



Economic Opportunity Council (EOC) Special Executive Committee Meeting Minutes



Location: 1470 Civic Ct., Suite 200 Concord, CA 94520

Date: 10/18/2019

Time Convened: 8:30 AM

Time Terminated: 8:56 AM

Recorder: Mele Tupou

Attendees: Conference call: Renee Zeimer, Dawn Miguel,
In person: Mele Lolohea
Absentees: Patricia Piquero, Camilla Rand, Christina Reich, Nancy Sparks,

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer called the meeting to order at 8:30 am. The group did not review the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None Present

TOPIC	RECOMMENDATION / SUMMARY	
<p>2020-2021 Request for Interest</p>	<ul style="list-style-type: none"> • Tupou explained Sparks made changes to the Request for Interest document, which shows in red. All the highlight areas in yellow will be changed as soon as we get set information to enter. • The following changes were made to the Request for Interest (RFI): <ul style="list-style-type: none"> ○ Page 2 of 9- Under Components of Letter of Interest (LOI), switch bullet point #2 Project Description and bullet point #3 Program Budget Information ○ Page 2 of 9- Under Components of Letter of Interest (LOI), bullet point #7- flip Staff and Board of Directors ○ Page 2 of 9- Under Components of Letter of Interest (LOI), bullet point #8- remove “that there is” and replace with “of” ○ Page 2 of 9- Under Components of Letter of Interest (LOI), bullet point #8- Capitalize “NO” and bold ○ Page 2 of 9- Under Components of Letter of Interest (LOI), bullet point #8- remove for between potential and conflict ○ Page 3 of 9- Under Contract requirements, add last two bullets from Components of letter of Interest (LOI) section ○ Page 3 of 9- remove ‘s from experiences in the following sentence, <i>“Please submit cover letter detailing your agency’s background, experiences, and references.”</i> ○ Page 4 of 9- Under Section II. Program Budget Information lowercase Budget Contingencies Plan. Change <i>“contingencies”</i> to <i>“contingency”</i> ○ Page 4 of 9- Under Section III. Project Description, add a period to Obtained and capitalize include. ○ Page 5 of 9- Under Section IV. Contract Requirements, add <i>D. Current list of Board of Directors and Staff</i> and <i>E. Statement of NO potential conflict of interest between the Contra Costa County Economic Opportunity Council members and the applicant</i> <p>A motion to approve the 2020-2020 Request for Interest (RFI) with the changes stated above was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel, Zeimer Nay: Abstain: Absent: Piquero</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will make additional changes to the RFI and submit to Contracts and Grants to be released to the Public. 	
<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