



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 07/11/2019 **Time Convened:** 6:12 pm **Time Terminated:** 7:57 pm **Recorder:** Mele Lolohea

Attendees:, Tanya Brown, Devlyn Sewell, Tricia Piquero, Acaria Almeida, Kimberly McCarl, Dawn Miguel, Lauren Babb (6:25 pm), Ajit Kaushal, Renee Zeimer, Michelle Chenault

Absentees: Samuel Houston, Cloudell Douglas, Monisha Merchant, Nancy Sparks

Staff: Camilla Rand, Christina Reich, Mele Lolohea

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:12 PM. Piquero read the desired outcomes. • Miguel called out the roll to ensure there was a quorum. • Zeimer recommended tabling agenda item #8.
Public Comment	<ul style="list-style-type: none"> • Staff announced that there was a guest present and explained at the moment Morales’s reappointment hasn’t been approved just yet, but will be approved on the 17th. Morales introduced himself as a member of the public and shared he was awarded last week in the city of Oakley for learning how to run the city with the Police Department and engineers.
<p>Action: Review and approval of the May 9, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the May 9, 2019 Business meeting minutes and no changes were made. <p>A motion to approve the May 9, 2019 meeting minutes was made by Piquero and second by McCarl.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, McCarl Nays: None Abstentions: Chenault Absent: Houston, Babb, Douglas, Merchant</p>

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<p>Action:</p> <ul style="list-style-type: none"> ➤ Ratify approved 2020-2021 Priority Areas ➤ Ratify approved 2020-2021 Community Action Plan and Community Assessment 	<ul style="list-style-type: none"> • Zeimer explained there was no June meeting, therefore a Special Meeting was called to continue moving the work forward and meet deadlines, especially for the Community Action Plan (CAP). • Reich explained that the process for this Community Action Plan goes back to April when staff brought forward the new template for the CAP and shared it with the EOC. Then, in May, staff tackled it and brought the draft to the board for feedback. Reich praised Zeimer for doing a great job on enhancing some areas in the CAP. It was then brought to the Executive team during the Special Meeting for approval since there was not a meeting in June. • Reich explained that the CAP is a road map that would inform what you do for the next two years. The CAP is informed by public hearings and the community assessment. Reich stated there is a contracted demographer who completes the community assessment every year and a brand new one every five years. The community assessment serves both the Head start and Economic Opportunity Council purpose. In the CAP, there are questions from the community assessment; also, the mission and vision statements are included in the CAP. • Staff submitted the CAP to the State after receiving feedback. Katie Walker sent back a tentative report stating it was stellar and had no questions. <p>A motion to ratify the approved 2020-2021 Priority areas and 2020-2021 Community Action Plan and Community Assessment was made by Piquero and second by Almeida.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, McCarl Nays: None Abstentions: Absent: Houston, Douglas, Merchant</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Strategic Planning Retreat ➤ EOC Orientation 	<ul style="list-style-type: none"> • Zeimer explained that the CAP is the roadmap but what we do to act on it is the next step. This year another Strategic Planning Retreat is needed. She asked the group to agree on a Saturday to drill down on the priority areas and bring the key priority areas to life. • Reich explained staff is available; she does have a grandchild on the way so regardless staff can make it work or find coverage. Reich stated August 31st the Organizational standards are due and would be advisable to get it done before then. If it is done after the August 31st deadline, staff would have to report that the Strategic Plan is in progress and a three month action plan has to be reported on how we will get it done within the next 3 months. • Zeimer recommended August 3rd for the Strategic Planning Retreat. Zeimer recommended splitting the retreat and the orientation. • The group agreed to meet Saturday, August 3, 2019 from 8:30 am – 12:00 pm for the Strategic Planning Retreat. • The group agreed to hold the EOC Orientation on August 8, 2019 an hour before the business meeting

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	<p>from 5:30 pm – 6:30 pm.</p> <ul style="list-style-type: none"> • Staff will reach out to Katie Walker for a facilitator for the orientation. <p>A motion to approve the August 3rd Strategic Planning retreat from 8:30 am- 12:00 pm and the EOC Orientation from 5:30 pm- 6:30 pm followed by the August Business meeting was made by Miguel and second by Kaushal.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, McCarl Nays: None Abstentions: Absent: Houston, Douglas, Merchant</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Ratify approved member attending 2019 Community Action Partnership (CAP) Convention 	<ul style="list-style-type: none"> • Reich reported at the last meeting the group agreed to have the executive body have first pick to attend these conventions every year and most of the time it is the chair. Based on the CSBG budget for this year, the group only budgeted for one EOC member and one staff. Reich continued by stating that, possibly in the next zero-based budgeting meeting, the board could budget for both the Chair and Vice-Chair to attend these meetings. Reich explained if this is a change the group would like to do, it is a Bylaw change for the governance committee. • Kaushal stated he wanted the idea of this policy to come forward to the business meeting so everyone was aware. • Zeimer explained her, Miguel and Kaushal all had interests in going and typically in the past, the group kept the costs for conferences at a minimum and most of the budget would go out to the community. Zeimer explained, this year there are a couple members who are interested in going, so we are trying to find other opportunities to help fund more volunteers. • Kaushal stated moving forward when there are discretionary dollars; the group may consider having more than one member attend the conferences using those funds. • Reich announced staff applied on behalf of Kaushal for a scholarship through CAP to see if he can get his trip paid for. At this moment, we are pending the results. <p>A motion to approve Renee Zeimer as the EOC member attending the CAP convention in Chicago was made by Kaushal and second by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Chenault, McCarl Nays: None Abstentions: Absent: Houston, Douglas, Merchant</p>

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<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal- Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy council 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported to the group that there is a rule change that was proposed with the Housing and Urban Development (HUD) for recipients to qualify for public housing. This change is asking recipients to verify their immigration status to determine if they qualify for housing assistance. If any member of the household is undocumented, this could result in the entire household being disqualified from receiving subsidized housing assistance. • Zeimer shared a letter from John Gioia to Ben Carson opposing this change for verification of eligible status. Zeimer stated she asked Gioia if it would help that she may write a letter to amplify the position that the supervisor's took to strongly oppose this rule change. Please see attachment A for the letter. • Zeimer stated to the group, unless there were any objections, that she would like to write a letter and submit to the Housing and Urban Development (HUD) portal and sign as the chair of the EOC. All agreed for Zeimer to move forward with writing the letter and to submit. • Staff will resend the link for the comment box to all members to submit their comments. • Zeimer shared that on July 30th at 2 pm, there will be a special board meeting called The Truth Act forum where the community will have a chance to share what they have witnessed and experienced with SB54. Zeimer stated a rally would take place an hour before the meeting. • Zeimer shared on July 31st, 2019 from 4:30 pm- 6:00 pm at the Board of Supervisors council chamber there will be a training on the Brown Act and Better Governance Ordinances. Staff recommended all advisory board members should attend this training. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Kaushal reported the expenditures for May 2019. Salaries and Wages for Administrative Costs were \$3,159. Indirect costs were \$8,747 with a total of \$13,746.79 for administrative cost. • Salary and Wages under Program Cost has a year-to date of \$87,302. The year-to-date for Fringe Benefits were \$55,247 with 51% expended. • For the subcontractor expenses, they are still submitting demands so there is not too much expense shown. The total Program Costs was \$189,987 with a balance of \$559,023.37. The total expenditure in May was \$87,906 with a year-to-date of \$239,571 and 28% expended due to subcontractors still submitting their monthly demands. • Kaushal reported on the 2019 Low Income Heat Energy Assistance Program (LIHEAP) Weatherization program. Year--to-date is \$698,105 with a balance of \$278,043 and 72% expended on this contract. The total number of homes weatherized countywide was 87. • The second program was the 2019 LIHEAP ECIP/EHA 16 program with a total cost of \$857,676 with a year-to date of \$322,443 and 38% of the contract expended. The number of clients assisted countywide was 2,015. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich reported for the 2020 Census, the President did not come out with the executive order to remove the citizen question from the Census but instead directed the Department of Commerce to find

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	<p>a way to count legal residence in the United States separate from the census. The citizenship question will not be a part of the census.</p> <ul style="list-style-type: none"> • Reich will bring a full report next month to share with the board. Reich congratulated those on the Complete Count Steering committee for their hard work. Reich explained that Rand is a part of a subcommittee for the 0-5 early childhood component of that work and they are looking at ways of using dollars that are coming in to help get the word out about the census. Ideas are floating around to educate parents with how to complete the survey forms and what ways they can do outreach. Reich explained all members of the board are invited to join and help if interested. • Reich stated that there are immigration raids that have started. There is a Light for Liberty event going on around the county. For those who are interested, they could attend and support the event at the Todos Santos Plaza, Friday, July 12th. • Community Services Bureau has hired a new Fiscal Officer by the name of Vicky Kaplan-Wetzel who will be at the next Fiscal meeting. Eric Pormento served CSB for about 17 years and has moved on to being a Chief Financial Officer for Health Services. • Reich reminded the board about a committee report out for Outreach and the EOC Trifold. Piquero shared the edits from the Outreach committee with the board. Tricia stated Zeimer, Merchant and herself worked offline and made some changes. Piquero shared that they wanted something inviting and to possibly have something to highlight the subcontractors. She also recommended having a Spanish insert for the brochure. Piquero stated this is not the final product, but it is a start. • Rand thanked those who were involved for all their hard work on this trifold. Rand stated she has a few wordsmithing comments that will be sent to the group. Rand stated the brochure needed to stay with CSB for ten years and it needs to be general enough. Rand continued to say that maybe an insert about the subcontractors could be a great addition. • Zeimer shared there was a struggle understanding who the “we” was in the trifold. Piquero stated there were some late changes that were made but staff has not yet entered them in. The group was still working on the imagery and layout, but the words are the focus right now. • Rand stated there should be a consistency in the font so it is not a widely different visual in the marketing material. Rand stated this brochure is a great start, and the way it is done is fine. Some of the language just needs to be changed. Rand stated the one issue she had was the Economic Opportunity Council title on the front page. She stated it is a Community Action Partnership brochure and the brochure is very close to being done. She recommended adding an insert about what the EOC was. • Rand and Tricia agreed to discuss the changes offline and share those changes with the whole board. <p><u>EOC Member</u></p> <ul style="list-style-type: none"> • Babb stated yes, there are funds for the outreach portion for the census, but there will be a big push on the county to allocate \$500,000 towards this effort. The Complete count steering committee is also asking everyone to support by letting supervisors know there is a great need for that local funding.

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	<ul style="list-style-type: none"> • Babb also shared she and Houston did a presentation with the Steering committee about the EOC and everyone was blown away about the work that is being done with this board. • Zeimer asked if there had been discussions on having places for people to fill out surveys. Reich stated all the childcare centers would have computers and translators to help parents fill out the forms. • McCarl shared on July 20th at 9 am, John Muir Health will have a Ribbon Cutting Ceremony for their new Mobile Health clinic in Brentwood at the Village Community Resource Center. McCarl will send out invitation to all the members to join her newsletter. • Morales shared about a program he started back in 2000 called the Kids Club at the Village community resource center and the good thing that came out of that is that he started it and he is happy to see them still doing great work. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • None at this time
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will move the tabled agenda item #8 to the August agenda. • Staff will send out a link for the proposed rule change for HUD so members may send in comment. • Staff will send out save the dates for the EOC orientation and Strategic Planning Retreat in August. • Staff will reach out to Katie walker for a facilitator for the orientation on August 8th. • Staff will send out invitation for the John Muir Mobile Clinic event • Staff will schedule a Governance Committee meeting to discuss the Strategic Planning Retreat.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • None