

# Agenda

**Group/Meeting Name:** Economic Opportunity Council (EOC) Executive Meeting

**Date:** 1/2/2020 **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 January 9, 2020 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 December 5, 2019 EOC Executive Committee Meeting minutes.
Review and approve as official record the draft December 16, 2019 EOC Business meeting minutes.
Discuss the 2020-2021 Roundtable event so that staff can move forward accordingly.
Review and approve the January 9, 2020 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. <b>Action:</b> ➤ Review and approve the draft December 5, 2019 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
4. <b>Action:</b> ➤ Review and approve the draft December 16, 2019 EOC business meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. <b>2020-2021 Roundtable</b>	Present Draft Clarify Check for Understanding	Group	30 Minutes
6. <b>Action:</b> ➤ EOC January business meeting agenda	Present Draft Clarify Check for Understanding Check for Approval	CSB Staff Group	10 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](mailto:mtupou@ehsd.cccounty.us) or [nsparks@ehsd.cccounty.us](mailto: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:** 12/5/2019      **Time Convened:** 12:05 PM      **Time Terminated:** 12:40 PM      **Recorder:** Mele Tupou / Nancy Sparks

**Attendees:** Renee Zimer, Dawn Miguel (conference call) Tricia Piquero (conference call), Nancy Sparks, Mele Tupou

**Absentees:** Camilla Rand (excused), Christina Reich (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> <li>• Zeimer reviewed the desired outcomes and ground rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None Present</li> </ul>
Review and approve the draft November 7, 2019 Executive Committee meeting minutes	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft November 7, 2019 Executive Committee meeting minutes with no changes.               <ul style="list-style-type: none"> <li>○ Zeimer asked Piquero if she read the desired outcomes at the November 7<sup>th</sup> meeting. Piquero confirmed she did indeed read the desired outcomes that day.</li> </ul> </li> </ul> <p><b>A motion to approve the draft November 7, 2019 Executive Committee meeting minutes was made by Piquero and seconded by Miguel.</b></p> <p><b>The motion carried.</b>  <b>Aye: Piquero, Zeimer, Miguel</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft November 14, 2019 business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft November 14, 2019 EOC Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft November 14, 2019 EOC Business meeting minutes was made by Miguel and seconded by Piquero.</b></p> <p><b>The motion carried.</b>  <b>Aye: Miguel, Piquero, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>
<p>Program Services' recommendation for the 2020-2021 CSBG subcontractors</p>	<ul style="list-style-type: none"> <li>The group reviewed the final scoring matrix from the Program Services subcommittee meeting on December 4<sup>th</sup>. Zeimer asked the group for any feedback on how they thought the meeting went. The group agreed, it was a good meeting, the most robust discussions took place and a lot of effort went into reviewing all 18 proposals.</li> <li>Miguel stated there was a struggle in trying to fund as many subcontractors so the more that were funded the less they were rewarded.</li> <li>Zeimer recommended if any additional funds come in, prior to any members reviewing the proposals, there should be a zoom call orientation so that members can have a better understanding of the scoring process and what the criteria's are.</li> <li>Zeimer also recommended those applicants who are not selected could be forwarded to other networks for other grant opportunities.</li> <li>Piquero stated that there should be a rubric for how these subcontractors are awarded.</li> </ul> <p><b>A motion to approve the 2020-2021 awarded subcontractors with the recommendations mentioned above was made by Miguel and seconded by Piquero.</b></p> <p><b>The motion carried.</b>  <b>Aye: Miguel, Piquero, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft December 16, 2019 business meeting agenda	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft December 16, 2019 EOC Business meeting agenda with the following changes:               <ul style="list-style-type: none"> <li>○ Add 2020 Planning Calendar to the Next Steps agenda item</li> </ul> </li> </ul> <p><b>A motion to approve the draft December 16, 2019 EOC Business meeting agenda was made by Miguel and seconded by Piquero.</b></p> <p><b>The motion carried.</b>  <b>Aye: Miguel, Piquero, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will make changes to the agenda and prepare business packet.</li> <li>• Staff will send out reminder to the EOC about the December 16<sup>th</sup> business meeting</li> <li>• Staff will send Piquero Armando Morale’s contact information</li> <li>• Staff will draft a 2020 Planning calendar and add to the business packet</li> <li>• Staff will reach out to Miguel to discuss the recommendations that will be mentioned during the 2020-2021 subcontractor awarding agenda item.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Awesome meeting</li> <li>• Efficient</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>



**Economic Opportunity Council (EOC) Business Meeting Minutes**

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



**Date:** 12/16/2019    **Time Convened:** 6:11 pm    **Time Terminated:** 6:56 pm    **Recorder:** Mele Tupou/ Nancy Sparks

**Attendees:** Monisha Merchant , Devlyn Sewell, Tricia Piquero, Dawn Miguel, Lauren Babb, Ajit Kaushal, Kimberly McCarl, Armando Morales

**Absentees:** Samuel Houston (excused), Renee Zeimer (excused), Tanya Brown (not excused), Acaria Almeida (excused), Cloudell Douglas (excused), Camilla Rand (excused)

**Staff:** Christina Reich, Nancy Sparks, Mele Tupou

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>• Miguel called the meeting to order at 6:11 PM. Kaushal read the desired outcomes.</li> <li>• Piquero called out the roll to ensure there was a quorum.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None present</li> <li>• Staff shared a video message from chair Renee Zeimer, who thanked the board for all their hardwork in 2019 and wishing them happy holidays.</li> </ul>
<p><b>Action:</b> Review and approval of the November 14, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The group reviewed the November 14, 2019 Business meeting minutes and no changes were made.</li> </ul> <p><b>A motion to approve the November 14, 2019 meeting minutes was made by Merchant and seconded by Babb.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes:</b> Babb, Sewell, Piquero, Kaushal, Miguel, Merchant, McCarl, Morales  <b>Nays:</b> None  <b>Abstentions:</b>  <b>Absent:</b> Houston, Almeida, Zeimer, Brown, Douglas</p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ 2020-2021 CSBG Subcontractor Awarding</li> </ul>	<ul style="list-style-type: none"> <li>• Sparks explained the Program Services Subcommittee met December 4<sup>th</sup> to review and score all 18 proposals for 2020-2021. Sparks praised the subcommittee for getting this task done, as this was the most attendance we had during this process compared to previous years.</li> <li>• Miguel reported to the group what each subcontractor brought to the table and what they received last year as far as funding. Miguel also mentioned the group highlighted what stood out in the process. The recommended awards stayed the same for most of those awarded in the previous year. Miguel reported there were two new subcontractors this year, Monument Impact and CC Interfaith.</li> <li>• Sparks stated out of the 18 proposals, five of them did not receive funding based on their scores being under 85 points. The group also looked at the different service areas and the number of clients that would be targeted.</li> <li>• Miguel stated the new tool was easier to understand and a clearer direction to help score the proposals. Based upon the evaluation criteria's, the group looked at some the new services that would be provided and how well they scored to determine the funds recommended.</li> <li>• the Program Services Subcommittee recommended the following subcontractors and awarded amounts for 2020-2021: <ul style="list-style-type: none"> <li>○ Bay Area Community Resources: \$21,130.00</li> <li>○ CC Health Services Homeless Program: \$33,000.00</li> <li>○ Contra Costa Interfaith Housing: \$25,000.00</li> <li>○ Lao Family Community Development: \$25,000.00</li> <li>○ Loaves and Fishes of Contra Costa: \$33,507.00</li> <li>○ Monument Crisis Center: \$30,000.00</li> <li>○ Opportunity Junction, Inc.: \$39,077.00</li> <li>○ Shelter Inc. of Contra Costa: \$39,077.00</li> <li>○ St. Vincent de Paul of Contra Costa County: \$35,000.00</li> <li>○ STAND! For Families Free of Violence: \$39,077.00</li> <li>○ The Contra Costa Clubhouses, Inc: \$34,002.00</li> </ul> </li> <li>• Babb asked why Loaves and Fishes awarded amount of \$33,507.00 did not really match all the other awards. Miguel stated this was based on the group looking at criteria's such as the clients they serve, the service area and what they were previously awarded last year.</li> <li>• McCarl asked for more information on the number of people served because the number of people served is not always reflected. Miguel explained the group looked at each proposal and the depth of services that will be provided to clients. Some agencies showed they only had single services like just providing meals, while others had wrap around services- comprehensive services that included other components.</li> <li>• McCarl asked how transportation was reflected in the agencies proposals. Miguel used CC Clubhouses</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>as an example because this year they asked for an increase for additional services they would be providing to clients, which was transportation.</p> <ul style="list-style-type: none"> <li>• McCarl asked if White Pony Express was the only agency from this year that we did not fund for the next year. Staff stated White Pony Express did not apply this year, but we did fund two new agencies, Monument Impact and CC Interfaith.</li> <li>• Babb asked if the group always considered the proven track record and sustainability criteria in previous years. Miguel explained the group did look at that when scoring and they looked at some of those other funds as leverage but this wasn't on the evaluation sheets in previous years.</li> <li>• Staff shared the following agencies were not awarded for 2020-2021: <ul style="list-style-type: none"> <li>○ Amador Institute, Inc.</li> <li>○ Bay Area Legal Aid</li> <li>○ Loaves and Fishes</li> <li>○ Planting Justice</li> <li>○ Rising Sun Center for Opportunity</li> <li>○ Trinity Center</li> </ul> </li> <li>• McCarl asked why Bay Area Legal Aid was not funded; Miguel explained the scoring process and based off of that, some agencies were not funded. Piquero explained there was a lot of discussion around this agency, Zeimer was advocating for them during the Program Services meeting and some members changed their scores, but it still did not affect them enough to be awarded.</li> <li>• Merchant explained Douglas made a good point that night stating, Bay Area Legal Aid also had other funding sources.</li> <li>• Babb praised Program Services for a job well done and for having more members participate in the scoring process.</li> <li>• Kaushal praised everyone for participating and for funding more subcontractors this year.</li> <li>• Staff will send Contract and Grants the approved scoring matrix and they will then contact all awarded subcontractors giving them the great news and their funding amounts. After that, the negotiation budget process happens and services plans would begin, which will take about a couple weeks. It will then go down a chain for approvals back to Contracts and Grants, Risk Management, Purchasing and CAO.</li> <li>• Staff reminded all those who scored to please submit their evaluation sheets and conflict of interest documents.</li> </ul> <p><b>A motion to ratify the 2020-2021 Subcontractor awarded amounts was made by Kaushal and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Babb, Sewell, Piquero, Kaushal, Miguel, Merchant, McCarl, Morales</b></p>



TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Houston, Almeida, Zeimer, Brown, Douglas</b></p>
<p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Planning Calendar</li> </ul>	<p><u>Planning Calendar</u></p> <ul style="list-style-type: none"> <li>• Staff thanked everyone for an eventful year with the public hearings, annual report, roundtable event, onsite monitoring visits, orientation and other meetings that took place.</li> <li>• Staff presented the 2020 Planning Calendar showing all upcoming business and executive meetings. Staff shared the next event would be the Roundtable for all new subcontractors. The group asked for some information on the new subcontractors and what they were funded along with contact information. Staff hopes to have an Outreach event in May where the board can do something with the new subcontractors.</li> <li>• Staff shared the Community Action Partnership convention will take place in Seattle, Washington at the end of August.</li> <li>• Kaushal shared the California Community Action Partnership conference will take place in Southern California in November.</li> <li>• Sewell asked if staff could provide attendance sheets and the roster showing when members term out at the next meeting.</li> </ul> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Staff will reach out and schedule an Outreach meeting.</li> <li>• Staff will send out the subcontractor overview to all members and staff.</li> <li>• Staff will send McCarl an EOC application.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**SAMPLE**

**Service Provider's Roundtable**

Monday, February 25, 2019, 6:00pm - 8:30pm

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

**Program Agenda**

**6:00 p.m.** Check-in and Dinner

**6:30 p.m.** Welcome & Introductions

Community Services Block Grant Program 2019

CSBG Provider Success Stories (2-3 minutes each)

Identification of 2019 Key Issues  
(2-3 minutes each agency)

**8:00 p.m.** Planning for EOC Public Hearings - Spring 2019

**8:10 p.m.** Census 2020

**8:20 p.m.** Staff Summary and Next Steps

**8:30 p.m.** Adjourn

For more information about Contra Costa County's 2018-2019 Community Action Plan, log onto:  
<http://ehsd.org/wp-content/uploads/2017/10/CSBG-2018-2019-Community-Action-Plan-FINAL.pdf>

# Agenda

**Group/Meeting Name:** Economic Opportunity Council (EOC) Business Meeting

**Date:** 1/9/2020 **Time: From:** 6:00 PM **To** 8:00 PM

**Location:** 1470 Civic Ct. Suite 200, Concord 207

**Meeting Leader:** Renee Zeimer, 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:**

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 December 16, 2019 EOC Business Meeting minutes for official record.
An update and discussion on the upcoming Roundtable event and budget so that the members are aware and staff can move forward accordingly.
Discussion on the 2020 EOC Business meeting schedule so that members are aware.
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Administrative and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
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. <b>Action:</b> ➤ Review and approval of the December 16, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
4. 2020 Roundtable	Present Clarify Check for Understanding	CSB Staff	30 Minutes
5. <b>Action:</b> 2020 EOC Business meeting schedule	Present Draft Clarify Check for Understanding Check for Approval	CSB Staff Group	15 Minutes
5. <b>Reports:</b>  <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal -Actual</li> <li>• Governance Subcommittee</li> <li>• Outreach Subcommittee</li> <li>• CSB Staff</li> <li>• EOC Members</li> </ul>	Present	Group	5 Minutes 5 Minutes  0 Minutes 0 Minutes 10 Minutes 10 Minutes
6. <b>Next steps</b>	Present Clarify Check for Understanding	Group	5 Minutes
7. <b>Evaluate the Meeting</b>	Plus/Delta	Group	3 Minutes

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