

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: 12/5/2019 **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 December 16, 2019 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 November 7, 2019 EOC Executive Committee Meeting minutes.
Review and approve as official record the draft November 14, 2019 EOC Business meeting minutes.
Review and approve the Program Services' recommendation of the 2020-2021 CSBG awarded subcontractors.
Review and approve the December 16, 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 November 7, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes

Agenda			
What	How	Who	Time
4. Action: ➤ Review and approve the draft November 14, 2019 EOC business meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Action: ➤ Program Services' recommendation for the 2020-2021 CSBG subcontractors.	Present Recommendation Clarify Check for Understanding Check for Approval	Group	35 Minutes
6. Action: ➤ EOC December business meeting agenda	Present Draft Clarify Check for Understanding Check for Approval	CSB Staff Group	5 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 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: 11/7/2019

Time Convened: 12:08 PM

Time Terminated: 12:30 PM

Recorder: Nancy Sparks

Attendees: Renee Zimer, Dawn Miguel (conference call*joined late) Tricia Piquero (conference call), Christina Reich, Nancy Sparks, Ajit Kaushal, Devlyn Sewell

Absentees:

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> • Piquero reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none"> • None Present
Review and approve the draft October 3, 2019 Executive Committee meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft October 3, 2019 Executive Committee meeting minutes with no changes. <p>A motion to approve the draft October 3, 2019 Executive Committee meeting minutes was made by Piquero and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Zeimer Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY	
<p>Review and approve the draft October 18, 2019 Special Executive Committee Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft October 18, 2019 Special Executive Committee meeting minutes with no changes. <p>A motion to approve the draft October 18, 2019 Special Executive Committee meeting minutes was made by Piquero and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Zeimer Nay: Abstain: Absent: Miguel</p>	
<p>Review and approve the draft November 14, 2019 business meeting agenda</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft November 14, 2019 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> ○ Add Action item: December Business meeting date as new #8 on the agenda ○ Add 20 minutes to #9-Subcontractor Site Monitoring Visit ○ Change “Ratify” to “approve” on agenda item #5 <p>A motion to approve the draft November 14, 2019 EOC Business meeting agenda was made by Miguel and seconded by Piquero.</p> <p>The motion carried. Aye: Piquero, Zeimer, Miguel Nay: Abstain: Absent:</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will make changes to the agenda and prepare business packet. 	
<p>Meeting Evaluation</p>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 11/14/2019 **Time Convened:** 6:12 pm **Time Terminated:** 8:07 pm **Recorder:** Mele Tupou

Attendees: Cloudell Douglas (6:18 pm), Monisha Merchant (6:20 pm), Devlyn Sewell, Tricia Piquero, Acaria Almeida, Dawn Miguel, Lauren Babb, Ajit Kaushal, Kimberly McCarl, Armando Morales

Absentees: Samuel Houston, Renee Zeimer, (excused), Tanya Brown, Christina Reich (excused)

Staff: Camilla Rand, Nancy Sparks, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Miguel called the meeting to order at 6:12 PM. Almeida read the desired outcomes. • Piquero called out the roll to ensure there was a quorum.
Public Comment	<ul style="list-style-type: none"> • None present
<p>Action: Review and approval of the September 12, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the September 12, 2019 Business meeting minutes and no changes were made. <p>A motion to approve the September 12, 2019 meeting minutes was made by Babb and seconded by Kaushal.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Morales Nays: None Abstentions: McCarl Absent: Houston, Brown , Zeimer, Douglas*, Merchant*</p> <p><i>*member entered the meeting after the action item and did not vote.</i></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Update:</p> <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Funding Allocation 	<ul style="list-style-type: none"> • Sparks reported that Community Services Bureau (CSB) had received the Community Services Block Grant funding allocation for 2020-2021 letter from the Department of Community Services and Development (CSD). The letter and all funding allocations for each county was also included in the packet. • Sparks explained the total amount of funding was the same as the previous year, which was \$850,578.
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Budget 	<ul style="list-style-type: none"> • Kaushal reported on the proposed budget, which was discussed and worked on during the fiscal subcommittee. Now that the EOC has received notice from CSD on how much funding would be received, the proposed budget shows the recommendations made by staff and the Fiscal subcommittee. • Kaushal went on to explain that this year, Reich’s salary was cut to 13% to accommodate other cost. • Kaushal reported the other costs under salaries and wages for 2019 was \$69,838 and the proposed budget for 2020 is for \$69,261 with a \$577 budget cut in this line item. The subtotal administration costs has an increase of \$502. • Kaushal explained the Program cost salaries and wages for Reich’s salary decreased by 13%, which was a total of \$18,021 in cuts. Under Fringe benefits, there is a cut of \$891 with a cut in program fringe benefits of \$2,354. • Under Operating Expenses, there was a cut of \$1,672 based on last year’s funding of \$107,831 with a new proposed budget of \$106,940. The following are budget cuts for each of the following line items under operating expenses: <ul style="list-style-type: none"> ○ Office supplies- \$697 ○ Auto mileage-employee- \$113 ○ In-state Travel (Employee)- \$1,019 ○ Training and Registration (EOC)- \$788 ○ Educ Supplies & Courses (Outreach)- \$954 • The Out-of-State Travel budget was at \$4,000 for 2019 and the total budget for 2020 is \$3,200 with \$800 in cuts. • The Subtotal Program Costs for 2019 was \$749,011 and the new proposed Subtotal Program Cost for 2020 is \$748,509 with a \$502 budget cut. • Kaushal reviewed the footnotes on the new proposed budget for 2020 explaining all the increases or decreases in the budget. Also Kaushal mentioned the Fiscal subcommittee agreed if there are discretionary dollars that do come in 2020, the following items will be restored to their 2019 funding level: <ul style="list-style-type: none"> ○ Division Manager- Salaries and Benefits ○ Office Supplies ○ Auto Mileage- Employees ○ In-state Travel- Employees ○ Training & Registration (EOC)

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ Outreach and Out of State Travel ● McCarl asked how does the county cover the Division manager’s position, Rand stated Reich works with other programs with four other grants and state dollars that would help cover the rest of her salaries. ● Rand also mentioned the county negotiated a 4% cost of living adjustment for all employees that was reflected in the new proposed budget. ● McCarl asked if the Fiscal committee agreed to the restored items in the footnotes to be listed in this order and if there are not enough discretionary dollars to cover all how the group would allocate the funds. Kaushal explained the items would have to be revisited once the discretionary dollars were received. ● Babb asked if the membership dues that went up under operating expenses were for California Community Action Partnership Association (CalCAPA), Kaushal stated yes, they were for CalCAPA only. ● Piquero asked what the indirect costs were. Staff explained these are costs that are a part of the county and larger departments such as Directors salaries, executive director’s salaries, risk management costs and so forth. (Please see attachment A for a list of all indirect costs.) <p>A motion to approve the 2020-2021 CSBG Budget was made by McCarl and seconded by Almeida.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: None Absent: Houston, Brown , Zeimer</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Ratify the Approved 2020-2021 Request for Interest 	<ul style="list-style-type: none"> ● Sparks thanked the Program Services subcommittee for working so hard with staff and getting the Request for Interest (RFI) done and out to the public. The deadline for the RFI is on November 22nd. ● Sparks went through the changes in the selection criteria and RFI guideline that were revised with the program services’ members in October. ● Sparks reported that EHSD Contract and Grants unit provided a Conflict of Interest statement that agencies are required to sign and submitted as part of the proposal. She also shared that members who partake in scoring of proposals would also be required to sign a conflict of interest form. ● Sparks also updated the board on the RFI Information session, which was held on Wednesday, November 13th. She went on to report that eleven (11) agencies from the community were in attendance and three (3) were new agencies. Staff walked through the RFI and answered questions. ● McCarl asked if the RFI evaluation sheets would be sent out to the public. Sparks explained yes it would be released to the public.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Babb praised all those who participated in the RFI process, but did raise a concern about how transportation can be funded if it was not clearly written in the criteria of the RFI. Babb stated maybe in the Project description, it could state something about transportation or possibly the scoring matrix so the agencies can know to add transportation into their proposal. • Sparks explained that during the information session, subcontractors were also told about the 2020-2021 Community Action Plan (CAP) containing the four priority areas and transportation listed and can be used to reference any transportation needs for their agency in their proposals. • Babb asked for clarification on why the scoring criteria was weighed in the manner it was. McCarl explained that the Project overview section of the proposal is only the name and address of the project therefore did not need 10% and instead changed to 5%. The project description was important to the group so an extra 5% was added. Outcome and Goals was weighed the highest with 30%. • McCarl shared that the Program Services’ subcommittee talked a lot about the proven track record and how they wanted to be sure these agencies could still continue providing services if they did not have any Community Services Block Grant (CSBG) dollars. • Babb wanted to know if the subcontractors were notified about all the new changes in the RFI this year. Staff explained everything was reviewed during the information session as well as the conflict of interest form that is new this year to the process. The public and subcontractors received the full RFI packet with all changes included. • When asked who the new agencies in attendance were, Sparks mentioned Beat the Streets, Trinity Center and Rising Sun Center for Opportunity were the three new agencies that attended the informational session. • McCarl reported her husband currently works with Trinity Center and will recuse herself once proposals are received so there will be no conflict of interest. • Sewell asked about leveraging and how this portion will be scored for each proposal. McCarl stated it will be apart of the 10% in the scoring criteria under the budget component of the RFI. Sewell asked if the subcontractors received a sample of a successful RFI proposal and staff explained yes, the received a link to the EHSD.org link under Community Action showing a sample of a successful RFI proposal for the current year. <p>A motion to ratify the 2020-2021 Request for Interest was made by Merchant and seconded by Babb.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Houston, Brown , Zeimer</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Update:</p> <ul style="list-style-type: none"> ➤ Program Services- RFI Timeline 	<ul style="list-style-type: none"> • Sparks reviewed the RFI timeline with the board to ensure the members were clear on the process, the dates in which the EOC worked on the RFI with staff, and the upcoming RFI deadline and meetings. (Please see attachment B-RFI Timeline)
<p>Action:</p> <ul style="list-style-type: none"> ➤ Schedule December Business meeting date and time 	<ul style="list-style-type: none"> • The group agreed to move the December business meeting to a different date to ensure a quorum is achieved. The group agreed to reschedule the December business meeting on Monday, December 16, 2019 from 6:00pm – 7:00pm. • At least eight (8) members agreed to attend the December EOC business meeting to ensure that the work is moved forward. <p>A motion to approve the December 16th EOC business meeting from 6:00pm – 7:00pm and cancel the December 12th meeting was made by McCarl and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Houston, Brown , Zeimer</p>
<p>Update:</p> <ul style="list-style-type: none"> ➤ Subcontractor Site Monitoring Visits 	<ul style="list-style-type: none"> • The following reports were shared for Onsite Monitoring visits from members and staff: <ul style="list-style-type: none"> ○ Tupou shared Contra Costa Clubhouses site monitoring report. ○ McCarl shared CSB Student Interns site monitoring report. ○ Babb, Douglas, and Merchant shared Greater Richmond Interfaith Program (GRIP) site monitoring report. ○ Sparks and Sewell shared Loaves and Fishes of CC site monitoring report ○ Piquero shared Opportunity Junction site monitoring report. ○ Babb shared Stand site monitoring report. ○ Almeida shared a PowerPoint of her site monitoring report for St. Vincent de Paul. ○ Piquero shared her second onsite monitoring report for White Pony Express.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> - Actual (July, August and September) • Governance Subcommittee 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • <u>None</u> <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported the monthly expenditure report for July-September 2019. The salary and wages for Administrative costs for September totaled \$2,568.55 with a year-to-date total of \$14,066.73. • The total admin cost for September was \$12,039.07 with a year-to-date balance of \$86,117 and 85% of that line item expended.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • Outreach Subcommittee • CSB Staff • EOC Members 	<ul style="list-style-type: none"> • Program cost for salary and wages in September was \$14,060 with a year-to-date balance of \$65,651 with 85% expended. • Student interns are at 51% with a year-to-date total of \$46,541.95. By the end of the contract term, this line item will be 100% expended. • Fringed benefits in September totaled \$7,453 at 85% expended. There is a year to date total of \$91,479. • Operating expenses for September was \$210.84 with a year to date total of \$10,828. We will be a little over by the end of the year, but there will be some funds to cover those expenses. • Subcontractors have been reimbursed as their demands are coming in. Total Program costs for September was \$41,859.71 with a year to date total of \$432.686. The total expenditures budget is \$850,578 with a balance of \$331.774, and all costs would be spent before the end of the contract term. <p><u>Governance Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Outreach Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Program Services Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Rand passed out the most 2019 annual report for the Community Services Bureau (CSB). Rand shared that CSB just completed a class Federal review and they reviewed forty classrooms. Two weeks later, CSB surpassed the minimum Federal Threshold with high scores. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Merchant reported that the Department of Homeland Security came out with their drafted bill for Citizenship application fee increases this year. Merchant stated application fees would go up by 81%, which means applicants would go from paying \$750 to about \$1300. They are also going to remove the fee waiver for low-income applicants. At this moment, the comment period is open with less than 30 days to comment. Merchant will share this information with staff to send out to the members. • Morales thanked Sewell for helping him after his incident. Morales shared that Sewell and the police found him at home and was thankful she came by after being gone a whole month.
<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 revise and send out scoring matrix to the public. • Staff will look into Chambers of Commerce to post Student Intern flyer. • Staff will send out student intern information to the full board. • Merchant will send staff information on changes for Citizenship application fees.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • None

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

WHO	DRAFT-RFI Timeline for 2020-2021 - \$850,578 total estimated Allocation	
	Date	
EOC/CSB Staff	10/2/2019	Program Services Subcommittee Meeting Edits RFI and Press Release
EOC	10/16/2019	Program Services Subcommittee Meeting 2nd meeting to edit RFI
EOC	10/18/2019	Special EOC Executive Meeting to approve Recommendation from PS
CSB Staff	10/21/2019	Send out RFI/Press Release/ to EHSD Contracts and Grants unit for process: CG3 RFI Potential RFI Meeting dates Press Release (CC Times)
EHSD Contract and Grants unit	11/5/2019	RFI posted on EHSD.org website and released to the public (3wks)
CSB Staff/EHSD Contract and Grants unit	*11/13/2019	RFI Information session with potential subcontractors
	11/22/2019	RFI 694 Deadline
Contract and Grants Unit	*11/25/2019	Response packets should be available for pick-up from EHSD Contracts and Grants unit by CSB Staff
CSB Staff	11/26-27/2019	Proposals ready for EOC pick-up
EOC Members	12/4/2019	Program Services Meeting to score proposals
EOC Members	12/5/2019	EOC Executive Meeting-approve recommendation from PS for 2020-2021 CSBG subcontractors
CSB Staff	12/12/2019	Send Contract and Grants unit information on awarded subcontractor and amounts to be contacted
Contract and Grants Unit	*12/12-16/19	Contracts and Grants Unit will inform subcontractors who were not chosen *Letter RFI Bidder to be sent out by CSB staff along with a copy of scoring sheet also.

CSB Staff 12/19/2019 CSB staff send 2020-2021 subcontractors information on Service Plan and deadline

CSBG
Subcontractor **12/31/2019 Deadline for Service plans :)
s

CONTRACTS AND GRANTS UNIT

8 to 12 weeks from receipt in the Contrats Unit to fully executed contract:

1-2 weeks to complete draft contracts after receipts of complete CG3

X time for CSB to review and return contract to Contracts unit

2 weeks County Counsel and Risk Management review of CSB contracts

X time for Contractor to sign and return contracts to Contracts Unit

2 weeks to obtain remaining County signatures (EHSD, CAO, Purchasing)

Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Business Meeting
Date: 12/16/2019 **Time: From:** 6:00 PM **To** 7:00 PM
Location: 1470 Civic Ct. Suite 200, Concord 207
Meeting Leader: Dawn Miguel, Vice Chair
Purpose: To Conduct EOC Monthly Meeting

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Your patience is appreciated.*

Desired Outcome: By the end of this meeting, we will:

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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 November 14, 2019 EOC Business Meeting minutes for official record.
Approve the ratified 2020-2021 CSBG subcontractors so that members are informed and staff can move forward accordingly.
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
3. Action: ➤ Review and approval of the November 14, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
4. Action: ➤ 2020-2021 CSBG Subcontractor awarding	Present Clarify Check for Understanding	CSB Staff	40 Minutes

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

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DRAFT