

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: 8/6/2020 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

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|-----------------|---|
| Online: | <ul style="list-style-type: none"> • Visit https://zoom.us/ • Click Join meeting and enter the following ID #: 957 8625 4005 • You will be prompted to enter <i>your name</i> and the following password: 788747 • Wait for host to join |
| Call in: | <ul style="list-style-type: none"> • 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.

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 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 June that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Discuss the Quarterly Weatherization report for period Jan 2020- Mar 2020 so that members are informed
Discuss the CSBG CAREs allocation so that staff and members can move forward accordingly.
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
Update: ➤ 2020 CSBG June Expenditure report	Present Clarify	CSB Staff	15 Minutes
Update: ➤ Wx Quarterly Report	Present Clarify	CSB Staff	10 Minutes
Discussion: ➤ CAREs allocation	Present Clarify	Group	20 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/\u0394	Group	2 Minutes

Community Services Block Grant
Monthly Expenditures
2020 Contract # 20F-3007
Term: Jan 1, 2020 through May 31, 2021

Line Item	Description	sub object	Budget	Period:							YTD Total	YTD Balance	%	
				Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	50% June 2020	7/14-28/2020 June 2020				FY 19-20 Accruals
ADMINISTRATIVE COSTS:														
1	Salaries and Wages	1011	18,964	1,231.88	2,399.49	1,763.25	1,692.47	1,907.91	1,162.67	-	-	10,157.67	8,806.33	54%
	Community Services Director	CR	4,994	-	1,086.57	600.58	600.58	660.63	-	-	-	2,948.36	2,045.64	59%
	Accountant III	SM	13,970	1,231.88	1,312.92	1,162.67	1,091.89	1,247.28	1,162.67	-	-	7,209.31	6,760.69	52%
2	Fringe Benefits		13,844	700.99	1,271.82	1,053.00	960.90	1,063.68	611.35	86.78	-	5,748.52	8,095.48	42%
3	Other Costs-Indirect Costs		69,261	-	8,001.36	10,371.46	11,798.23	11,405.06	14,450.21	10,419.79	-	66,446.11	2,814.89	96%
	Indirect Costs	5022	69,261	-	8,001.36	10,371.46	11,798.23	11,405.06	14,450.21	10,419.79	-	66,446.11	2,814.89	96%
Total Administrative Costs			102,069	1,932.87	11,672.67	13,187.71	14,451.60	14,376.65	16,224.23	10,506.57	-	82,352.30	19,716.70	81%
PROGRAM COSTS:														
1	Salaries and Wages	1011	235,346	10,433.58	11,193.13	17,854.40	20,724.26	20,800.20	21,443.79	-	-	102,449.36	132,896.64	44%
Subtotal Program			134,966	10,433.58	11,193.13	11,819.19	13,058.93	14,015.54	12,377.65	-	-	72,898.02	62,067.98	54%
	Division Manager	CR	20,826	1,129.46	3,248.25	1,914.33	2,365.26	2,542.79	2,466.09	-	-	13,666.18	7,159.82	66%
	Administrative Services Asst II	NS	73,834	6,040.01	4,500.72	6,240.72	6,240.72	7,638.12	6,552.76	-	-	37,213.05	36,620.95	50%
	Senior Clerk	MT	40,306	3,264.11	3,444.16	3,664.14	4,452.95	3,834.63	3,358.80	-	-	22,018.79	18,287.21	55%
	Student Interns		100,380	-	-	6,035.21	7,665.33	6,784.66	9,066.14	-	-	29,551.34	70,828.66	29%
2	Fringe Benefits		111,574	8,289.32	8,453.56	9,849.19	10,938.51	10,972.49	10,376.63	-	-	58,879.70	52,694.30	53%
	Program Fringe Benefits		98,525	8,289.32	8,453.56	9,198.58	10,112.21	10,241.10	9,397.07	-	-	55,691.84	42,833.16	57%
	Student Interns Fringe Benefits		13,049	-	-	650.61	826.30	731.39	979.56	-	-	3,187.86	9,861.14	24%
3	Operating Expenses		18,620	3,672.43	490.72	984.96	189.82	568.06	97.91	-	-	6,003.90	12,616.10	32%
	Office Supplies	2100	2,796	-	249.06	544.96	-	15.06	(39.64)	-	-	769.44	2,026.56	28%
	Communications	2110	1,077	-	137.96	21.46	138.04	501.33	137.55	-	-	936.34	140.66	87%
	Tel Exchange Service	2111	541	-	103.70	51.84	51.78	51.67	-	-	-	258.99	282.01	48%
	Membership Dues	2000	3,672	3,672.43	-	-	-	-	-	-	-	3,672.43	(0.43)	100%
	Auto Mileage-Employees	2301	513	-	-	-	-	-	-	-	-	-	513.00	0%
	Other Travel Empl/In-State Travel	2303	1,260	-	-	-	-	-	-	-	-	-	1,260.00	0%
	Training & Registration	2467	3,515	-	-	-	-	-	-	-	-	-	3,515.00	0%
	Educ Supplies & Courses	2477	4,046	-	-	-	-	-	-	-	-	-	4,046.00	0%
	Other Costs	2479	1,200	-	-	366.70	-	-	-	-	-	366.70	833.30	31%
4	Out-of-State Travel		475	-	-	-	-	-	-	-	-	-	475.00	0%
5	Subcontractor Services		400,000	-	-	-	-	-	-	11,000.00	91,351.69	102,351.69	297,648.31	26%
1	Bay Area Community Resources	2310	21,130	-	-	-	-	-	-	-	37.00	37.00	21,093.00	0%
2	The Contra Costa Clubhouses, In	2310	34,002	-	-	-	-	-	-	-	7,840.00	7,840.00	26,162.00	23%
3	CC Health Svcs Homeless Prog	2310	33,000	-	-	-	-	-	-	11,000.00	-	11,000.00	22,000.00	33%
4	Greater Richmond Interfaith Prog	2310	25,000	-	-	-	-	-	-	-	6,376.88	6,376.88	18,623.12	26%
5	Lao Family Community Dev	2310	25,000	-	-	-	-	-	-	-	-	-	25,000.00	0%
6	Loaves & Fishes of CCC	2310	33,507	-	-	-	-	-	-	-	11,168.92	11,168.92	22,338.08	33%
7	Monument Crisis Center	2310	30,000	-	-	-	-	-	-	-	12,000.00	12,000.00	18,000.00	40%
8	Opportunity Junction, Inc	2310	39,077	-	-	-	-	-	-	-	13,025.68	13,025.68	26,051.32	33%
9	Shelter Inc. of Contra Costa	2310	39,077	-	-	-	-	-	-	-	14,998.36	14,998.36	24,078.64	38%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	-	-	-	-	-	-	3,698.82	3,698.82	31,301.18	11%
11	STAND! For Families Free of Viol	2310	39,077	-	-	-	-	-	-	-	8,928.18	8,928.18	30,148.82	23%
12	Contra Costa Interfaith Housing	2310	25,000	-	-	-	-	-	-	-	7,309.87	7,309.87	17,690.13	29%
13	Monument Impact	2310	21,130	-	-	-	-	-	-	-	5,967.98	5,967.98	15,162.02	28%
Total Program Costs			766,015	22,395.33	20,137.41	28,688.55	31,852.59	32,340.75	31,918.33	11,000.00	91,351.69	269,684.65	496,330.35	35%
Total Expenditures			868,084	24,328.20	31,810.08	41,876.26	46,304.19	46,717.40	48,142.56	21,506.57	91,351.69	352,036.95	516,047.05	41%

Economic Opportunity Council (EOC) Report					
Weatherization and ECIP Programs					
Year-to-Date Expenditures and Clients Served					
Period: Jan. 1, 2020 through March 31, 2020					
1. 2020 LIHEAP WX					
Contract # 20B-2005					
Term: Oct. 1, 2019 - June 30, 2021					
Amount: WX \$1,059,676					
		YTD		%	
DESCRIPTION	BUDGET	EXP	BAL	USED	
Intake	\$ 84,774	\$ 23,133	\$ 61,641	27%	
Outreach	52,984	14,458	38,526	27%	
Training & Technical Assistance	52,984	24,131	28,853	46%	
WX Program Activities and Program Costs	868,934	483,131	385,803	56%	
TOTAL COSTS	\$ 1,059,676	\$ 544,853	\$ 514,823	51%	
		CLIENTS SERVED			
		EAST	CENTRAL	WEST	Total
Number of Homes Weatherized		20	10	12	42
2. 2020 LIHEAP ECIP/EHA 16					
Contract # 20B-2005					
Term: Oct. 1, 2019 - June 30, 2021					
Amount: EHA \$ 938,862					
Non-Consideration (PG&E Assistance) \$2,045.905					
		YTD		%	
DESCRIPTION	BUDGET	EXP	BAL	USED	
Assurance 16 Activities	\$ 213,693	\$ 96,112	\$ 117,581	45%	
Administrative Costs	213,693	43,898	169,795	21%	
Intake	204,590	67,143	137,447	33%	
Outreach	127,869	56,347	71,522	44%	
Training & Technical Assistance	51,148	11,465	39,683	22%	
Program Services and Program Costs	127,869	5,327	122,542	4%	
Subtotal	\$ 938,862	\$ 280,292	\$ 658,570	30%	
		YTD		%	
DESCRIPTION	BUDGET	EXP	BAL	USED	
PG&E Assistance	\$ 2,045,905	\$ 1,193,318	\$ 852,587	58%	
		CLIENTS SERVED			
		EAST	CENTRAL	WEST	Total
Number of Clients Assisted		721	394	344	1,459
fn: WX Program-EOC Qtrly Rprt					
Prepared: July 28, 2020	4				