

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: 09/05/2019 **Time: From:** 11:00 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.
Discuss unfinished business so that the members are aware and informed.
Presentation of the 2019 CSBG Monthly Expenditure Report for July so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Discuss the value proposition of the California Community Action Partnership Association membership (CalCAPA) for 2020.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ 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 July Expenditure report - Indirect cost breakdown attachment	Present Clarify	CSB Staff	20 Minutes
➤ Discussion: CalCAPA affiliation	Present Clarify Check for Understanding	Group	25 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ Δ	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	Description	sub	Budget	1st Qtr	Apr-19	May-19	Jun-19	Run Date: 7/23/19	Run Date: 7/30/19	FY 18-19	58%	YTD	YTD	
Item		object		Total				Jun-19	Jun-19	Accruals	Jul-19	Total	Balance	%
ADMINISTRATIVE COSTS:														
1	Salaries and Wages	1011	18,235	3,471.98	1,078.03	3,159.87	1,154.88	-	-	-	1,032.30	9,897.06	8,337.94	54%
	Community Services Director	CR	4,803	-	-	2,201.63	-					2,201.63	2,601.37	46%
	Accountant III	SM	13,432	3,471.98	1,078.03	958.24	1,154.88				1,032.30	7,695.43	5,736.57	57%
2	Fringe Benefits		13,494	2,093.76	616.72	1,857.37	896.80	87.74		-	499.22	6,051.61	7,442.39	45%
3	Other Costs-Indirect Costs		69,838	16,781.14	11,777.30	8,747.55	8,518.41	7,771.27	2,170.09	-	-	55,765.76	14,072.24	80%
	Total Administrative Costs		101,567	22,346.88	13,472.05	13,764.79	10,570.09	7,859.01	2,170.09	-	1,531.52	71,714.43	29,852.57	71%
PROGRAM COSTS:														
1	Salaries and Wages	1011	221,551	45,315.77	20,803.22	21,183.69	17,475.74	-	-	-	18,169.86	122,948.28	98,602.72	55%
	Subtotal Program		131,041	39,665.81	12,678.60	13,402.69	11,818.35	-	-	-	11,325.61	88,891.06	42,149.94	68%
	Division Manager	CR	33,492	8,873.04	1,898.43	2,622.52	1,191.97				1,388.96	15,974.92	17,517.08	48%
	Administrative Services Asst II	NS	64,807	18,604.02	6,430.64	6,430.64	6,430.64				5,819.86	43,715.80	21,091.20	67%
	Senior Clerk	MT	32,742	12,188.75	4,349.53	4,349.53	4,195.74				4,116.79	29,200.34	3,541.66	89%
	Student Interns		90,510	5,649.96	8,124.62	7,781.00	5,657.39				6,844.25	34,057.22	56,452.78	38%
2	Fringe Benefits		107,831	32,539.24	11,158.42	11,549.86	10,398.50	-	-	-	9,435.48	75,081.50	32,749.50	70%
	Program Fringe Benefits		96,970	31,816.64	10,119.30	10,554.66	9,674.90				8,697.70	70,863.20	26,106.80	73%
	Student Interns Fringe Benefits		10,861	722.60	1,039.12	995.20	723.60				737.78	4,218.30	6,642.70	39%
3	Operating Expenses		15,629	4,737.56	1,291.44	955.76	1,138.90	-	72.57	-	-	8,196.23	7,432.77	52%
	Office Supplies	2100	2,887	375.36	-	-	15.81					391.17	2,495.83	14%
	Communications	2110	1,077	139.28	109.76	20.63	130.39		20.63			420.69	656.31	39%
	Tel Exchange Service	2111	541	-	-	70.64						70.64	470.36	13%
	Membership Dues	2000	2,994	3,672.43	-	-						3,672.43	(678.43)	123%
	Auto Mileage-Employees	2301	513	-	-	52.20						52.20	460.80	10%
	Other Travel Empl/In-State Travel	2303	2,279	-	409.58	81.00	619.16					1,109.74	1,169.26	49%
	Training & Registration	2467	1,588	-	-	51.88			51.94			103.82	1,484.18	7%
	Educ Supplies & Courses	2477	1,454	-	-	-	148.00					148.00	1,306.00	10%
	Other Costs	2479	2,296	550.49	772.10	679.41	225.54					2,227.54	68.46	97%
4	Out-of-State Travel		4,000	-	-	-	-	-	-	-	1,190.00	1,190.00	2,810.00	30%
5	Subcontractor Services		400,000	-	-	40,452.67	47,125.13	9,837.39	2,750.00	40,134.69	-	140,299.88	259,700.12	35%
1	Bay Area Community Resources	2310	21,130.68	-	-	-	-	837.39	-	4,448.81	-	5,286.20	15,844.48	25%
2	The Contra Costa Clubhouses, Ir	2310	23,522	-	-	-	5,880.00	-	-	1,960.00	-	7,840.00	15,682.00	33%
3	CC Health Svcs Homeless Prog	2310	33,000	-	-	-	8,250.00	-	2,750.00	-	-	11,000.00	22,000.00	33%
4	Greater Richmond Interfaith Prog	2310	21,130.66	-	-	-	5,890.84	-	-	2,057.67	-	7,948.51	13,182.15	38%
5	Lao Family Community Dev	2310	21,130.66	-	-	-	-	-	-	5,216.00	-	5,216.00	15,914.66	25%
6	Loaves & Fishes of CCC	2310	40,002	-	-	8,000.40	4,000.20	-	-	4,000.20	-	16,000.80	24,001.20	40%
7	Monument Crisis Center	2310	28,000	-	-	5,600.00	2,800.00	-	-	2,800.00	-	11,200.00	16,800.00	40%
8	Opportunity Junction, Inc	2310	48,584	-	-	8,097.34	4,048.67	-	-	4,048.67	-	16,194.68	32,389.32	33%
9	Shelter Inc. of Contra Costa	2310	45,000	-	-	7,499.18	3,749.58	-	-	3,749.59	-	14,998.35	30,001.65	33%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	-	11,255.75	12,505.84	-	-	8,853.75	-	32,615.34	2,384.66	93%
11	STAND! For Families Free of Vio	2310	47,500	-	-	-	-	-	-	-	-	-	47,500.00	0%
12	White Pony Express	2310	36,000	-	-	-	-	9,000.00	-	3,000.00	-	12,000.00	24,000.00	33%
	Total Program Costs		749,011	82,592.57	33,253.08	74,141.98	76,138.27	9,837.39	2,822.57	40,134.69	28,795.34	347,715.89	401,295.11	46%
	Total Expenditures		850,578	104,939.45	46,725.13	87,906.77	86,708.36	17,696.40	4,992.66	40,134.69	30,326.86	419,430.32	431,147.68	49%
Prepared: 8/20/2019														
3														

2019 Community Services Block Grant (CSBG)
 Breakdown of Indirect Costs
 Period: January 2019 through June 2019

Expenditures	Amount	Description
Salaries & Benefits		
1000 Salaries and Benefits	\$ 24,958.64	Personnel Unit, Fiscal Unit and Business Systems Unit
Other Expenses:		
2100 Office Exp	2,745.87	Administrative supplies
2110 Communications	2,575.91	Administrative Telephone costs
2250 Rts & Lease Equip.	148.84	Administrative Copy Machine Lease
2262 Occupancy Cost	1,660.03	1470 Civic Court occupancy costs
2301 Auto Mileage	177.93	Administrative staff auto mileage reimbursement
2314 Contracted Temp Help	154.87	Administrative/Personnel Temp Help costs
2315 Data Processing Services	294.69	County DOIT charges
2328 Administrative Service	4,723.33	EHSD Administrative Costs (Contracts/Adm Personnel and IT charges)
2467 Training & Registration	78.81	Administrative training costs
5022 Intrafund-Transf-Services	\$ 18,246.84	share of County Departments Administrative Costs
TOTAL	<u>\$ 55,765.76</u>	

Prepared: August 22, 2019



225 30th Street Suite 200
 Sacramento CA 95816-3359

Invoice

Bill To:
 Contra Costa Employment & Human Services
 ATTN: Accounting Department
 2425 Bisso Lane, Suite 120
 Concord, CA 94520

Invoice #:
 01804

Invoice Date:
 1/1/2018

Description	CSBG Funds	Rate	Amount Due
2018 Annual Renewal CalCAPA Regular Membership Dues	838,958	0.0035	2,936.35
2018 Annual Renewal Region IX Association Membership Dues		100.00	100.00

Please remit no later than January 1, 2018

Total \$3,036.35

Please make checks payable and remit to:

California Community Action Partnership Association (CalCAPA)
225 30th Street, Suite 200
Sacramento CA 95816

**Your membership support is vital to our work.
 Thank you for your investment!**



California Community Action Partnership Association
 225 30th Street
 Sacramento, CA 95816
 (916) 443-1721
 info@calcap.org
 www.calcapa.org

Invoice

BILL TO

Contra Costa Employment & Human
 Services/CSB
 ATTN: Accounting Department
 1470 Civic Court, Suite 200
 Concord, CA 94520

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2007	01/01/2019	\$3,672.43	01/31/2019	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2019	Membership Dues- Regular	2019 Annual Renewal CalCAPA Regular Membership Dues	850,578	0.0042	3,572.43
01/01/2019	NACAA Region IX	2019 Annual Renewal Region IX Association Membership Dues	1	100.00	100.00

BALANCE DUE

\$3,672.43



CALIFORNIA COMMUNITY ACTION PARTNERSHIP
ASSOCIATION
225 30th Street, Suite 200, Sacramento, CA 95816
Phone 916.443.1721 | Fax 916.325.2549

2018
BOARD OF DIRECTORS

President
Brenda Callahan-Johnson
Merced County CAA

First Vice-President
Carole Roberds
Merced County CAA

Second Vice-President
Jeremy Tobias
CAP of Kern

Secretary
Elizabeth "Biz" Steinberg
CAP of San Luis Obispo

Treasurer
Jeff Garner
Kings CAP

Past President
Brian Angus
Fresno EOC

Board Representative
Connie Jones
CAP of Orange County

*Representative, National Community
Action Foundation*
Darick Simpson
Long Beach CAP

COMMITTEE CHAIRS
Meetings & Membership Committee
Christine Zoppi
Glen County Human Resources
Agency

Legislative & Public Policy
Brenda Freeman
Riverside CA

Advocacy & Education
Maria Elena De La Garza
CA Board of Santa Cruz County

THE PROMISE OF
COMMUNITY ACTION

Community Action changes
people's lives, embodies the spirit
of hope, improves communities,
and makes America a better place
to live. We care about the entire
community and we are dedicated
to helping people help themselves
and each other.

November 28, 2018

Dear CalCAPA Member and Friend,

Enclosed please find your invoice for CALCAPA dues for 2019. You may notice a slight increase in the amount you are paying this year. This increase is a direct result of the CALCAPA board implementing a strategic planning process in which we are trying to make CALCAPA more self-sustaining and beneficial.

As you recall, the planned increase was discussed at both the 2016 and 2017 conferences during the membership meeting. This increase is also in response to CSD's concern that membership has not increased in over 7 years, yet the level of services we provide to each member agency, has more than doubled during the same time frame.

Last year we were able to provide scholarships for WIFLI training, new executive director training, CCAP certification, a legislative day, and more. This year, many of you took advantage of a \$1000 scholarship to attend our conference. We have never been able to provide these services in the past and we are so excited about these expanded opportunities. Our intent is to continue to expand the availability of resources for our membership; but we must continue to be equal partners with CSD in this process and show our value to our membership as well through their continued contributions.

We look forward to networking with you at the upcoming conference and your continued involvement with CALCAPA. We are only as strong as the people we serve.

Should you have any questions, please don't hesitate to call.

Sincerely,

Brenda Callahan-Johnson, M.B.A., CCAP
Board President