contra Costa	3,200			3,200.00	3,200.00	-	100%
	CSB Outreach	3,000	1,430.05		1,569.95	3,000.00	-	100%
<b>Total Program Costs</b>		<b>35,000</b>	<b>1,430.05</b>	<b>12,800.00</b>	<b>20,769.95</b>	<b>35,000.00</b>	<b>-</b>	<b>100%</b>
<b>Total Expenditures</b>		<b>35,000</b>	<b>1,430.05</b>	<b>12,800.00</b>	<b>20,769.95</b>	<b>35,000.00</b>	<b>-</b>	<b>100%</b>
Prepared: May 17, 2019								