

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: Economic Opportunity Council (EOC) Executive Committee Meeting

Date: 2/6/2020 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: 1470 Civic Ct. Suite 200, Conference Room 207, Concord

Purpose: To set the Agenda for the next 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.

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.
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 January 2, 2020 EOC Executive Committee Meeting minutes.
Review and approve the draft January 9, 2020 EOC business meeting minutes to distribute to the EOC members during the February business meeting.
A review of the 2019 Annual Report so that staff can present it to the full board for before submitting to the Board of Supervisors.
Discuss the California Community Economic Development Associations (CCEDA) informational regional meeting with neighboring Community Action Agencies so that members are informed.
Discussion of the California Community Action Partnership Nominations for the 2020 Community Action Award so that staff can move the information forward to the full board.
Discussion on the RFI Evaluation sheets so that members and staff have an agreement and understanding and can move forward accordingly.
Review and approve the draft February 13, 2020 Business Meeting agenda to distribute to the EOC members.

List next steps so that everyone is aware of their assigned tasks and will be prepared to report the status during the next meeting.

Evaluation of the meeting.

Agenda			
What	How	Who	Time
<ul style="list-style-type: none"> ➤ Review Desired Outcomes & Meeting Rules 	Present Clarify Check for Understanding	Volunteer	2 Minutes
<ul style="list-style-type: none"> ➤ Public Comment 	Present	Members of the Public	3 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft January 2, 2020 Executive Committee Meeting minutes 	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft January 9, 2020 EOC business meeting minutes 	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ 2019 Annual Report 	Present Clarify Check for Understanding Check for Approval	Staff	10 Minutes
Update: <ul style="list-style-type: none"> ➤ Regional Meeting with CCEDA 	Present Clarify Check for Understanding Check for Approval	Staff	10 Minutes
Discuss: <ul style="list-style-type: none"> ➤ CalCAPA Nominations 	Present Clarify Check for Understanding	Group	5 Minutes
Discussion: <ul style="list-style-type: none"> ➤ Proposal Evaluation Sheets 	Present Clarify Check for Understanding	Staff Group	10 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the February 13, 2020 EOC Business Meeting agenda 	Present Draft Check for Agreement Approval for inclusion in packet	Group	5 Minutes
<ul style="list-style-type: none"> ➤ Next Steps 	Present Clarify	CSB Staff	3 Minutes

	Check for Understanding		
➤ Meeting Evaluation	+/\u0394	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

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Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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



Date: 1/2/2020

Time Convened: 12:00 PM

Time Terminated: 12:35 PM

Recorder: Mele Tupou / Nancy Sparks

Attendees: Renee Zimer, Dawn Miguel (conference call) Tricia Piquero, Ajit Kaushal, Christina Rainch, Nancy Sparks

Absentees: Camilla Rand (excused), Mele Tupou (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None Present
Review and approve the draft December 5, 2019 Executive Committee meeting minutes	<ul style="list-style-type: none">• The executive committee reviewed the draft December 5, 2019 Executive Committee meeting minutes with no changes. <p>A motion to approve the draft December 5, 2019 Executive Committee meeting minutes was made by Piquero and seconded by Miguel.</p> <p>The motion carried.</p> <p>Aye: Piquero, Miguel, Zeimer</p> <p>Nay:</p> <p>Abstain:</p> <p>Absent:</p>

EOC Executive approved:

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft December 16, 2019 business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft December 16, 2019 EOC Business meeting minutes with no changes. Zeimer thanked the committee members for convening the business meeting in December in her absence. <p>A motion to approve the draft December 16, 2019 EOC Business meeting minutes was made by Miguel and seconded by Piquero.</p> <p>The motion carried. Aye: Miguel, Piquero, Zeimer Nay: Abstain: Absent:</p>
<p>2020-2021 Roundtable</p>	<ul style="list-style-type: none"> • Staff provided a drafted Roundtable agenda for the group to start making revisions. Zeimer suggested scheduling the event on a Monday night towards the end of the month, possibly in February. • The group agreed to bring forth the following dates to the board for the Roundtable event, Tuesday, February 18th and Monday, February 24th. • Staff will move forward the Roundtable agenda item to the next Outreach subcommittee meeting and present to the board the final date. • Zeimer reported during the Fiscal meeting, the committee agreed to have a guest speaker come in during the RoundTable event to share information on housing, which is the highest priority need touches and integrate with the other high priorities. Piquero asked would the speaker come from the subcontractors. • Kaushal explained CalCAPA has someone who is planning to be an interim for the Executive Director, who could possibly come in and share information on housing. • Zeimer also shared during a housing summit last year, someone could reach out to the expert who can give us approaches and different ways to address the housing issues. • Piquero stated if we can get someone to speak great, but if we cannot the event would still be fine. Piquero stated that could be another event that focuses specifically on those speakers. • Zeimer proposed to have an event with key speakers sometime in May for Community Action month. • Kaushal stated he might have the speaker from CalCAPA speak during the Community Action Month. • Zeimer recommended turning this over to the Outreach subcommittee to discuss the program for the Roundtable event.

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft January 9, 2020 business meeting agenda	<ul style="list-style-type: none"> • The executive committee reviewed the draft January 9, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> ○ Staff will include the Planning Calendar for the board to review with all the meetings scheduled for 2020. ○ Staff will add May Community Action Month under agenda item #5. <p>A motion to approve the draft January 9, 2020 EOC Business meeting agenda was made by Miguel and seconded by Piquero.</p> <p>The motion carried. Aye: Miguel, Piquero, Zeimer Nay: Abstain: Absent:</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will make changes to the agenda and prepare business packet. • Staff will schedule an Outreach subcommittee meeting to discuss and approve a Roundtable event date. • Staff will speak with Kaushal about the potential CalCAPA speaker for the Roundtable event and Community Action month with the Board of Supervisors • Staff will insert Fiscal report into business packet • Staff will find more information on the East Bay Housing guest speaker for the Roundtable event • Staff will send out the business packet at the latest Friday • Piquero recommended scheduling the Outreach meeting an hour before the business meeting on January 9th. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Thumbs up! 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 1/9/2020

Time Convened: 6:09 pm

Time Terminated: 7:10 pm

Recorder: Mele Tupou/ Nancy Sparks

Attendees: Samuel Houston, Renee Zeimer, Monisha Merchant (6:30 pm), Devlyn Sewell, Tricia Piquero, Tanya Brown (6:15 pm), Dawn Miguel, Ajit Kaushal, Kimberly McCarl, Armando Morales

Absentees: Lauren Babb (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"> Zeimer called the meeting to order at 6:09 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
<p>Action: Review and approval of the December 16, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the December 16, 2019 Business meeting minutes and the following changes were made: <ul style="list-style-type: none"> Correct "McCarl" on page 3. <p>A motion to approve the December 16, 2019 meeting minutes with the changes stated above was made by Piquero and seconded by McCarl.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, Zeimer, Piquero, Kaushal, Miguel, McCarl, Morales Nays: None Abstentions: Absent: Babb, Cloudell, Merchant*, Brown*</p> <p><i>*Member was not present to vote on this action item</i></p>

TOPIC	RECOMMENDATION / SUMMARY
2020- Roundtable Event	<ul style="list-style-type: none"> • Sparks explained the Outreach Subcommittee met prior to the business meeting and have drafted a Roundtable agenda for this year. • Sparks reported that the committee agreed to two (2) different dates but unfortunately when booking the room, only one was available for Monday, February 24th. Sparks shared the event location will no longer be held here at Civic as the event has grown in size and in order to accommodate, staff has reserved a conference room over at Ellinwood in Pleasant Hill. • Sparks explained what the drafted agenda for the night would look like: <ul style="list-style-type: none"> ○ 6:00 pm – Check in, Networking ○ 6:30 pm- Welcome and Overview/ PH Outcomes and Approaches ○ 6:40 pm- CSBG Funded Stories/ Client stories ○ 8:00 pm- Census 2020 • Sparks mentioned that the group recommended having Houston and Babb help with the Census portion of the agenda. Staff would reach out to Babb and Houston about working on the Census agenda item offline with the members. • Houston reported the second round of funding for the Census is coming out, so anyone who is looking for funding there will be a link he could share to obtain that funding information. Staff will send out the Family Economic Security Partnership (FESP) email about the Census funding to the EOC members to share with their constituents. • Kaushal asked if the members could apply for the Census funds to possibly put events together to help get the word out to the community. Zeimer asked if the group would need to hire someone and Kaushal stated no. He recommended that the board could plan the event and invite those who are interested to attend. • Sparks stated the Outreach committee also agreed to send out a questionnaire form to all the subcontractors to inform the board and staff about what they are currently doing with the Census at their agencies. <ul style="list-style-type: none"> • Staff counted nine (9) EOC members who have agreed to attend the RoundTable event on February 24th. • Zeimer recommended having networking at the end of the event as so that subcontractors could exchange information with each other. • Merchant recommended changing the start time for Check-in to 5:30 pm due to staff having a long day prepping for the event. The group agreed to change the time.
<p>Action:</p> <p>2020 EOC Business meeting schedule</p> <ul style="list-style-type: none"> • May Community Action month event 	<ul style="list-style-type: none"> • Sparks presented the 2020 Planning calendar to the board with standing meeting, dates and times for the next 12 months. She explained in the past, the board experienced quorum issues during the month of August due to vacations and other events. Sparks explained the executive team agreed to black out August as the EOC off month. • Sparks explained that staff had shifted some things on the calendar if August were to become an off

TOPIC	RECOMMENDATION / SUMMARY
	<p>month:</p> <ul style="list-style-type: none"> ○ Subcontractor Onsite Monitoring Visits will be in June 2020 ○ Planning for the 2021-2022 Request for Information (RFI) would start in June-July 2020 ○ Staff will not be able to report/ update on the Organizational Standards in September, which are due in August 2020. ○ Community Action Partnership Convention is in August, so staff will begin planning in May as far as who will be attending the conference. <ul style="list-style-type: none"> ● Sparks reported in May the board usually has a Community Action Event and last year a few members and herself were part of the Festival of Lights where they shared outreach material with the public. ● Kaushal explained the Festival of Lights event is not on the calendar just yet, but he will notify staff once it is. ● Kaushal shared there is an Interim for the California Community Action Partnership Association (CalCAPA) as the Executive Director that he would like to have speak to the board. ● Kaushal shared that CalCAPA is currently holding Community Action Awards nominations for the Community Action Awards, which would be presented at the Legislative Day in May 2020. ● Reich explained the Community Action Presentation with the Board of Supervisors might be held on May 5th at 9 am. ● Kaushal pointed out The Legislative Day for CalCAPA is not on the Planning Calendar. Staff would add this event onto the calendar. ● Reich stated there are two things presented in this agenda item, whether the board would like to have an August recess and whether the board wanted a Community Action month event in May. ● Zeimer asked the group for their input on if they would like an August recess. Piquero wanted to hold off on August, she explained there are other months where the group do not meet and so the board may want to meet in August instead. Piquero stated she is not too busy in August but is busy in June. ● Sparks explained the only thing going on in June is the Site Monitoring visit, but it could be pushed to July. ● Piquero made a motion to go dark in June instead of August. Houston explained he does not think there should be a solid off month. He recommends keeping the months as flex months depending on everyone's schedule at the time. ● Sparks explained staff has to work backwards to meet deadlines, with that being said maybe keeping those months flexible and not as off months. Staff will then come forward to the executive team and inform them if the board should meet in either June or August. ● The group agreed to keep all business meetings as is and June and August would have an asterisk note stating if needed.

TOPIC	RECOMMENDATION / SUMMARY
	<p>A motion to approve to go dark in June instead of August was made by Piquero and seconded by Merchant.</p> <p>An amended motion to approve June and August as flexible months and not off months was made by Piquero and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Babb, Cloudell</p>
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal -Actual • Governance Subcommittee • Outreach Subcommittee • CSB Staff • EOC Members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer thanked the board for attending the December business meeting and the group thanked her for the video. Zeimer stated she would give staff her list of times that she will be out of town. • Zeimer reported she is working with a number of community groups in the African American community on a program that a woman named Andrea Miller started called Reclaim Our Vote campaign. She organized many communities in Virginia to get out the votes and get people to the polls. She will be visiting the Bay Area to share her story to prepare everyone to vote in 2020. Zeimer will send staff an invite to this event to share with all the members for Saturday, February 1st from 1-3 pm. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported all expenditures that needs to be spent by December such as salaries and wages, fringe benefits and so on would be fully expended. We are at 93% expended at this point. As far as the Subcontractors and Student Interns, they would expend their full budgets by February 29, 2020. • The year-to-date for Program Costs was \$58,578 and the year-to-date total was \$560,309. The projection balance shows as -\$372. There was a remaining balance in the Out-of-State travel line item that may cover the -\$372. If the Out-of-State balance cannot cover \$372, then some special funds from the county may cover it. • Merchant asked why some of the subcontractors have not submitted some of their demands. • Tupou stated some demands take longer than most to process through auditors, so they may not show on reports. Tupou also stated some demands are sent in and may be incorrect and needs to be revised so the process becomes longer as it needs to be sent back to subcontractors and then back in que with the other demands to be reviewed. • Sparks explained some of the barriers that subcontractors are facing are trying to meet the reporting deadlines for the demand submission date. Some subcontractors do not have these numbers available for us until after the 10th. So depending on their accounting team, staff sometimes receives demands a couple days after or even later.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Sparks explained there is a chain in which the demands must follow before the auditors process them. <p><u>Outreach Subcommittee</u></p> <ul style="list-style-type: none"> Sparks and Piquero both stated the next thing the committee will be working on is the Trifold. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> Sparks reported that all thirteen (13) service plans were sent to the subcontractors. Staff is working diligently with them to draft their contracts and they will be receiving emails on their reporting requirements. The due dates for those reports have changed and they would be notified with that information as well. Sparks also stated the 2019 Annual Report would be shared in the executive team and at the February business meeting. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> McCarl shared that John Muir in partnership with Kaiser and Sutter finished their community health needs assessment process, and it was a huge outreach effort. McCarl explained she feels the board would be very interested in the input the community gave them. She wanted to invite the Community Benefit Group to present an overview to the EOC board. Sparks suggested presenting at the February business meeting and McCarl stated she would find out what the availability dates would be and bring it back to staff. Merchant shared that the Bay Area Air Quality Management District received funding to do more specific community measurements. The district will begin initial assessments sometime in March for the Richmond, Pittsburg and Antioch areas and then they would come to Central County. The funding is to do the monitoring and to provide recommendations on ways to reduce air pollution for our communities. Merchant will keep the board updated with more information. Houston shared this year things will start to heat up quickly as far as the Census outreach and trying to stay connected with folks. He stated Census workers are needed for our area. Houston also stated there would be a presentation with the Census partners in the community to let the community know what the Census entails as far as how to be a partner and the RFI process. Houston will share all Census information with staff.
<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 reach out and schedule an Outreach meeting to work on the EOC trifold. Staff will send out the Census website, job and meeting announcement and collect other information from Houston. Kaushal will send staff the CalCAPA nomination information to staff to share with the members. Zeimer will send staff the Andrea Miller invite to share with the members. Staff will reach out to McCarl to get available dates for the John Muir presentation.

TOPIC	RECOMMENDATION / SUMMARY
Evaluate the Meeting	<ul style="list-style-type: none">• Quick meeting• Thumbs up

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ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities (estimated response length: 1/2 page)
Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments (estimated response length: 1/2 page)
Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



Annual Awards Nomination Form

CalCAPA presents awards for those who have championed Community Action at the annual Legislative Day. Please enter your nominations below and send to jyang@calcapa.org no later than **February 14th, 2020**.

For the Outstanding Assembly Member Award, I hereby nominate: _____

For the following reasons:

For the Outstanding Senator Award, I hereby nominate: _____

For the following reasons:

For the Outstanding Community Action Agency Award, I hereby nominate: _____

For the following reasons:

Nominator's Name

Nominator's Phone Number

Signature

Date

Agenda

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

Date: 2/13/2020 **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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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 January 9, 2020 EOC Business Meeting minutes for official record.
A review, discussion and approval of the 2019 Annual Report so that staff can submit to the Board of Supervisors.
Update on the 2020 Roundtable event so that members are informed.
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. Action: ➤ Review and approval of the January 9, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes

