



Economic Opportunity Council (EOC) Fiscal Subcommittee Meeting Minutes

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



Date: 3/5/2020 **Time Convened:** 12:10 PM **Time Terminated:** 12:45 PM **Recorder:** Mele Tupou

Attendees: Ajit Kaushal (Conference Call), Renee Zeimer, Devlyn Sewell, Samuel Mendoza, Mele Tupou

Absentee: Staff: Camilla Rand (excused), Christina Reich (excused) and Nancy Sparks (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> • Zeimer chaired the Fiscal meeting. • Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none"> • None Present
Unfinished Business	<ul style="list-style-type: none"> • Tupou reported there were a couple next steps from the last Fiscal meeting: <ul style="list-style-type: none"> ○ Staff was asked to include 2020 expenditures for January ○ Breakdown for Indirect costs and other costs, which were all included in the packet. • Mendoza shared his report on the breakdown of Indirect Costs through December 2019: <ul style="list-style-type: none"> ○ Salaries and Benefits amount to \$32,989.24 for the year, which consists costs from Personnel, the Fiscal Unit, and Business systems. ○ Administrative supplies amount to \$2838 ○ Administrative Telephone costs at \$3,044 ○ Copy Machine lease at \$377 ○ Occupancy costs for 1470 Civic Ct. in the amount of \$2848 ○ Staff Mileage reimbursement at \$184 ○ Administrative/ Personnel Temp help costs at about \$750 ○ DOIT charges for \$1,207 ○ EHSD Admin costs at \$4460 ○ Admin training costs at \$79 ○ Share of County Admin cost include departments like CAO, HR and also the Controller's office at \$22,258 • Mendoza explained the total for the indirect costs is \$71,032. See attachment A for full breakdown. • Mendoza shared the breakdown for Other Cost, which included business meeting meals, food services paper products, refreshments for Public Hearings and swag. Please see attachment B for full details.

TOPIC	RECOMMENDATION / SUMMARY	
2019 CSBG January Expenditure report	<ul style="list-style-type: none"> Mendoza presented the 2019 expenditure report for the months of January through February 29, 2020. Mendoza stated the 2019 contract would be fully expended with February projections as shown. Mendoza mentioned staff is expecting all sub recipients to spend down their contract. Tupou reported there are a total for four (4) subcontractors who have spent down their full contracts, Lao, Loaves and Fishes, Monument Crisis Center and St. Vincent de Paul. Tupou mentioned she has notified all subcontractors of their final balances and are expecting final demands soon. Mendoza stated he would be reporting out the discretionary contract next month, as the two agencies who were awarded (Monument Crisis Center and St. Vincent de Paul) have both submitted demands for that contract. Zeimer explained she would like a report out from the two subcontractors who received the additional funding. Just something stating what the outcomes were. Mendoza explained the 2019 contracts would be 100% expended with \$165 of overspent funds. Mendoza reiterated these were just projections and the final February numbers would be available by the next Fiscal subcommittee meeting. 	
2020 CSBG January Expenditure report	<ul style="list-style-type: none"> Staff reported the 2020 CSBG expenditures are only showing for staff salaries and the California Community Action Partnership Association (CalCAPA) membership dues. Staff reported both the Community Action Partnership (CAP) and the California Community Action Partnership Association (CalCAPA) membership dues were paid for 2020. CAP dues were paid with 2019 funds and CalCAPA dues were paid with the 2020 funds. Zeimer asked Kaushal if he was able to provide a breakdown of what the CalCAPA membership has to offer. Kaushal agreed and will have it in writing. Staff will report February expenditures for both 2019 and 2020 next month along with quarterly reports for Weatherization, which will include non-consideration funds. Staff reported contracts for the new subcontractors are currently in process and the next step would be to deliver the contracts to 40 Douglas to continue the process. Zeimer asked Staff to reach out to the contracts unit to incorporate discretionary language into the regular contract with the expectation of having additional funding for 2020. 	
Next Steps	<ul style="list-style-type: none"> Staff will report on the Discretionary contract (report/ outcomes on what the discretionary funds were used for) Staff will have Weatherization reports (non-considerations funds) Staff will report on actual February expenditures for 2019/2020 Kaushal will get a breakdown from CalCAPA of what the membership covers or offers Zeimer asked if staff can reach out to CAO and see if we can add discretionary verbiage to the regular contracts- Reach out to Renee if staff needs help with language 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> None