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| Logo2 | **Economic Opportunity Council (EOC) Fiscal Subcommittee Meeting Minutes**Location: 1470 Civic Ct., Suite 200 Concord, CA 94520 | NewCCSealColor |
| **Date: 5/2/2019** | **Time Convened**: 11:04 AM | **Time Terminated:**  11:30 AM | **Recorder**: Mele Lolohea |
|  **Attendees:****Absentee:** | Ajit Kaushal, , Devlyn Sewell (conference call), Acaria Almeida (conference call), Michelle Chenault, Samuel Mendoza, Nancy Sparks and Mele Lolohea Member(s): Renee Zeimer (excused)Staff: Camilla Rand (excused), Christina Reich (excused) |

| **TOPIC** | **RECOMMENDATION / SUMMARY** |
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| Review Desired Outcomes and Ground Rules | * Kaushal reviewed the desired outcomes and ground rules.
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| Public Comment | * None Present
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| Unfinished Business | * Sparks reported to the group that the 2019 Discretionary 19F-4409 contract would be a separate contract from the 2019-2020 CSBG 19F-4007 contract. She mentioned that more information to follow as discretionary contract is on the agenda.
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| 2019 CSBG March Expenditure report | * Mendoza presented the 2019 expenditure report for the month of March. He reported the Administrative costs for salaries and wages totaled $3,472. The benefits for the first three months were $2,094. The total Administrative cost for the first three months were $22,347.
* Chenault asked what the indirect costs encompass. Mendoza explained the indirect costs are for operational costs such as personnel costs. The money goes into one org number and then allocated out to other programs within the bureau.
* Mendoza reported the Program cost for salaries and wages were a total of $45,316 and benefits totaled $32,539. Mendoza explained the program costs were for staff (Sparks, Reich and Tupou) who work directly with the Community Services Block Grant (CSBG) program. The administrative costs are more for his time and Bureau director, Camilla Rand.
* Mendoza continued to report Student Interns did not start charging until March of this year so that is the reason you see charges only in March.
* Mendoza reported under the Operating Expenses, there were a total of $4,738 for the first three months, which included office supplies, communications, and membership fees which has already been fully expended. The Out-of-State travel would show expenditures until August or September. As far as subcontractors, there are no charges yet due to some contracts that are still in the process of being executed.
* Sparks reported that five or six contracts had been received and a couple more still in que to be executed. Staff is tracking demands that had been received so there will be expenditures shown for May or June.
* Mendoza reported the Weatherization program for last three months. Mendoza explained this program deals with weatherizing homes. Community Services Bureau (CSB) does not do the work here but instead administer the contract. CSB works collaboratively with the Department of Conservation.
* The Low Income Home Energy Assistance Program (LIHEAP) weatherization shows a year to date expenditure of $474, 093 with a budget of $585,689. During the year, CSB will receive an amendment for the contract sometime in May or June, which will give this contract more funds to spend. Thirty-eight homes were weatherized throughout West, East and Central County.
* Mendoza reported the second LIHEAP contract is called ECIP/EHA 16 and this program are for those clients who need help with getting their PG&E bill paid. The budget for the program is $857,676 and we had spent $182,910 for that contract. 1,068 clients had been served throughout the county.
* Chenault asked if the 21% for the total cost of the budget expended is a historical norm for this contract. Mendoza answered yes; this is the normal percentage spent around this time for clients being served.
* Almeida asked how the county finds subcontractors to weatherize these homes. Mendoza stated the Department of Conservation are not licensed to do the work but they hold blank purchase orders and so they go out and search companies that can do the work and then they subcontract with those vendors.
* Almeida asked if the program was anyway tied to the Pace program.
* Kaushal answer yes and no, the pace program is used by private contractors.
* Almeida asked if there is any way we can get additional funding from the Pace program to supplement the LIHEAP program. Kaushal stated you would had to go directly to the subcontractor who is working with the Pace Program. The Pace program is the payment program and the Pace program is through property taxes.
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| Discretionary Contract Balance | * Sparks reported staff has received the Discretionary contract and the documents provided in the packet explains how we can use those funds.
* Sparks stated the discretionary contract is separate from the 2019-20 CSBG 19F-4007 contract. The budget for the discretionary contract needs to be submitted to Contracts and Grant unit at the end of the month.
* Kaushal reported that Sparks and Tupou were promoted and the group agreed to use a little over $12,000 for both staff member salaries.
* Mendoza asked the group what they are planning to do with the remaining funds. Sparks explained to the group that in the past the funds were usually allocated evenly to all the subcontractors. Based on the remaining funds, that would be a little under $1,500 for each subcontractors and not the best use of funds.
* Almeida suggested discussing what we should do after the public hearings and with the full board.
* The group agreed to take the information from the Public Hearing and discuss it at the business meeting.
* Mendoza reminded the group that Contracts and Grants will need this budget by May 20th.
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| Next Steps | * Staff will add Chenault to Fiscal subcommittee list.
* Staff will add the Discretionary contract/ budget and fiscal reports to the next business meeting packet.
* Staff will add fiscal reports to the meeting packet.
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| Meeting Evaluation | **Pluses / +*** Great
* Efficient
 | **Deltas / ∆*** None
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