

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:** Economic Opportunity Council (EOC) Executive Meeting

**Date:** 10/3/2019 **Time: From:** 12:00 PM **To** 1:00 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 September 5, 2019 EOC Executive Committee Meeting minutes.
Review and approve as official record the draft September 12, 2019 EOC business Meeting minutes.
An update on subcommittee appointments for 2019-2020, subcommittee work and EOC attendance so that the executive team is aware.
Review and approve the October 10, 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.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
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. <b>Action:</b> ➤ Review and approve the draft September 5, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<b>4. Action:</b> ➤ Review and approve the draft September 12, 2019 EOC business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	10 Minutes
<b>5 Update:</b> ➤ Subcommittee appointments for 2019-2020 ➤ Subcommittee work ➤ EOC attendance	Present	CSB Staff Chair	15 Minutes
<b>6. Action:</b> ➤ October EOC agenda	Present Draft Clarify Check for Understanding Check for Approval	Group	20 Minutes
7 Next steps	Present Clarify Check for Understanding	Group	3 Minutes
8 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](mailto:mtupou@ehsd.cccounty.us) or [nsparks@ehsd.cccounty.us](mailto: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:** 9/5/2019      **Time Convened:** 12:01 PM      **Time Terminated:** 12:11 PM      **Recorder:** Mele Lolohea

**Attendees:** Dawn Miguel (conference call) Lauren Babb (conference call), Mele Lolohea

**Absentees:** Renee Zeimer (excused), Camilla Rand (excused), Christina Reich (excused), Nancy Sparks (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> <li>Tupou reviewed the desired outcomes and ground rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None Present</li> </ul>
Review and approve the draft August 1, 2019 Executive Committee Meeting minutes	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft August 1, 2019 EOC Executive Committee meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft August 1, 2019 Executive Committee meeting minutes was made by Babb and seconded by Miguel.</b></p> <p><b>The motion carried.</b>  <b>Aye: Babb, Miguel</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Zeimer</b></p>

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft September EOC Business meeting agenda	<ul style="list-style-type: none"> <li>• The group reviewed the draft September Business meeting agenda and made the following changes:               <ul style="list-style-type: none"> <li>○ Agenda item #9 2019-2020 Executive Team Elections- Allocate 20 minutes</li> <li>○ Move up the status of subcommittees under reports</li> <li>○ <b>Reports:</b> <ul style="list-style-type: none"> <li>Fiscal</li> <li>-Actual</li> <li>-CalCAPA</li> </ul> </li> </ul> </li> </ul> <p><b>A motion to approve the draft September Business meeting agenda with the changes stated above was made by Babb and seconded by Miguel.</b></p> <p><b>The motion carried.</b>  <b>Aye: Babb, Miguel</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Zeimer</b></p>	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will make changes to the agenda and prepare business packet.</li> <li>• Staff will contact Merchant to ensure she will present her item on the agenda.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>



**Economic Opportunity Council (EOC) Business Meeting Minutes**

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



**Date:** 09/12/2019    **Time Convened:** 6:10 pm    **Time Terminated:** 7:58 pm    **Recorder:** Mele Lolohea

**Attendees:** Samuel Houston, Cloudell Douglas, Monisha Merchant, Tanya Brown, Devlyn Sewell, Tricia Piquero, Acaria Almeida, Dawn Miguel, Lauren Babb, Ajit Kaushal, Renee Zeimer, Armando Morales

**Absentees:**, Kimberly McCarl (excused), Camilla Rand (excused)

**Staff:** Christina Reich, Nancy Sparks, Mele Lolohea

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>• Zeimer called the meeting to order at 6:10 PM. Sparks read the desired outcomes.</li> <li>• Babb called out the roll to ensure there was a quorum.</li> <li>• Zeimer recommended to move up agenda item #9: 2019-2020 Executive Team Elections to become the new agenda item #4. The group agreed.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• Zeimer introduced and welcomed a guest by the name Luz Palomera Sierra who represent the Neto Community Network.</li> <li>• Luz Palomera Sierra introduced herself to the board and thanked Houston for inviting her to the meeting. She explained she's the co-founder of the Neto Community Network. She has been working in the community for the last 24 years.</li> </ul>
<p><b>Action:</b> Review and approval of the July 11, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The group reviewed the July 11, 2019 Business meeting minutes and no changes were made.</li> </ul> <p><b>A motion to approve the July 11, 2019 meeting minutes was made by Kaushal and second by Piquero.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Douglas, Merchant, Morales</b>  <b>Nays: None</b>  <b>Abstentions: Houston</b>  <b>Absent: McCarl</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ 2019-2020 Executive Team Elections</li> </ul>	<ul style="list-style-type: none"> <li>• Sparks thanked the 2018-2019 Executive committee for all the leadership they had taken on for the past year with all the public hearings, the onsite monitoring visit with the California Department of Community Services and Development (CSD) and tackling the Community Action Plan (CAP) along with numerous numbers of meetings.</li> <li>• Zeimer thanked the members for all their work as well in supporting them for the past year.</li> <li>• Sparks read the roles and responsibilities of the executive committee from the bylaws so the members were aware.</li> <li>• Nominations from the floor were taken for each office: Chair, Vice-Chair, and Secretary.</li> <li>• EOC members voted for the following members to serve as follows: <ul style="list-style-type: none"> <li>○ Chair: Renee Zeimer</li> <li>○ Vice-Chair: Dawn Miguel</li> <li>○ Secretary: Patricia Piquero</li> </ul> </li> </ul> <p><b>A motion to approve the 2019-2020 Executive Committee stated above was made by Kaushal and second by Douglas.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Douglas, Merchant, Houston, Morales</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: McCarl</b></p>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Community Action- Economic Opportunity Council Insert</li> </ul>	<ul style="list-style-type: none"> <li>• Sparks shared the template of the EOC insert with the board and explained that the members would take on full responsibility and ownership of the insert.</li> <li>• Kaushal asked if the original trifold was completed. Reich explained Rand has taken on that project and has went ahead with editing the Community Action Brochure. Reich explained that the insert would be specific to the Economic Opportunity Council.</li> <li>• Sewell shared that she had to share her business cards with people of the community and recommended having the council’s website on the cards or maybe the insert.</li> <li>• Piquero recommended having the subcontractor’s basic information on the insert such as names, phone numbers and website.</li> <li>• Sparks explained the agenda item would be moved to the Outreach Subcommittee for further discussion.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Subcontractor Onsite Monitoring Visits</li> </ul>	<ul style="list-style-type: none"> <li>• Sparks explained as members of the EOC, they are required to conduct at least one onsite monitoring visit with our current subcontractors face to face. Sparks explained this is a great opportunity to meet with clients and staff.</li> <li>• Staff passed around the onsite monitoring sign-up sheet for the members to choose which subcontractor(s) they would like to visit.</li> <li>• Staff would create teams based on the sign up sheet and an email would be sent out with all information pertaining to the members and their site visit. Staff explained a more seasoned member would take on the lead role and the newer member could shadow them during the visit.</li> <li>• Staff shared that this year the evaluation report will include the contract funding amounts for all service providers.</li> <li>• Zeimer called the members attention to some of the questions on the evaluation form such as, <i>“What issues/barriers have you encountered as an organization? What specific actions are you taking to address these problems? Are any of these issue areas in which the EOC might provide assistance?”</i> Zeimer explained these questions would be crucial during the visit as they would help the member’s follow-up and possibly come up with some ideas to help.</li> <li>• Staff agreed to add last year’s evaluation report, if any, to the packet so the members may refer to it during their visit.</li> <li>• Staff shared the deadline for these reports needs to be submitted by November 1<sup>st</sup> as the group will need to schedule a meeting with the Program services to discuss RFI process and proposal review soon after.</li> <li>• Staff reiterated they would send out the emails and packet information to all the members by next week.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ 2019 Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft Strategic Plan and Zeimer recommended moving the agenda item over to the Governance subcommittee for further review and edits.</li> <li>• Merchant praised the group for an excellent job on getting the plan done.</li> <li>• Babb stated transportation was talked about throughout the retreat and asked that the topic be noted or discussed during the subcommittee meeting and added as part of the drafted plan.</li> <li>• Houston asked if Food/Nutrition and Comprehensive Health Services be linked together. Houston explained he understands there are funding differences but these areas could be grouped as one.</li> <li>• Reich explained for context, the board has determined the four priority areas so the Strategic Plan has to speak to them separately.</li> <li>• Houston stated there are definitely different avenues to make the outcomes more effective.</li> <li>• Zeimer explained there was a good point to what Houston’s question was and that there may be some confusion between what is the strategy and what might be an action that the board could take.</li> <li>• Babb stated she would like to see transportation under Employment and Job training. She also pointed out there was a typo on page 3 of the plan under Comprehensive Health Services under Actions, bullet number four:</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>○ Change <i>Uplift</i> to <i>With</i></li> </ul>
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>➤ Contra Costa County A Place to Thrive</li> </ul>	<ul style="list-style-type: none"> <li>• Merchant presented a report from the New Americans in Contra Costa County showing the demographics and Economic Contributions of Immigrants’ in the County.</li> <li>• Merchant explained her biggest take away was the need to bring more attention to the immigrant community here Contra Costa County.</li> <li>• Babb shared page 19 stated that 41% of workers in the Transportation industry were foreign-born. In addition, there are about 55,000 undocumented people in the community.</li> <li>• Reich explained it is important because of narrative change. These needs are important and this report was used to help get the work done with these folks in our community.</li> <li>• Zeimer stated her key take away was that data arms the board’s advocacy. On page 21, 33.5% of self-employed immigrants in Contra Costa County are entrepreneurs and they generated \$589.2M in business income.</li> <li>• Luz Palomera Sierra explained many of the immigrants who work cannot receive refunds because of their immigration status. Service Navigators are having trouble assisting them because of the Public Charge Rule changes. Some are scared to speak out.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Subcommittees</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sparks explained that the goal was for each member on the board be a part of a subcommittee that is of most interest to them. A signup sheet was passed around so that members could see which subcommittee they were signed up for and make changes.</li> <li>• Zeimer asked the members to continue passing around the signup sheet while they moved on to the next agenda item.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal <ul style="list-style-type: none"> <li>- Actual</li> <li>- CalCAPA</li> </ul> </li> <li>• Governance Subcommittee</li> <li>• Outreach Subcommittee</li> <li>• Program Services Subcommittee</li> <li>• CSB Staff</li> <li>• EOC Members <ul style="list-style-type: none"> <li>○ Policy council</li> </ul> </li> </ul>	<p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer reported she attended the Community Action Partnership convention with Sparks and Kaushal. Zeimer shared that Kaushal was announced the recipient for the Avril Weisman Board Scholarship award. The board all congratulated Kaushal for his award.</li> <li>• Zeimer shared some information on the conference and the Census with the board members. She also passed out goodies for the group to take home such as sunglasses, buttons for the Community Action Partnership (CAP) agency and information on the Community action’s role in the Census.</li> <li>• Zeimer shared Tuesday, September 24, 2019 is National Voter Registration Day. A signup sheet was handed out for any interested volunteers.</li> <li>• Zeimer congratulated Reich on her newest grandchild.</li> </ul> <p><b><u>Fiscal</u></b></p> <ul style="list-style-type: none"> <li>• Staff reported on page 31 of the packet. The breakdown of Indirect cost will always follow the expenditure report that is sent out every month. The indirect cost list the different charges that are being charged to CSBG under line item #3 of the monthly expenditure report.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Kaushal reported that CalCAPA increased their membership fee as of 2019, so there was an increase in dues.</li> <li>• Sparks added that this was brought to the Fiscal committee’s attention due to a higher rate showing in this year’s invoice.</li> </ul> <p><b><u>Governance Subcommittee</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>Outreach Subcommittee</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>Program Services Subcommittee</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Reich reported that all of the county departments are doing a huge outreach effort to families around the Public Charge to let them know what it is about and what they need to look out for.</li> <li>• The Census efforts are underway and CSB is working with other bureaus within the department to help spread the word to families about the Census. There are information tables at each of the centers explaining the importance of filling out the Census and information on how to fill out the forms. The bureau was gifted with some kiosks from the Contra Costa Technology Department that will be used at the larger centers so that peers can help the parents access their forms.</li> <li>• Additionally, Reich reported on CSB having three major reviews this year: Class review, Focus Area 2 review, and a big State Fund Childcare review. In order to get everyone ready for these review, CSB had an all staff summit with all 400 employees and great workshops will be available to help us prepare.</li> <li>• Reich explained there are still no information on next year’s funding. She contacted Katie Walker, Community Services and Development (CSD) Field Representative, who believes there will be funding and that we do not have anything to worry about.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• Houston shared there will be a Health Fair on October 25<sup>th</sup> from 6:00 pm to 7:00 pm. This community event will help interested participants apply for Cover California. There is no cost to the event and will be located at 3333 Vincent Rd. #108 Pleasant Hill, CA 94523. Staff will reach out to Houston for flyers and would be sent out to the members.</li> <li>• Babb shared that there was a grant opportunity for the Census RFP for Census Outreach and Assistance. The grant funding is available to tax-exempt organizations, schools, and public agencies focused on Census 2020 outreach. The deadline for the first wave is September 30<sup>th</sup> at 5 pm.</li> <li>• Sewell shared her personal outreach with the group that took place during the City Council meeting in Concord. Sewell explained that she wanted to let the City of Concord council members know what Walnut Creek was doing regarding a homeless outreach. Sewell stated she spoke about two articles,</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>one was the homeless outreach program created by two officers from the City of Walnut Creek and the second where it talks about the Trinity Center networking with St. John’s Catholic Church to let homeless people camp in the vehicles on church ground and have their dogs provide security while they are.</p> <ul style="list-style-type: none"> <li>• Sewell attended Mark Desaulnier’s Immigration Town Hall meeting that took place at Meadow Homes Elementary school on August 22, 2019. Sewell explained it was a great turnout and she was able to donate blood.</li> </ul>
<p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Planning Calendar</li> </ul>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Staff will add the Economic Opportunity Council’s website to the business cards.</li> <li>• Staff will add the previous year’s evaluation forms to the Onsite monitoring packet.</li> <li>• Staff will schedule subcommittee meeting with both Outreach and Program Services.</li> <li>• Staff will send out Onsite Monitoring information packets to the members.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

# **Economic Opportunity Council Committee Descriptions**

## **Fiscal Subcommittee**

- Meets every second Thursday of the month (unless noted otherwise) to review actual expenditure and projection reports
- Reviews and make recommendation on budget modification (if necessary)

## **Outreach Subcommittee**

- Plans annual community event(s)
- Creates an event plan to present to the full Economic Opportunity Council
- Provides support on the day of the event
- Plans annual Roundtable Event

## **Governance Subcommittee**

- Reviews Bylaws annually to ensure compliance with public meeting requirements
- Gives input and presents recommended changes to the full Economic Opportunity Council
- Identify and analyze legislative issues of concern to board/commission subject areas as needed

## **Program Services Subcommittee**

- Plans public hearing(s)
- Designs flyer and helps disseminate to the community
- Provides support on the day of the public hearing
- Plans the RFI Process and review/ evaluate all eligible proposals
- Makes recommendations on the awarded applicants

# **2019-2020 Economic Opportunity Council Subcommittees**

## **Executive Subcommittee**

- Renee Zeimer- Chair
- Dawn Miguel- Vice Chair
- Tricia Piquero- Secretary

## **Fiscal Subcommittee**

- Ajit Kaushal- Chair
- Renee Zeimer
- Acaria Almeida
- Devlyn Sewell- Alternate

## **Program Services**

- Devlyn Sewell – Co-Chair
- Samuel Houston- Co-Chair
- Renee Zeimer
- Lauren Babb
- Kim McCarl

## **Outreach Subcommittee**

- Tricia Piquero- Chair
- Samuel Houston
- Armando Morales
- Dawn Miguel
- Kim McCarl

## **Governance Subcommittee**

- Dawn Miguel- Chair
- Ajit Kaushal
- Renee Zeimer
- Devlyn Sewell
- Cloudell Douglas
- Kim McCarl

## **Pending**

- Monisha Merchant
- Tanya Brown

## 2019 EOC Member Attendance

Name	Sector	1/10/19	2/14/19	3/14/19	4/11/19	5/9/19	6/13/19	7/11/19	8/8/19	9/12/19	
Samuel Houston	Low Income 1	X	N	X	X	X	X	X	N	X	
Vacant	Low-Income 2										
Dawn Miguel	Low-Income 3	X	X	X	N	X	X	X	X	X	
Tanya Brown	Low-Income 4	-	N	X	N	X	X	X	N	X	
Armando Morales	Low-Income 5	X	X	X	X	X	VM	-	X	X	
Acaria Almeida	Private/Non-Profit 1	-	N	X	X	X	N	X	N	X	
Kim McCarl	Private/Non-Profit 2				N	X	VM	X	X	N	
Lauren Babb	Private/Non-Profit 3	X	X	N	X	X	VM	X	N	X	
Monisha Merchant	Private/Non-Profit 4		X	X	X	X	N	N	N	X	
Devlyn Sewell	Private/Non-Profit 5	X	X	X	X	X	X	X	X	X	
Cloudell Douglas	Delegate- Public Sector 1	X	N	N	email	X	VM	N	X	X	
Renee Zeimer	Delegate -Public Sector 2	X	X	X	X	N	X	X	X	X	
Patricia "Tricia" Piquero	Delegate -Public Sector 3	-	X	X	X (late)	X	N	X	N	X	
Ajit Kaushal	Delegate -Public Sector 4	X	N	X	X	X	X	X	X	X	
Vacant	Delegate-Public Sector 5			X	N	N	X	X			
	<b>QUORUM</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	

N-Not attending

X-Member attended meeting

9.13.19

New bylaw attendance monitoring begins November 2018

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# Agenda

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

**Date:** 10/10/2019 **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

*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.
Reviewed and approve the draft September 12, 2019 EOC Business Meeting minutes.
Discuss Community Action-Economic Opportunity Council insert so that staff can move forward accordingly.
Update from our EOC members on Site 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.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	5 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<b>3. Action:</b> ➤ Review and approval of the September 12, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
<b>4. Update:</b> ➤ Community Action-Economic Opportunity Council Insert	Present Clarify Check for Understanding	CSB Staff Group	30 Minutes
<b>5. Update:</b> ➤ Subcontractor Onsite Monitoring Visits	Present Clarify	CSB Staff Group	25 Minutes
<b>6. Action:</b> ➤ 2019 Strategic Plan	Present Draft Clarify Check for Understanding Check for Approval	CSB Staff Group	10 Minutes
<b>8. Discussion:</b> ➤ Subcommittees	Present Clarify Check for Understanding	CSB Staff Group	10 Minutes
<b>10. Reports:</b> <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal               <ul style="list-style-type: none"> <li>-Actual</li> <li>-CalCAPA</li> </ul> </li> <li>• Governance Subcommittee</li> <li>• Outreach Subcommittee</li> <li>• Program Services Subcommittee</li> <li>• CSB Staff</li> <li>• EOC Members</li> </ul>	Present	Group	5 Minutes 10 Minutes 5 Minutes 0 Minutes 5 Minutes  5 Minutes 5 Minutes
<b>11. Next steps</b>	Present Clarify Check for Understanding	Group	5 Minutes
<b>12. Evaluate the Meeting</b>	Plus/Delta	Group	3 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](mailto:mtupou@ehsd.cccounty.us) or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us) ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520.