



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

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| <p>Action:</p> <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Subcontractor Awarding | <ul style="list-style-type: none"> • Sparks explained the Program Services Subcommittee met December 4th 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. • 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. • 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. • 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. • the Program Services Subcommittee recommended the following subcontractors and awarded amounts for 2020-2021: <ul style="list-style-type: none"> ○ Bay Area Community Resources: \$21,130.00 ○ CC Health Services Homeless Program: \$33,000.00 ○ Contra Costa Interfaith Housing: \$25,000.00 ○ Lao Family Community Development: \$25,000.00 ○ Loaves and Fishes of Contra Costa: \$33,507.00 ○ Monument Crisis Center: \$30,000.00 ○ Opportunity Junction, Inc.: \$39,077.00 ○ Shelter Inc. of Contra Costa: \$39,077.00 ○ St. Vincent de Paul of Contra Costa County: \$35,000.00 ○ STAND! For Families Free of Violence: \$39,077.00 ○ The Contra Costa Clubhouses, Inc: \$34,002.00 • 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. • 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. • McCarl asked how transportation was reflected in the agencies proposals. Miguel used CC Clubhouses |

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| | <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"> • 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. • 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. • Staff shared the following agencies were not awarded for 2020-2021: <ul style="list-style-type: none"> ○ Amador Institute, Inc. ○ Bay Area Legal Aid ○ Loaves and Fishes ○ Planting Justice ○ Rising Sun Center for Opportunity ○ Trinity Center • 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. • Merchant explained Douglas made a good point that night stating, Bay Area Legal Aid also had other funding sources. • Babb praised Program Services for a job well done and for having more members participate in the scoring process. • Kaushal praised everyone for participating and for funding more subcontractors this year. • 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. • Staff reminded all those who scored to please submit their evaluation sheets and conflict of interest documents. <p>A motion to ratify the 2020-2021 Subcontractor awarded amounts was made by Kaushal and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Babb, Sewell, Piquero, Kaushal, Miguel, Merchant, McCarl, Morales</p> |

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| | <p>Nays: None Abstentions: Absent: Houston, Almeida, Zeimer, Brown, Douglas</p> |
| <p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar | <p><u>Planning Calendar</u></p> <ul style="list-style-type: none"> • 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. • 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. • Staff shared the Community Action Partnership convention will take place in Seattle, Washington at the end of August. • Kaushal shared the California Community Action Partnership conference will take place in Southern California in November. • Sewell asked if staff could provide attendance sheets and the roster showing when members term out at the next meeting. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will reach out and schedule an Outreach meeting. • Staff will send out the subcontractor overview to all members and staff. • Staff will send McCarl an EOC application. |
| <p>Evaluate the Meeting</p> | <ul style="list-style-type: none"> • None |