

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: 10/03/2019 **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 August so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Update on the CSBG funding for 2020-2021 so that the members are informed.
Update on the CSBG Budget modification for the 2019-2020 contracts so that members are aware of staff course of action.
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	Group	5 Minutes
➤ 2019 CSBG July and August Expenditure report	Present Clarify	CSB Staff	25 Minutes
➤ 2020-2021 CSBG Budget	Present Clarify	CSBG Staff	10 Minutes
➤ 2019-2020 Budget Modification	Present Clarify Check for Understanding	Group	10 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 Item	Description	sub object	Budget	1st Qtr Total	2nd Qtr Total	Jul-19	67% Aug-19	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:										
1	Salaries and Wages	1011	18,235	3,471.98	5,392.78	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	3,191.15	1,032.30	-	7,695.43	5,736.57	57%
2	Fringe Benefits		13,494	2,093.76	3,458.63	499.22	-	6,051.61	7,442.39	45%
3	Other Costs-Indirect Costs		69,838	16,781.14	38,984.62	-	-	55,765.76	14,072.24	80%
	Total Administrative Costs		101,567	22,346.88	47,836.03	1,531.52	-	71,714.43	29,852.57	71%
PROGRAM COSTS:										
1	Salaries and Wages	1011	221,551	45,315.77	59,462.65	18,169.86	15,714.29	138,662.57	82,888.43	63%
	Subtotal Program		131,041	39,665.81	37,899.64	11,325.61	8,080.73	96,971.79	34,069.21	74%
	Division Manager	CR	33,492	8,873.04	5,712.92	1,388.96	-	15,974.92	17,517.08	48%
	Administrative Services Asst II	NS	64,807	18,604.02	19,291.92	5,819.86	6,030.29	49,746.09	15,060.91	77%
	Senior Clerk	MT	32,742	12,188.75	12,894.80	4,116.79	2,050.44	31,250.78	1,491.22	95%
	Student Interns		90,510	5,649.96	21,563.01	6,844.25	7,633.56	41,690.78	48,819.22	46%
2	Fringe Benefits		107,831	32,539.24	33,106.78	9,435.48	7,158.75	82,240.25	25,590.75	76%
	Program Fringe Benefits		96,970	31,816.64	30,348.86	8,697.70	6,335.83	77,199.03	19,770.97	80%
	Student Interns Fringe Benefits		10,861	722.60	2,757.92	737.78	822.92	5,041.22	5,819.78	46%
3	Operating Expenses		15,629	4,737.56	3,458.67	-	716.87	8,913.10	6,715.90	57%
	Office Supplies	2100	2,887	375.36	15.81	-	286.02	677.19	2,209.81	23%
	Communications	2110	1,077	139.28	281.41	-	327.22	747.91	329.09	69%
	Tel Exchange Service	2111	541	-	70.64	-	103.63	174.27	366.73	32%
	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 Trave	2303	2,279	-	1,109.74	-	-	1,109.74	1,169.26	49%
	Training & Registration	2467	1,588	-	103.82	-	-	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	1,677.05	-	-	2,227.54	68.46	97%
4	Out-of-State Travel		4,000	-	-	1,190.00	821.92	2,011.92	1,988.08	50%
5	Subcontractor Services		400,000	-	140,299.88	-	12,032.32	152,332.20	247,667.80	38%
1	Bay Area Community Resources	2310	21,130.68	-	5,286.20	-	-	5,286.20	15,844.48	25%
2	The Contra Costa Clubhouses, In	2310	23,522	-	7,840.00	-	-	7,840.00	15,682.00	33%
3	CC Health Svcs Homeless Prog	2310	33,000	-	11,000.00	-	-	11,000.00	22,000.00	33%
4	Greater Richmond Interfaith Prog	2310	21,130.66	-	7,948.51	-	2,183.65	10,132.16	10,998.50	48%
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	-	16,000.80	-	-	16,000.80	24,001.20	40%
7	Monument Crisis Center	2310	28,000	-	11,200.00	-	2,800.00	14,000.00	14,000.00	50%
8	Opportunity Junction, Inc	2310	48,584	-	16,194.68	-	4,048.67	20,243.35	28,340.65	42%
9	Shelter Inc. of Contra Costa	2310	45,000	-	14,998.35	-	-	14,998.35	30,001.65	33%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	32,615.34	-	-	32,615.34	2,384.66	93%
11	STAND! For Families Free of Viol	2310	47,500	-	-	-	-	-	47,500.00	0%
12	White Pony Express	2310	36,000	-	12,000.00	-	3,000.00	15,000.00	21,000.00	42%
	Total Program Costs		749,011	82,592.57	236,327.98	28,795.34	36,444.15	384,160.04	364,850.96	51%
	Total Expenditures		850,578	104,939.45	284,164.01	30,326.86	36,444.15	455,874.47	394,703.53	54%
Prepared: 9/18/2019										

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