

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

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 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	35 Minutes

Agenda			
What	How	Who	Time
5. Next steps -2020 Planning Calendar	Present Clarify Check for Understanding	Group	10 Minutes
6. Evaluate the Meeting	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 or nsparks@ehsd.cccounty.us ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520.



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

2020-2021 Request for Information (RFI #694)

Subcontractors	Location	MM	DM	TP	RZ	CD	AA	AK	LB	Total points	Average	Amount awarded currently 2019/2020	Original Requested amount 2020-2021	Amount awarded 2020/2021	Difference
Bay Area Community Resources	East	90	79	90	90	94	67	92	93	695	86.875	\$ 21,130.68	\$ 30,000.00	\$ 21,130.00	\$ 8,870
CC Health Services Homeless Program	West	85	88	90	96	100	68	86	94	707	88.375	\$ 33,000.00	\$ 65,000.00	\$ 33,000.00	\$ 32,000
Contra Costa Interfaith Housing (CCIH)	East/Cent	90	86	94	96	100	75	92	91	724	90.500	\$ -	\$ 90,000.00	\$ 25,000.00	\$ 65,000
Greater Richmond Interfaith Program (GRIP)	West	95	80	90	83	100	70	92	100	710	88.75	\$ 21,130.66	\$ 99,999.00	\$ 25,000.00	\$ 74,999
Lao Family Community Development	West	90	77	90	92	100	72	91	96	708	88.500	\$ 21,130.66	\$ 81,593.00	\$ 25,000.00	\$ 56,593
Loaves and Fishes of Contra Costa	East/Cent	82	81	85	91	88	72	95	87	681	85.125	\$ 40,002.00	\$ 65,670.00	\$ 33,507.00	\$ 32,163
Monument Crisis Center	East/Cent	85	90	90	94	94	80	98	93	724	90.500	\$ 28,000.00	\$ 50,000.00	\$ 30,000.00	\$ 20,000
Monument Impact	Central	80	84	85	83	100	74	90	91	687	85.875	\$ -	\$ 75,000.00	\$ 21,130.00	\$ 53,870
Opportunity Junction, Inc	East	85	93	85	95	95	71	94	92	710	88.750	\$ 48,584.00	\$ 98,950.00	\$ 39,077.00	\$ 59,873
Shelter Inc of Contra Costa	East/Cent	90	90	85	93	92	66	95	92	703	87.875	\$ 45,000.00	\$ 99,999.00	\$ 39,077.00	\$ 60,922
St. Vincent de Paul of Contra Costa County	East	90	92	91	95	100	76	94	93	731	91.375	\$ 35,000.00	\$ 99,000.00	\$ 35,000.00	\$ 64,000
STAND! For Families Free of Violence	East	85	91	85	94	99	67	93	100	714	89.250	\$ 47,500.00	\$ 99,999.00	\$ 39,077.00	\$ 60,922
The Contra Costa Clubhouses, Inc	Cent/East	85	86	80	93	95	71	93	90	693	86.625	\$ 23,522.00	\$ 34,005.00	\$ 34,002.00	\$ 3

\$ 364,000.00 \$ 1,386,469.00 \$ 400,000.00 \$ 986,469.00

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2020 Community Action Planning Calendar

2020 Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EOC	1.9 Business Mtg.	2.13 Business Mtg.	3.12 Business Mtg.	4.9 Business Mtg.	5.14 Business Mtg.	6.11 Business Mtg.	7.9 Business Mtg.	8.13 Business Mtg.	9.10 Business Mtg.	10.8 Business Mtg.	11.12 Business Mtg.	12.10 Business Mtg.
	1.2 Exec. Mtg.	2.6 Exec. Mtg.	3.5 Exec.	4.2 Exec. Mtg.	5.7 Exec. Mtg.	6.4 Exec. Mtg.	7.2 Exec. Mtg.	8.6 Exec. Mtg.	9.3 Exec. Mtg.	10.1 Exec. Mtg.	11.5 Exec. Mtg.	12.3 Exec. Mtg.
	TBD: Fiscal	TBD Fiscal Mtg.	TBD Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal	TBD: Fiscal
	TBD: Prog. Services	TBD: Outreach	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services
	TBD: Outreach	TBD: Governance	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach
	TBD: Governance	TBD: Prog. Services	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance
*BOS meetings are held Tues. @ 9am				Staff Presents 2020 Legislative Platform adopted by Board of Sup.	Review 2020 Community Action Tool kit	2020 Subcontractors onsite monitoring			2021-2022 Executive Committee Elections	Program Services Subcommittee review subcontractors proposals and awards funding amounts	2021 Awarded Subcontractors presented to EOC	Present 2020 Annual Report to the EOC
				1st: Form 700 due to Clerk of the Board					Begin Planning 2021-22 RFI Process			
Events		TBD: 2020 Roundtable Event			TBD: Strategic Plan retreat			Aug 26th-Aug. 28th: CAP Annual Covention- Seattle, Washington			2020 CalCAPA Annual Conference	
					EOC Outreach Event				EOC Annual Orientation		2021-22 RFI Information Session for subcontractors	
Reports / CSD Requirements	CSBG Monthly Fiscal Report	20th: CSD 295/801/090 425 report due to CSD	1st: CSBG IS (Information System) Report due to CSD (for Jan-Dec 2019)		20th: Bi-Monthly Expenditure due to CSD (Mar & Apr)			Organizational Standards reviewed by CSD	20th: Bi-Monthly Expenditure due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/ Fiscal Subcommittee & Submitted to CSD	15th: Last Day to Submit Budget Modification to CSD (if necessary)	20th: Bi-Monthly Expenditure due to CSD (Sept & Oct)
	20th: Bi-Monthly Expenditure due to CSD (Nov & Dec 2019)		20th: Bi-Monthly Expenditure due to CSD (Jan-Feb)				20th: Bi-Monthly Expenditure due to CSD (May & Jun)					
			31st: 2019-20 Close Out Report due to CSD									