



## Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



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

**Date:** 2/6/2020

**Time Convened:** 12:04 PM

**Time Terminated:** 1:11 PM

**Recorder:** Mele Tupou / Nancy Sparks

**Attendees:** Renee Ziemer, Tricia Piquero (Conference call), Devlyn Sewell, Camilla Rand, Christina Reich, Nancy Sparks, Mele Tupou

**Absentees:** Dawn Miguel (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>• Sewell reported she called the City of Concord to report that the ADA coordinator's information on their agenda. Sewell reported she called them to ask about not having a footprint or maps available for disabled folks to find parking spaces. Devlyn also explained the parking situation about the footprints outside 1470 Civic. . The yellow footprint is lifting up a couple inches high and is a concern especially for those parked in the designated disabled parking spaces.</li></ul>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft January 2, 2020 Executive Committee meeting minutes</p>	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft January 2, 2020 Executive Committee meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft January 2, 2020 Executive Committee meeting minutes was made by Piquero and seconded by Zeimer.</b></p> <p><b>The motion carried.</b>  <b>Aye: Piquero, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Miguel</b></p>
<p>Review and approve the draft January 9, 2020 business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft January 9, 2020 EOC Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft January 9, 2020 EOC Business meeting minutes was made by Piquero and seconded by Zeimer.</b></p> <p><b>The motion carried.</b>  <b>Aye Piquero, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Miguel</b></p>

TOPIC	RECOMMENDATION / SUMMARY
2019 Annual Report	<ul style="list-style-type: none"> <li>• Sparks explained that the EOC had a busy year in 2019; there were many great things that happened during the year, but because the annual report has only a limited amount of characteristics not all events can be added. Sparks wanted to make sure she captured a few important events such as: <ul style="list-style-type: none"> <li>○ Public Hearings</li> <li>○ Roundtable Events</li> <li>○ Completing the Triennial onsite review with no findings</li> <li>○ Partnering with 12 community organizations who help reduce poverty in four priority areas</li> </ul> </li> <li>• Piquero suggested adding “transportation” as an emerging need under Activities.</li> <li>• Sparks shared the accomplishments the board had during 2019, which included subcontractors and their successes. Rand suggested adding Student Interns and the successful participation in the program.</li> <li>• Zeimer recommended listing activities in the first box and under the second box for accomplishments, show the results for each activity listed.</li> <li>• Sparks mentioned she would be updating the third box for Attendance and Representation. Sparks mentioned there were over forty meetings in 2019 and 3 business meetings that the board did not hold due to quorum. Zeimer and Rand recommended removing the sentence that stated there were three business meetings that were canceled.</li> <li>• Zeimer recommended adding two of the EOC members who are serving on the Census committee to the Training and Certification box.</li> <li>• Sparks wanted to leave box 5 open for the board to make any recommendations. She will be adding Kaushal’s appointment as Vice-Chair for the California Community Action Partnership Association (CalCAPA) and the California Community Economic Development Association (CCEDA) event that we will be hosting.</li> <li>• Sparks thanked the group for their feedback. She will make necessary changes and it would then be brought back to the full board.</li> <li>• Sewell asked if Policy Council could be added into the annual report, staff would be incorporating the information. Sparks also mention how Sewell delivers food from EOC business meeting to homeless shelters.</li> </ul>
Regional Meeting with California Community Economic Development Association (CCEDA)	<ul style="list-style-type: none"> <li>• Reich explained the California Community Economic Development Association (CCEDA) reached out to staff and asked our Community Action agency to host a regional information meeting about trends that are happening in the Bay Area. CCEDA will extend the invite to other surrounding Community Action agencies along with our EOC members and Subcontractors.</li> <li>• Zeimer explained she spoke with the Executive Director of CCEDA and she pitched him an idea about weatherization and Climate adaptations. Zeimer will get more information and will update the board.</li> <li>• Sparks explained staff is excited to host this event and this will take place March 11 at the Ellinwood location in Pleasant Hill.</li> <li>• Sparks explained it’s a 2 hour meeting so the meeting will begin around 1:30 pm. Sparks stated some of the topics that will be discussed about are: <ul style="list-style-type: none"> <li>○ Funding Development and Opportunities</li> <li>○ Climate Adaptation for LMI communities</li> <li>○ Community Development Financial Institution Development</li> <li>○ Social Enterprises</li> </ul> </li> <li>• Sparks will update the board with more information as soon as she hears back from CCEDA.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
CalCAPA Nominations	<ul style="list-style-type: none"> <li>• Kaushal explained the California Community Action Partnership Association will be holding an award ceremony during the Legislative Day in May and he wanted the board to nominate a couple people whether it is a staff person or a board member.</li> <li>• Kaushal also explained there would be nominations for a legislative person; it could be an assembly person or a state senator. This person would be nominated because they are the most engaged with the community and the low-income population.</li> <li>• Kaushal stated these awards and nominations are going to help promote the community action programs nationwide and possibly help get more funding.</li> <li>• Zeimer stated she is unclear about the Legislator nominations and what they do for the community action programs. Kaushal stated it is more so for promoting Community Action and he does not have any more information to share. Kaushal asked to just share with the board and have a discussion.</li> <li>• Staff will add this as an agenda item on the next business meeting agenda.</li> </ul>
Proposal Evaluation Sheets	<ul style="list-style-type: none"> <li>• Reich explained there was a hard time trying to collect the evaluation sheets this year from those members who participated in the Request for Interest (RFI) process. She continued to say at the end of the process, subcontractors are notified whether they received or did not receive any grants for the year and usually those who did not would request those scores.</li> <li>• Reich explained when all members have met and discussed who is awarded and who is not awarded for the year, it is staff's responsibility to be responsive when agencies request their scores. When staff did receive the scores from the members, there were many inconsistencies in the evaluation sheets. Reich continued to say going forward there will be an improvement to the process, on the night the group comes together to score and deliberate, only those who come with completed evaluation sheets with scores prior to the meeting will be the only scores that will count.</li> <li>• Zeimer suggested having a pre-scoring training before picking up a packet for the next RFI process. Staff agreed that this year there would be a training before they receive their packets. Reich explained this is a positive change and there will be more time for review as well.</li> <li>• Zeimer stated there was a discussion on possibly breaking people into smaller groups to review smaller numbers of applications because this year there were so many proposals to review.</li> <li>• Staff will schedule a Program Services meeting to review the RFI timeline to enhance the process.</li> </ul>
Review and approve the draft February 13, 2020 business meeting agenda	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft February 13, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> <li>○ Agenda item #5- CalCAPA Nominations- 20 Minutes</li> <li>○ Agenda item #7- Voter Registration- 10 Minutes</li> </ul> </li> </ul>

TOPIC	RECOMMENDATION / SUMMARY	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will prepare business packet.</li> <li>• Staff will make changes to the Annual report and add to the business packet</li> <li>• Staff will follow-up with building manager to fix the yellow-footprint parking step</li> <li>• Staff will include the CalCAPA nomination forms to packet</li> <li>• Staff will follow up with CCEDA to get more info on the regional meeting</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>