

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:** 1/2/2020 **Time: From:** 11:30 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 November so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
➤ 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 November Expenditure report	Present Clarify	CSB Staff	15 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ $\Delta$	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 February 29, 2020**

Line Item	Description	sub object	Budget	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	Oct-19	92% Nov-19	YTD Total	YTD Balance	%	Proj Dec-19	Proj Jan-20	Proj Feb-20	Proj YTD	Proj Bal	%
<b>ADMINISTRATIVE COSTS:</b>																	
1	Salaries and Wages	1011	18,235	3,471.98	5,392.78	5,201.97	1,501.96	1,231.88	16,800.57	1,434.43	92%	1,434	-	-	18,235	-	100%
	Community Services Director	CR	4,803	-	2,201.63	1,636.57	474.30	-	4,312.50	490.50	90%	491	-	-	4,803	-	100%
	Accountant III	SM	13,432	3,471.98	3,191.15	3,565.40	1,027.66	1,231.88	12,488.07	943.93	93%	944	-	-	13,432	-	100%
2	Fringe Benefits		13,494	2,093.76	3,458.63	4,915.36	863.25	667.87	11,998.87	1,495.13	89%	1,495	-	-	13,494	-	100%
3	Other Costs-Indirect Costs		69,838	16,781.14	38,984.62	6,233.94	3,919.00	3,919.30	69,838.00	-	100%	-	-	-	69,838	-	100%
	Indirect Costs	5022	69,838	16,781.14	38,984.62	6,233.94	3,919.00	3,919.30	69,838.00	-	100%	-	-	-	69,838	-	100%
	<b>Total Administrative Costs</b>		<b>101,567</b>	<b>22,346.88</b>	<b>47,836.03</b>	<b>16,351.27</b>	<b>6,284.21</b>	<b>5,819.05</b>	<b>98,637.44</b>	<b>2,929.56</b>	<b>97%</b>	<b>2,930</b>	<b>-</b>	<b>-</b>	<b>101,567</b>	<b>-</b>	<b>100%</b>
<b>PROGRAM COSTS:</b>																	
1	Salaries and Wages	1011	221,551	45,315.77	59,462.65	51,120.59	19,529.24	19,324.81	194,753.06	26,797.94	88%	7,607	9,596	9,596	221,551	-	100%
	<b>Subtotal Program</b>		<b>131,041</b>	<b>39,665.81</b>	<b>37,899.64</b>	<b>31,791.61</b>	<b>11,144.07</b>	<b>12,528.59</b>	<b>133,029.72</b>	<b>(1,988.72)</b>	<b>102%</b>	<b>(1,989)</b>	<b>-</b>	<b>-</b>	<b>131,041</b>	<b>-</b>	<b>100%</b>
	Division Manager	CR	33,492	8,873.04	5,712.92	5,804.34	2,727.42	3,126.60	26,244.32	7,247.68	78%	7,248	-	-	33,492	-	100%
	Administrative Services Asst II	NS	64,807	18,604.02	19,291.92	17,656.87	6,370.23	6,432.42	68,355.46	(3,548.46)	105%	(3,548)	-	-	64,807	-	100%
	Senior Clerk	MT	32,742	12,188.75	12,894.80	8,330.40	2,046.42	2,969.57	38,429.94	(5,687.94)	117%	(5,688)	-	-	32,742	-	100%
	Student Interns		90,510	5,649.96	21,563.01	19,328.98	8,385.17	6,796.22	61,723.34	28,786.66	68%	9,596	9,596	9,596	90,510	-	100%
2	Fringe Benefits		107,831	32,539.24	33,106.78	25,833.38	8,854.01	9,778.04	110,111.45	(2,280.45)	102%	(4,721)	1,220	1,220	107,831	-	100%
	Program Fringe Benefits		96,970	31,816.64	30,348.86	23,749.73	7,950.08	9,045.41	102,910.72	(5,940.72)	106%	(5,941)	-	-	96,970	-	100%
	Student Interns Fringe Benefits		10,861	722.60	2,757.92	2,083.65	903.93	732.63	7,200.73	3,660.27	66%	1,220	1,220	1,220	10,861	-	100%
3	Operating Expenses		15,629	6,442.56	3,458.67	927.71	1,591.17	548.75	12,968.86	2,660.14	83%	1,913	1,705	-	16,587	(958)	106%
	Office Supplies	2100	2,887	375.36	15.81	286.02	1,164.20	161.68	2,003.07	883.93	69%	788	-	-	2,791	96	97%
	Communications	2110	1,077	139.28	281.41	327.22	226.42	260.28	1,234.61	(157.61)	115%	-	-	-	1,235	(158)	115%
	Tel Exchange Service	2111	541	-	70.64	155.44	51.93	51.79	329.80	211.20	61%	-	-	-	330	211	61%
	Membership Dues	2000	2,994	5,377.43	-	-	-	-	5,377.43	(2,383.43)	180%	-	1,705	-	7,082	(4,088)	237%
	Auto Mileage-Employees	2301	513	-	52.20	-	-	-	52.20	460.80	10%	-	-	-	52	461	10%
	Other Travel Empl/In-State Trave	2303	2,279	-	1,109.74	-	-	-	1,109.74	1,169.26	49%	50	-	-	1,160	1,119	51%
	Training & Registration	2467	1,588	-	103.82	159.03	111.37	-	374.22	1,213.78	24%	-	-	-	374	1,214	24%
	Educ Supplies & Courses	2477	1,454	-	148.00	-	-	-	148.00	1,306.00	10%	-	-	-	148	1,306	10%
	Other Costs	2479	2,296	550.49	1,677.05	-	37.25	75.00	2,339.79	(43.79)	102%	1,075	-	-	3,415	(1,119)	149%
4	Out-of-State Travel		4,000	-	-	2,011.92	1,401.76	-	3,413.68	586.32	85%	-	-	-	3,414	586	85%
5	Subcontractor Services		400,000	-	140,299.88	32,166.87	37,669.09	28,926.41	239,062.25	160,937.75	60%	53,646	53,646	53,646	400,000	-	100%
1	Bay Area Community Resources	2310	21,130.68	-	5,286.20	-	-	1,563.06	6,849.26	14,281.42	32%	4,760	4,760	4,760	21,131	-	100%
2	The Contra Costa Clubhouses, In	2310	23,522	-	7,840.00	3,920.00	1,960.00	-	13,720.00	9,802.00	58%	3,267	3,267	3,267	23,522	-	100%
3	CC Health Svcs Homeless Prog	2310	33,000	-	11,000.00	-	-	-	11,000.00	22,000.00	33%	7,333	7,333	7,333	33,000	-	100%
4	Greater Richmond Interfaith Prog	2310	21,130.66	-	7,948.51	2,183.65	2,090.80	1,976.47	14,199.43	6,931.23	67%	2,310	2,310	2,310	21,131	-	100%
5	Lao Family Community Dev	2310	21,130.66	-	5,216.00	-	-	-	5,216.00	15,914.66	25%	5,305	5,305	5,305	21,131	-	100%
6	Loaves & Fishes of CCC	2310	40,002	-	16,000.80	4,000.20	8,000.40	4,000.20	32,001.60	8,000.40	80%	2,667	2,667	2,667	40,002	-	100%
7	Monument Crisis Center	2310	28,000	-	11,200.00	5,600.00	2,800.00	2,800.00	22,400.00	5,600.00	80%	1,867	1,867	1,867	28,000	-	100%
8	Opportunity Junction, Inc	2310	48,584	-	16,194.68	4,048.67	8,097.34	4,048.67	32,389.36	16,194.64	67%	5,398	5,398	5,398	48,584	-	100%
9	Shelter Inc. of Contra Costa	2310	45,000	-	14,998.35	-	7,499.18	-	22,497.53	22,502.47	50%	7,501	7,501	7,501	45,000	-	100%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	32,615.34	2,384.66	-	-	35,000.00	-	100%	-	-	-	35,000	-	100%
11	STAND! For Families Free of Vio	2310	47,500	-	-	4,029.69	4,221.37	11,538.01	19,789.07	27,710.93	42%	9,237	9,237	9,237	47,500	-	100%
12	White Pony Express	2310	36,000	-	12,000.00	6,000.00	3,000.00	3,000.00	24,000.00	12,000.00	67%	4,000	4,000	4,000	36,000	-	100%
	<b>Total Program Costs</b>		<b>749,011</b>	<b>84,297.57</b>	<b>236,327.98</b>	<b>112,060.47</b>	<b>69,045.27</b>	<b>58,578.01</b>	<b>560,309.30</b>	<b>188,701.70</b>	<b>75%</b>	<b>58,445</b>	<b>66,167</b>	<b>64,462</b>	<b>749,383</b>	<b>(372)</b>	<b>100%</b>
	<b>Total Expenditures</b>		<b>850,578</b>	<b>106,644.45</b>	<b>284,164.01</b>	<b>128,411.74</b>	<b>75,329.48</b>	<b>64,397.06</b>	<b>658,946.74</b>	<b>191,631.26</b>	<b>77%</b>	<b>61,375</b>	<b>66,167</b>	<b>64,462</b>	<b>850,950</b>	<b>(372)</b>	<b>100%</b>



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
<b>TOTAL</b>	<b><u>\$ 55,765.76</u></b>	

Prepared: August 22, 2019