Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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

Date: 10/3/2019   **Time Convened**: 12:05 PM   **Time Terminated:** 1:04 PM   **Recorder**: Mele Lolohea

Attendees: Renee Zeimer, *Dawn Miguel (conference call- 12:08 pm),**Tricia Piquero (conference call), Devlyn Sewell, Camilla Rand, Christina Reich, Nancy Sparks, Mele Lolohea

Absentees:

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	• None Present

Review and approve the draft September 5, 2019 Executive Committee Meeting minutes	• The executive committee reviewed the draft September 5, 2019 EOC Executive Committee meeting minutes with no changes.
	
	A motion to approve the draft September 5, 2019 Executive Committee meeting minutes was made by Zeimer and seconded by Piquero.
	
	The motion carried.
	    Aye: Zeimer, Piquero
	    Nay:
	    Abstain:
	    Absent: *Miguel
	
	Entered meeting after members voted for this agenda item.

EOC Executive approved: 11.7.19

TOPIC	RECOMMENDATION / SUMMARY

Review and approve the draft September 12, 2019 EOC Business Meeting minutes	• The executive committee reviewed the draft September 12, 2019 Business meeting minutes with the following changes:
	
	   o Page 9, third bullet under CSB Staff heading- remove "*big State fund Childcare review*" to " *California Department of Education Review*"
	   o Page 10, add Vianney after St. John.
	   o Page 10, delete "*dogs*" and replace with "*guards*"
	
	A motion to approve the draft September 12, 2019 Business meeting minutes was made by Piquero and seconded by Miguel.
	
	The motion carried.
	   Aye: Piquero, Miguel, Zeimer
	   Nay:
	   Abstain:
	   Absent:

TOPIC	RECOMMENDATION / SUMMARY
Update: ➢ Subcommittee Appointments for 2019-2020 ➢ Subcommittee work ➢ EOC Attendance	**Subcommittee Appointments** • The group reviewed the current list of members in each subcommittee. Zeimer shared that every year the Executive team recommends members of the board to join different committees based on interest and/or skills. • Sewell stated she thinks it is a good idea to have alternates float around the subcommittees to ensure that the business of the board continues and prevent any issues with quorum. The Executive team all agreed it was a good idea. • Zeimer recommended bringing Merchant onto the Program Services Committee, but staff stated Merchant might have conflict in scheduling meeting during the day. Zeimer will reach out and speak with Merchant to see if she is still interested. • Zeimer explained McCarl is a big question mark as far as a being a member of Program Services due to the fact that her husband's organization may apply for funding so she may remove herself from the committee. In addition, Zeimer will reach out to Houston about his availability as Co-chair and also Babb. • Miguel agreed to continue to chair the Governance committee. Miguel stated Douglas is a great addition to the committee. **Subcommittee Work** • Sparks reported that there are may different tasks going on in different subcommittees and that at this moment, Outreach, is currently working on edits for the EOC insert. • Piquero stated it looks a lot better, but maybe the logos can all be moved to the back and make the fonts on the front larger. The group agreed to move the logos to the back. • Sewell stated some of the phone numbers needed to be checked again as well as their addresses. • Zeimer explained she cannot see the fonts and would like to make the words more readable. Zeimer explained the insert was to highlight the Economic Opportunity council and subcontractors. She recommended moving the Community Action Partnership logo to the back. Zeimer explained that the "Who we fund" is hard to read and "Who we are" was not present. She recommended not producing this, as it needs to reflect the 2020-2021 subcontractors. Zeimer stated the group should not move forward with the insert as it is the end of the year and the group needs to add in who is on the Tripartite board and list all the names of the members. • The group agreed to look at the final product of the Trifold at the next business meeting and that the insert should consist real time information for 2020-2021. • Sparks explained Program Services was in the middle of discussing the Request for Interest process and updating the scoring matrix, which would be presented to the board at the next meeting. Reich will provide a tutorial to the members, walking them through the scoring matrix so they are comfortable on how to score each proposal. • All members will be signing a Conflict of Interest statement, which will be included into their proposal packets. • Sparks reported the Governance committee would be working on the Strategic Plan very soon. **EOC Attendance** • Staff passed around the member's attendance tracking sheet for the year. Zeimer will check in with some members to make sure they can still attend the monthly meetings. • Staff will follow up with Luz Palomera Sierra to see if she is interested in joining the board. • The group agreed to consider not having an August meeting sometime in the future.

TOPIC	RECOMMENDATION / SUMMARY

Review and approve the draft October EOC Business meeting agenda	• The executive committee reviewed the draft October 10, 2019 Business meeting agenda with the following changes:
	
	    o New #4- Action item- Budget modification
	    o New #5- Update- Allocation CSBG funding
	    o New #6- Action- 2020-2021 Request for Interest
	    o New #7- Update- Program Services time line
	    o New #8- Site Visits
	    o Staff would allocate times to all agenda items
	
	A motion to approve the draft October 10, 2019 Business meeting agenda was made by Miguel and seconded by Zeimer.
	
	The motion carried.
	    Aye: Miguel, Zeimer
	    Nay:
	    Abstain:
	    Absent: **Piquero
	
	 ** Exited meeting before member voted for this agenda item.

Next Steps	• Staff will make necessary changes to meeting minutes and add to business packet. • Zeimer will reach out to Houston and Babb regarding their availability for the Program Services Subcommittee • Rand asked Tupou to work with Monique Young- Edwards on any edits for the EOC insert once the group begins working on it.

Meeting Evaluation	**Pluses / +**	**Deltas / Δ**
	• None	• None