

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:** EOC Fiscal Subcommittee Meeting

**Date:** 6/4/2020 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

**Location:** Teleconference/ Video Meeting (Zoom)

- Online:**
- Visit <https://zoom.us/>
  - Click Join meeting and enter the following ID #: 918 4858 0616
  - You will be prompted to enter *your name* and the following password: 530296
  - Wait for host to join

- Call in:**
- Dial 1.888.278.0254 (US Toll Free)
  - Enter Conference code: 609553

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** Review CSBG Budgets and Reports

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact Mele Tupou at least 24 hours before the meeting at [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us).*

**Opportunities for Public Comment:** *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us) before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes.*

*All votes taken during a teleconference will be by roll call.*

*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.
Received 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.
Discuss unfinished business so that the members are aware and informed.
Presentation of the 2020 CSBG Monthly Expenditure Report for April so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Discuss items that need to be restored from contract #20F-3007 so that members are informed
Discuss the 2020 Community Action Partnership Convention (CAP) so members are informed.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

Agenda			
What	How	Who	Time

➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Unfinished business	Present Clarify	Group	5 Minutes
➤ 2020 CSBG April Expenditure report	Present Clarify	CSB Staff	15 Minutes
➤ Restored Items for contract #20F-3007	Present Clarify	CSB Staff	15 Minutes
➤ CAP Convention	Present Clarify	CSB Staff	15 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ 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

Community Services Block Grant										
Monthly Expenditures										
2020 Contract # 20F-3007										
Term: Jan 1, 2020 through December 31, 2020										
Line	Description	sub object	Budget	Jan 2020	Feb 2020	Mar 2020	33% Apr 2020	YTD Total	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>										
1	<b>Salaries and Wages</b>	1011	18,964	1,231.88	2,399.49	1,763.25	1,692.47	7,087.09	11,876.91	37%
	Community Services Director	CR	4,994	-	1,086.57	600.58	600.58	2,287.73	2,706.27	46%
	Accountant III	SM	13,970	1,231.88	1,312.92	1,162.67	1,091.89	4,799.36	9,170.64	34%
2	<b>Fringe Benefits</b>		13,844	700.99	1,271.82	1,053.00	960.90	3,986.71	9,857.29	29%
3	<b>Other Costs-Indirect Costs</b>		69,261	-	8,001.36	10,371.46	11,798.23	30,171.05	39,089.95	44%
	<b>Total Administrative Costs</b>		102,069	1,932.87	11,672.67	13,187.71	14,451.60	41,244.85	60,824.15	40%
<b>PROGRAM COSTS:</b>										
1	<b>Salaries and Wages</b>	1011	226,421	10,433.58	11,193.13	17,854.40	20,724.26	60,205.37	166,215.63	27%
	<b>Subtotal Program</b>		126,041	10,433.58	11,193.13	11,819.19	13,058.93	46,504.83	79,536.17	37%
	Division Manager	CR	11,901	1,129.46	3,248.25	1,914.33	2,365.26	8,657.30	3,243.70	73%
	Administrative Services Asst II	NS	73,834	6,040.01	4,500.72	6,240.72	6,240.72	23,022.17	50,811.83	31%
	Senior Clerk	MT	40,306	3,264.11	3,444.16	3,664.14	4,452.95	14,825.36	25,480.64	37%
	<b>Student Interns</b>		100,380	-	-	6,035.21	7,665.33	13,700.54	86,679.46	14%
2	<b>Fringe Benefits</b>		105,059	8,289.32	8,453.56	9,849.19	10,938.51	37,530.58	67,528.42	36%
	Program Fringe Benefits		92,010	8,289.32	8,453.56	9,198.58	10,112.21	36,053.67	55,956.33	39%
	Student Interns Fringe Benefits		13,049	-	-	650.61	826.30	1,476.91	11,572.09	11%
3	<b>Operating Expenses</b>		13,829	3,672.43	490.72	984.96	189.82	5,337.93	8,491.07	39%
	Office Supplies	2100	2,064	-	249.06	544.96	-	794.02	1,269.98	38%
	Communications	2110	1,077	-	137.96	21.46	138.04	297.46	779.54	28%
	Tel Exchange Service	2111	541	-	103.70	51.84	51.78	207.32	333.68	38%
	Membership Dues	2000	3,672	3,672.43	-	-	-	3,672.43	(0.43)	100%
	Auto Mileage-Employees	2301	400	-	-	-	-	-	400.00	0%
	Other Travel EmplIn-State Travel	2303	1,260	-	-	-	-	-	1,260.00	0%
	Training & Registration	2467	3,515	-	-	-	-	-	3,515.00	0%
	Educ Supplies & Courses	2477	500	-	-	-	-	-	500.00	0%
	Other Costs	2479	800	-	-	366.70	-	366.70	433.30	46%
4	<b>Out-of-State Travel</b>		3,200	-	-	-	-	-	3,200.00	0%
5	<b>Subcontractor Services</b>		400,000	-	-	-	-	-	400,000.00	0%
1	Bay Area Community Resources	2310	21,130	-	-	-	-	-	21,130.00	0%
2	The Contra Costa Clubhouses, Inc.	2310	34,002	-	-	-	-	-	34,002.00	0%
3	CC Health Svcs Homeless Prog	2310	33,000	-	-	-	-	-	33,000.00	0%
4	Greater Richmond Interfaith Prog	2310	25,000	-	-	-	-	-	25,000.00	0%
5	Lao Family Community Dev	2310	25,000	-	-	-	-	-	25,000.00	0%
6	Loaves & Fishes of CCC	2310	33,507	-	-	-	-	-	33,507.00	0%
7	Monument Crisis Center	2310	30,000	-	-	-	-	-	30,000.00	0%
8	Opportunity Junction, Inc	2310	39,077	-	-	-	-	-	39,077.00	0%
9	Shelter Inc. of Contra Costa	2310	39,077	-	-	-	-	-	39,077.00	0%
10	St. Vincent de Paul of Contra Costa	2310	35,000	-	-	-	-	-	35,000.00	0%
11	STAND! For Families Free of Violence	2310	39,077	-	-	-	-	-	39,077.00	0%
12	Contra Costa Interfaith Housing	2310	25,000	-	-	-	-	-	25,000.00	0%
13	Monument Impact	2310	21,130	-	-	-	-	-	21,130.00	0%
	<b>Total Program Costs</b>		748,509	22,395.33	20,137.41	28,688.55	31,852.59	103,073.88	645,435.12	14%
	<b>Total Expenditures</b>		850,578	24,328.20	31,810.08	41,876.26	46,304.19	144,318.73	706,259.27	17%
Prepared: 5/18/2020										

2020 Community Services Block Grant							
Contract # 20F-3007							
Budget Development							
						Refer to Footnotes	
			2019		2020 CSBG	Increase	
		Description	%	Budget	%	Budget	(Decrease)
<b>ADMINISTRATIVE COSTS:</b>							
Line Item							
1	<b>Salaries and Wages</b>			\$ 18,235		\$ 18,964	\$ 729
		Community Services Director	3%	4,803	3%	4,994	191
		Accountant III	15%	13,432	15%	13,970	538
2	<b>Fringe Benefits</b>			\$ 13,494		\$ 13,844	\$ 350
4	<b>Other Costs (Indirect Costs)</b>			\$ 69,838		\$ 69,261	(\$577)
		<b>Subtotal Adm Costs</b>		\$ 101,567		\$ 102,069	\$ 502
<b>PROGRAM COSTS:</b>							
Line Item							
1	<b>Salaries and Wages</b>			\$ 221,551		\$ 226,421	\$ 4,870
	<b>Subtotal Program</b>			\$131,041		\$126,041	(\$5,000)
		Division Manager	30%	33,492	10%	11,901	(21,591) 1
		ASA II	90%	64,807	92%	73,834	9,027 2
		Senior Clerk	73%	32,742	75%	40,306	7,564 3
	<b>Student Interns (7 positions)</b>			\$90,510		\$100,380	\$9,870 4
2	<b>Fringe Benefits</b>			\$107,831		\$105,059	(\$2,772)
		Program Fringe Benefits		96,970		92,010	(4,960)
		Student Interns-Fringe Benefits		10,861		13,049	2,188
4	<b>Operating Expenses</b>			\$15,629		\$13,829	(\$1,800) 5 & 7
		Office Supplies		2,887		2,064	(823)
		Communications		1,077		1,077	-
		Telephone		541		541	-
		Membership Dues		2,994		3,672	678
		Auto Mileage-Employee		513		400	(113)
		In-State Travel (Employee)		2,279		1,260	(1,019)
		Training & Registration (EOC)		1,588		3,515	1,927
		Educ Supplies & Courses (Outreach)		1,454		500	(954)
		Other Costs		2,296		800	(1,496)
5	<b>Out-of-State Travel</b>			\$4,000		\$3,200	(\$800) 6
6	<b>Subcontractor Services</b>			\$400,000		\$400,000	\$0
		<b>Subtotal Prog Costs</b>		\$749,011		\$748,509	(\$502)
		<b>TOTAL</b>		\$850,578		\$850,578	\$0
<b>FOOTNOTES:</b>							
1. Division Manager % reduced from 30% to 10% to cover increases in other staff salaries							
2. ASA II position increased from 90% to 92%							
3. Senior Clerk position increased from 73% to 75%							
4. Student Interns remain at 18 hrs per week							
5. Operating Expenses net decrease of (\$1,800)							
6. Out-of-State travel decrease of (\$800)							
7. Note from Fiscal Subcommittee meeting today. If there is a Discretionary Funding coming to EHSD/CSB in 2020, the following items will be restored to their 2019 funding level. Division Manager (Sal & Benefits), Office Supplies, Auto Mileage-Employees, In-State Travel-Employees, Training & Registration (EOC), Outreach and Out-of-State Travel							

<b>2020 Community Services Block Grant</b>						
<b>Contract # 20F-3007</b>						
<b>Amendment # 1 Increase Allocation</b>						
						<b>Total</b>
				<b>2020 CSBG</b>	<b>Am #1</b>	<b>2020 CSBG</b>
				<b>Budget</b>	<b>Increase</b>	<b>Budget w/Am#1</b>
			<b>Description</b>			
<b>ADMINISTRATIVE COSTS:</b>						
Line Item						
<b>1</b>	<b>Salaries and Wages</b>			<b>\$ 18,964</b>	<b>\$ -</b>	<b>\$ 18,964</b>
		Community Services Director		4,994	-	4,994
		Accountant III		13,970	-	13,970
<b>2</b>	<b>Fringe Benefits</b>			<b>\$ 13,844</b>	<b>\$ -</b>	<b>\$ 13,844</b>
<b>4</b>	<b>Other Costs (Indirect Costs)</b>			<b>\$ 69,261</b>	<b>\$ -</b>	<b>\$ 69,261</b>
		<b>Subtotal Adm Costs</b>		<b>\$ 102,069</b>	<b>\$ -</b>	<b>\$ 102,069</b>
<b>PROGRAM COSTS:</b>						
Line Item						
<b>1</b>	<b>Salaries and Wages</b>			<b>\$ 226,421</b>	<b>\$ 8,925</b>	<b>\$ 235,346</b>
		<b>Subtotal Program</b>		<b>\$126,041</b>	<b>\$8,925</b>	<b>\$134,966</b>
		Division Manager		11,901	8,925	20,826
		ASA II		73,834	-	73,834
		Senior Clerk		40,306	-	40,306
		<b>Student Interns (7 positions)</b>		<b>\$100,380</b>	<b>\$ -</b>	<b>\$100,380</b>
<b>2</b>	<b>Fringe Benefits</b>			<b>\$105,059</b>	<b>\$6,515</b>	<b>\$111,574</b>
		Program Fringe Benefits		92,010	6,515	98,525
		Student Interns-Fringe Benefits		13,049	-	13,049
<b>4</b>	<b>Operating Expenses</b>			<b>\$13,829</b>	<b>\$2,066</b>	<b>\$15,895</b>
		Office Supplies		2,064	732	2,796
		Communications		1,077	-	1,077
		Telephone		541	-	541
		Membership Dues		3,672	-	3,672
		Auto Mileage-Employee		400	113	513
		In-State Travel ( <b>Employee</b> )		1,260	-	1,260
		Training & Registration ( <b>EOC</b> )		3,515	-	3,515
		Educ Supplies & Courses ( <b>Outreach</b> )		500	821	1,321
		Other Costs		800	400	1,200
<b>5</b>	<b>Out-of-State Travel</b>			<b>\$3,200</b>	<b>\$ -</b>	<b>\$3,200</b>
<b>6</b>	<b>Subcontractor Services</b>			<b>\$400,000</b>	<b>\$ -</b>	<b>\$400,000</b>
		<b>Subtotal Prog Costs</b>		<b>\$748,509</b>	<b>\$17,506</b>	<b>\$766,015</b>
		<b>TOTAL</b>		<b>\$850,578</b>	<b>\$17,506</b>	<b>\$868,084</b>
Date Prepared: May 4, 2020						
fn: 2020 CSBG Budget Am #1 5-4-2020						



# 2020 Annual Convention: Building Bridges to Opportunity

## Preliminary Schedule of Events

**The Annual Convention will be held on-site, on-site and virtual, or virtual only.**

**The health, well-being and safety of our participants and staff is our top priority. Given the ever-evolving COVID-19 situation, we are closely assessing our ability to convene in-person for this convention and will be updating participants accordingly if any changes need to be made. A such, please consider delaying purchase of your flight and/or hotel accommodations until closer to the convention and when you do make reservations, please ensure you know the flight and/or hotel change and cancellation policies.**

The Annual Convention is designed to provide Community Action Agency professionals and board members the latest policy and programmatic updates as well as management and governance tools. Special emphasis will be placed on effective strategies for transforming communities and changing the lives of Community Action customers.

Key topic areas will include: COVID-19 Response, Presidential and Administrative Policy Shifts, Head Start Administrative and Programmatic Best Practices, Social Enterprise, Performance Management and Measurement, Racial Equity, Two Gen Approaches to Ending Poverty, Human Resource Management, Fiscal Management, Leadership Skill Development, Agency Transformation, and Advocacy.

Notably, the Convention will feature several intensives to allow for deep dives as well as opportunities for peer-to-peer support.

### **MONDAY**

11:00 AM – 5:00 PM                      WIPFLI In-Depth Training on OMB Guidance- Day 1  
*(Separate Registration Required)*

### **TUESDAY**

11:00 AM – 5:00 PM                      WIPFLI In-Depth Training on OMB Guidance- Day 1  
*(Separate Registration Required)*

11:00 AM – 5:00 PM                      State Association Meeting

11:00 AM – 4:00 PM                      Advocating Before Public Utility Commissions

11:00 AM – 4:00 PM                      Leadership Day - Concurrent Executive Directors and Emerging Leaders Track  
*(Separate Registration Required - Luncheon Included)*

4:00 -5:00 PM                              CCAP Orientation

5:00 -5:45 PM                              Regional Caucuses

### **WEDNESDAY**

11:00 -11:45 AM                          Opening Welcome & Federal Partners Update

12:00 -12:45 PM                          General Session

**WEDNESDAY, CONT.**

1:00 – 1:45 PM	Legislative Update w/ David Bradley
2:00 – 2:45 PM	Concurrent Sessions
3:00 – 3:45 PM	Concurrent Sessions
4:00 – 4:45 PM	Concurrent Sessions
5:00 – 5:45 PM	Community Action Networking & Dance Party

**THURSDAY**

11:00 – 11:45 AM	National Partners Panel Discussion
12:00 – 12:45 PM	General Session
1:00 – 1:45 PM	Concurrent Sessions
2:00 – 2:45 PM	Concurrent Sessions
3:00 – 3:45 PM	Concurrent Sessions
4:00 – 4:45 PM	Executive Director’s Caucus (ED/CEO’s Only)
5:00 – 7:00 PM	Awards Ceremony

**FRIDAY**

11:00 -11:45 AM	Civic Engagement Forum
12:00 -12:45 PM	Concurrent Sessions
1:00 – 1:45 PM	General Session
2:00 – 2:15 PM	Closing Remarks & Raffle

**\*Please note this agenda is not final and subject to change\***