

Agenda

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

Date: 9/5/2019 **Time: From:** 12:00 PM **To** 12:30 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 August 1, 2019 EOC Executive Committee Meeting minutes.
Review and approve the September 12, 2019 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	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ Review and approve the draft August 1, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: ➤ September EOC agenda	Present Draft Clarify Check for Understanding Check for Approval	Group	10 Minutes

Agenda			
What	How	Who	Time
5. Next steps	Present Clarify Check for Understanding	Group	3 Minutes
6. Evaluate the Meeting	Plus/Delta	Group	2 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: 8/1/2019

Time Convened: 12:03 PM

Time Terminated: 12:44 PM

Recorder: Mele Lolohea

Attendees: Renee Zeimer, Dawn Miguel (12:05 pm)*, Lauren Babb (conference call), Christina Reich, Nancy Sparks, Mele Lolohea

Absentees: Camilla Rand (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
Review and approve the draft June 20, 2019 Special Executive Committee Meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft June 20, 2019 EOC Special Executive Committee meeting minutes with no changes. <p>A motion to approve the draft June 20, 2019 Special Executive Committee meeting minutes was made by Babb and seconded by Zeimer.</p> <p>The motion carried. Aye: Babb, Zeimer Nay: Abstain: Absent: Miguel</p> <p><i>*Entered meeting after members voted for this agenda item.</i></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft July 11, 2019 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft July 11, 2019 Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ Add an asterisk to reflect those members who were late and could not vote for a specific agenda item. <p>A motion to approve the draft July 11, 2019 Business meeting minutes was made by Babb and seconded by Miguel.</p> <p>The motion carried. Aye: Babb, Miguel, Zeimer Nay: Abstain: Absent:</p>
<p>Update: 2019 Strategic Planning Retreat and EOC Orientation</p>	<ul style="list-style-type: none"> • Sparks verbally updated the group that 11 members confirmed they were attending the Strategic Planning retreat and two members cannot make it. Sparks mentioned Chenault resigned so the board is back down to 13 again. • Tupou explained her preparations that she was currently working on for the retreat: <ul style="list-style-type: none"> ○ Created Badges for all the members and any guests ○ Created a color coding chart ○ Setup the day of- 4 separate tables for each priority area ○ Food was ordered and will be picked up a day prior ○ Housing materials will be provided (booklets) • Reich reported she and Rand will not be present at the retreat • Sparks explained subcontractors would not be in attendance as some have events going on at that time and date. • Sparks updated the group about the EOC Orientation with CalCAPA. Lawrence Heiner will be present as the trainer. Staff reported he has been provided with Bylaws, rosters and other information upon his request. Sparks stated packets and thumb drives would be ready for all the members. • Zeimer asked if staff has one on one orientations with members or if they have them in groups. Sparks mentioned she does them one on one and it usually takes about an hour. • Reich explained there is an annual training on being an advisory board for Public CAA's and then there is an orientation for onboarding members. • Staff read the orientation agenda and what the group would expect during the orientation. Staff will look into the 2-year budget deal (Trump-Pelosi) and bring back information to the next meeting. • Zeimer asked that staff just change the wording on the working agenda to start with the item and then the who.

TOPIC	RECOMMENDATION / SUMMARY	
<p>Review and approve the draft August EOC Business meeting agenda</p>	<ul style="list-style-type: none"> • The group reviewed the draft August Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Change start time to 5:30 pm- Add orientation as agenda item #3- allocate 60 minutes. Zeimer explained when she attended the Brown Act training, they stated if members attend something together and a discussion takes place, it should be ajenized or noticed. ○ New #6 : 2019 Organization Standards- Allocate 10 minutes ○ New #7: Strategic Planning Retreat- Allocate 10 minutes ○ Move up the status of subcommittees under reports ○ New #9: <p>Reports: EOC Chair Fiscal-Actual Governance Subcommittee Outreach Subcommittee Program Services Subcommittee CSB Staff EOC Members</p> <p>A motion to approve the draft August Business meeting agenda with the changes stated above was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb, Zeimer Nay: Abstain: Absent:</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will prepare business meeting packet. • Staff will look into the Trump-Pelosi budget on funding for 2020. • Staff will send out a letter to Glover’s office about how great Michelle Chenault was and to seek another representative to fill the vacant seat. • Staff will send out reminders about the Strategic Planning Retreat and the early business meeting start time. 	
<p>Meeting Evaluation</p>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Effective • 15 minutes ahead of schedule. 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

Agenda

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

Date: 9/12/2019 **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

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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.
Reviewed and approve the draft July 11, 2019 EOC Business Meeting minutes.
Discuss Community Action-Economic Opportunity Council insert so that staff can move forward accordingly.
Discussion on Onsite visit to the 2019-2020 subcontractors
Update and approval of the 2019 Strategic Plan so that members are informed and can move forward with action steps.
Presentation on the Contra Costa County: A place to Thrive so that members are aware.
Discuss scheduling subcommittee to ensure
2019-2020 Executive team elections
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Subcommittee Reports, 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 July 11, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
4. Discussion: ➤ Community Action-Economic Opportunity Council Insert	Present Clarify Check for Understanding	CSB Staff Group	30 Minutes
5. Discussion: ➤ Subcontractor Onsite Monitoring Visits	Present Clarify Check for Understanding	CSB Staff Group	25 Minutes
6. Action: ➤ 2019 Strategic Plan	Present Draft Clarify Check for Understanding Check for Approval	CSB Staff Group	10 Minutes
7. Presentation: ➤ Contra Costa County A Place to Thrive	Present Clarify Check for Understanding	Monisha Merchant	10 Minutes
8. Discussion: ➤ Subcommittees	Present Clarify Check for Understanding	CSB Staff Group	10 Minutes
9. Action: ➤ 2019-2020 Executive Team Elections	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	25 Minutes
10. Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal-Actual • Governance Subcommittee • Outreach Subcommittee • Program Services Subcommittee • CSB Staff • EOC Members 	Present	Group	5 Minutes 5 Minutes 5 Minutes 0 Minutes 5 Minutes 5 Minutes 5 Minutes
11. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
12. Evaluate the Meeting	Plus/Delta	Group	3 Minutes

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