

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 Executive Committee Meeting

**Date:** 8/7/2020 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

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

**Online:**

- Visit <https://zoom.us/>
- Click Join meeting and enter the following ID #:945 1014 4056
- You will be prompted to enter *your name* and the following password: 773626
- Wait for host to join

**Call in:**

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

**Meeting Leader:** Renee Zeimer, Chair

**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 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.
Review and approve as official record the draft July 16, 2020 Special Executive Committee meeting minutes.
Review and approve as official record the draft July 23, 2020 EOC Business meeting minutes.
Review and approve the draft August 13, 2020 business meeting agenda to distribute to the EOC members.
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
Action: ➤ Review and approve the draft July 16, 2020 Special Executive Committee Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
Action: ➤ Review and approve the draft July 23, 2020 Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	10 Minutes
Action: ➤ Review and approve the draft August 13, 2020 EOC Business meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	30 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



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



Location: Zoom Call

**Date:** 7/16/2020

**Time Convened:** 12:08 PM

**Time Terminated:** 1:45 PM

**Recorder:** Mele Tupou

**Attendees:** Renee Zimer, Tricia Piquero\*, Devlyn Sewell, Christina Reich, Mele Tupou, Amanda Nelson (Prospective EOC Candidate)

**Absentees:** Katharine Mason (excused), Nancy Sparks (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>None Present</li> <li>Zeimer recommended moving agenda item #9 to follow agenda item #3 so the group may interview the new prospective candidate.</li> </ul> <p><b>A motion to approve the changes in the agenda stated above 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:</b></p>
Consider Interim Appointments of Vice-Chair and Secretary to the Executive Committee	<ul style="list-style-type: none"> <li>Zeimer explained to the group that Miguel cannot continue as Vice-Chair and also as a member due to her health. The board is cheering her on and is still in touch with her.</li> <li>Zeimer stated she is grateful for those who have stepped up and appointed Tricia Piquero as Vice-Chair and Devlyn Sewell as Secretary.</li> <li>Zeimer thanked both ladies for stepping up and taking on this role.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Update/Action:</b></p> <ul style="list-style-type: none"> <li>➤ EOC Vacancies</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer introduced Amanda Nelson to the group as an interested candidate for the Economic Opportunity Council.</li> <li>• Sewell asked Nelson if she has the time commitment while being part of other groups. Nelson explained she can make things work as far as making EOC meetings.</li> <li>• Nelson explained she did some background work on the members of the board. She also stated she has a strong background with finance. She explained she worked for the California State Assembly and she’s been involved with healthcare for almost 25 years. She has a long experience working with the public.</li> <li>• Nelson explained the reason she applied was because she wished her family, who struggled in the past could have used the help that this board provides to the community now.</li> <li>• Sewell thanked Nelson for applying and that her experience will be a great benefit to the team.</li> <li>• Piquero explained she is a perfect fit and she was looking forward to moving forward with her.</li> <li>• Zeimer explained to Nelson there are functional subcommittees and would she have a flexible schedule to be able to joining some of these subcommittees and also participating in the business meetings.</li> <li>• Nelson explained the nights are fine as her children are taken care of. She stated she is in process of interviewing with Blue Shield and has mentioned to them that she would need flexibility with her schedule to participate in this board.</li> <li>• Zeimer asked Nelson if there would be any Conflict of Interest working with Blue Shield and the work the EOC could be doing with healthcare. Nelson explained this is her personal obligation and she will not be representing her company, so there shouldn’t be any conflict of Interest.</li> <li>• Zeimer explained to Nelson the group now holds virtual business meetings every second Thursday of the month and the members will also be looking forward to their first virtual monitoring visit with our subcontractors.</li> <li>• Zeimer asked Nelson if she was interested in joining the Fiscal subcommittee who meets the 1<sup>st</sup> Thursday of the month from 11am- 12pm. Nelson stated she can make that work and shouldn’t be an issue with her job.</li> <li>• Zeimer stated the EOC will have a two-part meeting on July 23<sup>rd</sup> with a Roundtable discussion with subcontractors about their service demands during this pandemic. The second part is the EOC business meeting for the month and this is where the board would have to approve the recommendation for appointments. Zeimer explained staff will follow up with her as far as next steps and she is more than welcome to participate in the meeting.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<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 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft January 9, 2020 Business meeting minutes with no changes was made by Piquero and seconded by Sewell.</b></p> <p><b>The motion carried.</b>  <b>Aye: Piquero, Sewell, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>
<p>Review and approve the draft June 4, 2020 Executive Committee meeting minutes</p>	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft June 4, 2020 EOC business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft June 4, 2020 business meeting minutes with no changes was made by Piquero and seconded by Sewell.</b></p> <p><b>The motion carried.</b>  <b>Aye: Piquero, Sewell, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft June 11, 2020 EOC business meeting minutes	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft June 11, 2020 EOC business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft June 11, 2020 business meeting minutes with no changes was made by Sewell and seconded by Zeimer.</b></p> <p><b>The motion carried.</b>  <b>Aye: Sewell, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Piquero*</b></p> <p><i>*Member exited the meeting before this action item was made.</i></p>	
Review and approve the draft July 23, 2020 business meeting agenda	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft July 23, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> <li>○ Add Roundtable event as agenda item #3- COVID Impacts</li> <li>○ Close out Roundtable Event and open EOC business meeting</li> <li>○ Add Appointments for members under EOC Chair report</li> <li>○ Add new agenda item #6 to appoint Amanda Nelson to a Private/ Non-Profit seat</li> <li>○ Add new agenda item #7 for Onsite Monitoring Visits</li> <li>○ Move Fiscal Actuals under Reports</li> <li>○ Add 2020 Community Action Partnership Convention under CSB Staff report</li> </ul> </li> </ul> <p><b>A motion to approve the draft July 23, 2020 Executive Committee meeting minutes with the changes stated above was made by Sewell and seconded by Zeimer.</b></p> <p><b>The motion carried.</b>  <b>Aye: Sewell, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Piquero*</b></p> <p><i>*Member exited the meeting before this action item was made.</i></p>	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will send out Roundtable event agenda as a draft to Kaushal, Gudino and Merchant.</li> <li>• Staff will prepare business packet to send out to all members and subcontractors.</li> <li>• Staff will confirm with all EOC members and agencies of their attendance at the Business/ Roundtable event.</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>



## Economic Opportunity Council (EOC) Business Meeting/ Roundtable Minutes

Location: Zoom Call



**Date:** 7/23/2020      **Time Convened:** 6:06 pm      **Time Terminated:** 8:34 pm      **Recorder:** Mele Tupou/ Nancy Sparks

**Conference Call attendees:** Renee Zeimer, Tricia Piquero, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Lauren Babb, Cloudell Douglas, Samuel Houston, Noe Gudino (Guest), Alissa Friedman (Opportunity Junction), Barbara Hunt (St. Vincent de Paul), Barbara Simpson (Shelter Inc.), Brandon Wirth (Shelter Inc.), Dave Thompson (Monument Impact), Janette Kennedy (Loaves & Fishes), Juliana Mondragon (CC Health Services), Kareem Ervin (Bay Area Community Resources), Kathleen Sullivan (Grip), Michelle Wade (Opportunity Junction), Rhonda James (Stand), Sandra Scherer (Monument Crisis Center), Shane Kaleo (Shelter Inc.), Yan Bennis (CC Clubhouse), Lynne Magnison (Shelter Inc.), Laura Sharples (CC Health Services)

**Absentees:** Armando Morales (unexcused), Nancy Sparks (excused)

**Staff:** Christina Reich, Mele Tupou

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Zeimer called the meeting to order at 6:06 PM.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None Present</li> </ul>
<p><b>Public Hearing:</b> 2020 Service Provider Virtual Roundtable</p> <ul style="list-style-type: none"> <li>COVID Impacts</li> </ul>	<ul style="list-style-type: none"> <li>Zeimer welcomed all the subcontractors to the Roundtable and explained this year through the Coronavirus Aide Relief and Economic Security (CAREs) Act has included one billion dollars in addition to the CSBG dollars, to prevent, to prepare or respond to COVID-19. California was funded roughly \$90 Million dollars and the Contra Costa County had been allocated \$1,189,181.00. Zeimer contined to say, these dollars need to be spent within a two years, but a planning process needs to be put in place. Zeimer explained the disucssion tonight will play a large role in what’s going on in your agency, with your staff and yourclients.</li> <li>Zeimer mentioned, we owe our congressmen, Mark DeSaulnier and Mike Thompson a big thank you. Together they crafted what’s called enabling Legislation for the Community Services Block Grant Enhancement Act. Zeimer turned the time over for each agency to share the COVID-19 impacts in their agencies and possible changes in service demands and the actions taken to take care of everyone involved.</li> </ul> <p><b><u>Monument Crisis Center</u></b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>Sandra Scherer shared since COVID, MCC had been working on the work behind their Mission Disaster Statement and what they could do. In March, MCC was able to start an Emergency Food distribution and limited information and questions. When the shelter in place happened they moved their operations outside and has been there for the last 4 months. Now there are four tents outside distributing food, diapers, wipes, toiletries and pet food. The agency went from seeing 84 families to 325 families. MCC hosted their first Saturday for food distribution not too long ago and added 90 more families to their list.</li> <li>Scherer's explained they lost all their volunteers and only 10 staff members were doing this for months. Their resource tent has opened a couple weeks ago and their partners from county health centers have come together so there is a little mini resource fair going on.</li> </ul> <p><b><u>Opportunity Junction</u></b></p> <ul style="list-style-type: none"> <li>Michelle Wade shared that OJ also had to pivot quickly. They have a very intense Administrative Careers Training Program (ACT) and a lot of students had to leave as they lost day care, some had sick relatives and some were facing financial issues going on at home. This also affected staff who were also impacted during COVID in the beginning, the transition was hard, but it is completely online now and staff morale is going up and down. The Alumni's have been impacted by this as well due to losing their jobs, hours being cut, having COVID themselves and just trying to stay above waters.</li> <li>Wade explained OJ is now on their 1<sup>st</sup> class that is fully remote. Over half of their interns had landed jobs and they are continuing to get jobs. They are encouraging folks to apply for their next class and learning from their comforts of their own homes.</li> <li>Alissa Friedman praised Wade for the great work her and her team did during this time and recruiting online. Friedman stated Wade and her team enrolled 19 for their class that was entirely online and distributed over \$42,000 of funds and purchase laptops for these students, the broadband issues and childcare issues are two things they unfortunately have not addressed.</li> <li>Friedman explained they are expecting a huge surge in job seekers and are very concerned about the Pandemic Unemployment Insurance doesn't get extended will be a huge problem. Friedman explained they have a number of wellness trainings and fun activities going on at OJ.</li> </ul> <p><b><u>Shelter Inc.</u></b></p> <ul style="list-style-type: none"> <li>Lynna Magnuson is the Site supervisor over at the Mountain View Shelter and they are continuing to do things differently. They have been 24 hours every day but routines have changed. Staff has been very electronic as far as communication, at the site the cleaning and preparations for meals are more methodical. There are no volunteers coming in anymore so staff has been cooking every night. Magnuson stated they have been making a lot of changes on site since the COVID has taken place.</li> <li>Magnuson stated staff has taken a lot of precautions as far as using masks, gloves, screenings. Participants are being monitored twice a day, so staff is monitoring any incoming and outgoing traffic. Magnuson stated the amount of families they can serve has been reduced since social distancing has</li> </ul>



TOPIC	RECOMMENDATION / SUMMARY
	<p>been in place. There is only one family per dorm, bathrooms are sanitized thoroughly with hand sanitizers spread throughout the facilities.</p> <ul style="list-style-type: none"> <li>• There are currently two school age children in the shelter and have been given laptops for learning and also through the county Office of Education, they have also been given tutoring. There are a couple parents working so that is another activity going on. At this moment, Shelter Inc. is not taking any newer intakes. Systems have improved and health care for the homeless team has made it a point to come test participants on site. Shelter attendance is running 24/7 and Case managers are available remotely. Magnuson praised her staff for doing their very best to serve these families.</li> <li>• Brandon Wirth shared that there are other activities going on in Contra Costa. Wirth shared that CC County launched five motels to host the Project Room Key program, but Mountain view did not need to do this as the population wasn't effected by social distancing. Wirth shared all the support staff are working remotely from home and everyone who is working in the front line of all this work deserves a round of applause for all they do.</li> </ul> <p><b><u>Loaves and Fishes</u></b></p> <ul style="list-style-type: none"> <li>• Janette Kennedy shared that Loaves and Fishes transitioned very quickly into to go meals. Their staff were putting hot meals in containers and delievering at their front doors. Grocery bags are now being loaded with food items and then folks are asked what they need and then are added in these bags,</li> <li>• Kennedy stated there was an instant increase in meals served per day. Loaves and Fishes served 4700 more meals in April than in March. Weekend meals are now being served in Pittsburg and Martinez, which meant new staff was need. Kennedy stated their 5<sup>th</sup> dining room just opened June 8<sup>th</sup> in Walnut Creek, Trinity Center.</li> <li>• Loaves and Fishes experienced the first couple months was hard as non-parishable foods were gone at the grocery stores. There were food drives to help with this need and the community really came together.</li> <li>• Kenndy explained they had to shut down their Cullinary class since the Shelter in place happened. Volunteers have been reduced for everyone's safety so there is a lot of work with less staff. Everyone has been safe and has not yet contracted anything, so hopefully it continues this way.</li> </ul> <p><b><u>St. Vincent de Paul</u></b></p> <ul style="list-style-type: none"> <li>• Barbara Hunt reported SVDP never closed as they were deemed as an essential business. All 29 branches in the Contra Costa county were open except their thrift stores. Their staff have all been tested and go through a protocol to be checked.</li> <li>• SVDP was serving about 6300 people weekly pre COVID and in the months of March, April and May the increase went up to 10,500 weekly. They have formed more partnerships with so many organizations during this pandemic that served over 50,000 people for food distributions. Monday August 3<sup>rd</sup> there will be another food distribution at Christ the King.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>There is direct financial assistance to families in need along with the food securites. Branches are doing virtual home vists to help prvide these services to families. The workforce developmenty class was called back so people started back in the beginning of June. A new cycle may begin August 20<sup>th</sup>. Medical clinic has been doing Tele-medicne and will reopen for face to face for the uninsureded August 5<sup>th</sup>. Thrift stores is the earned income part of their business and a lot of donations has been made. STVD needs help getting those doantions out unto the floors.</li> </ul> <p><b><u>STAND! For Families free of Violence</u></b></p> <ul style="list-style-type: none"> <li>Rhonda James explained STAND did not close either, all of their work has been done virtually. At this moment they are doing what they call a slow trickel back which means their retrun to work is being based on who needs these services the most. Everyone is working longer hours and all have been moved into zoom. All those folks who needed shelter have been put into hotels so they are taken care of in that light. A couple issues that come up is the health of staff and participants who cant get childcare.</li> <li>James explained a lot of staff is struggling with getting work done while they are with their children. James stated the agency tried to help engage the volunteers to keep their spirits up. Staff has been impacted with the social activities that are going on and many are trying to be supportive and work through it.</li> </ul> <p><b><u>CC Clubhouse</u></b></p> <ul style="list-style-type: none"> <li>Tamara Hunt shared the Clubhouse had to reset and take action. They did not close since the Shelter in Place. They have a program in Concord where participants show up. They immediately started Zoom and staff worked remotely from home and reached out to members to assess theirs as far as how they are feeling, food and other assesements. Their virtual clubhouse can be accessed online and hours have increased to 7 days a week. Members have access to many different oportunites to meet their needs with mayne programs, resouces and classes that are ran online. CC Clubhouse built a pantry by putting a food drive to help the community. They delieved 170 care packages a week which includes breakfast, lunch dinner and snacks.</li> <li>As far as safety protocal, there is a team that volunteers to do a full safety screening to anyone who comes in and leaves.Clubhouses is being managed by a smaller team than usual which puts a lot of weight on a few staff and there is a therapist that staff meets during lunch to have an outlet and talk about thinsg that they may be struggling with individually.</li> <li>Hunt explained there is a cell phone program that helps members get cell phones and laptops and a technology class is provided to help with virtual programming.</li> </ul> <p><b><u>Greater Richmond Interfaith Program</u></b></p> <ul style="list-style-type: none"> <li>Kathleen Sullivan shared GRIP never closed as they were also an essential business. The most significant would be the expansion that GRIP is managing the Richmond Courtyard Marriot as an extensikon fo the shelter they have at GRIP. As of today there are over 200 consumers living at hotels</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>and a 24 hours operations. They run about 5 floors with 40-50 rooms each floor. Meals are done at the GRIP site and food is delivered to the hotel. GRIP is currently not taking anymore intakes just like all the other subcontractors. The operation of the family shelter and hotel has been a lot especially with hiring about 18 people to get this work done.</p> <ul style="list-style-type: none"> <li>• Protocol's are in place and the safety of their staff and clients are a priority. There are healthcare for the homeless are on site. There are classes going on every week to give them a level of stimulation. There are some facility repairs being done during this time as its been almost 20 years since repairs have been made.</li> <li>• Sullivan praised her staff for being extraordinary and stated that some are facing things they never faced before so they are looking for training opportunities and being creative with work schedules. Sullivan thanked the other subcontractors for their ideas and how they deal with their staff.</li> </ul> <p><b><u>CC Health Services</u></b></p> <ul style="list-style-type: none"> <li>• Laura Sharples stated Cali House started with 12 youth, 2 of them were transitioned to permanent housing, 4 went to transitional housing for youth and the other 2 we sent to another shelter. There are 3 now at Cali house and 2 empty beds as they cannot take anymore intakes.</li> <li>• There are more anxiety in the youth they are dealing with so at the moment only 1 youth is currently working.</li> <li>• Staff and youths are building better relationships with each other since this has started. There are some concerns with the actions these youths are taking that could affect their housing so staff is trying their best to help them stay on track by providing them counselors.</li> </ul> <p><b><u>Monument Impact</u></b></p> <ul style="list-style-type: none"> <li>• Dave Thompson stated MI currently helps undocumented folks and they are dealing with folks who are really taking this pandemic harder than most. MI has been working on Emergency Tenant Protection to help prevent evictions. MI also made sure resources were available in Spanish. MI has raised over \$861,000 for the Undocumented Relief Fund which supported over 600 families.</li> <li>• Thompson stated its been a challenge having to teach most of these folks how to use virtual programs as most of them have not navigated these portals let alone electronics.</li> </ul> <p><b><u>Bay Area Community Resources</u></b></p> <ul style="list-style-type: none"> <li>• Kareem Ervins explained it has been a challenge for BACR just like all the other subcontractors. Their facilities has been shutdown and there is a plan for reopening some time soon. Ervins reported about 80% of enrollment goals has been met during this time. Actions taken by the agency for service demands will be discussed with his director because at this moment services are not active. Staff protection is key as some staff members at BACR have been tested positive. All staff are working remotely from home.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>Zeimer thanked all the subcontractors for sharing their impacts and challenges. She mentioned the work they do is so important, the members will be in touch and will put something together to figure out how to use these dollars in the best way possible.</li> </ul>
<p><b>Action:</b> January 9, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft January 9, 2020 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the January 9<sup>th</sup> Business meeting minutes with no changes was made by Merchant and seconded by Piquero.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> June 11, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft June 11, 2020 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the June 11<sup>th</sup> Business meeting minutes with no changes was made by Sewell and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions: Douglas</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> Community Action Plan CAREs Funding</p>	<ul style="list-style-type: none"> <li>Reich shared with the group a Local Mini Plan for the CAREs Contract that is in place. Reich explained all the areas they described in the document does apply to the COVID outcomes in the Contra Costa County.</li> <li>Please see attachment A for the Local Mini plan that was shared.</li> <li>Reich explained this document must be sent in by August 14<sup>th</sup> which is an extension date the state gave staff. Reich stated there is nothing controversial at all about this document and just needs the board's approval to move this forward after we get the EOC approval.</li> <li>Zeimer asked if there is a need to reaffirm the key priority areas. Reich stated it so happens on the same day, August 14<sup>th</sup>, the key priorities areas must be submitted as well in a form. Reich explained based on the information tonight from the subcontractors and the data that has been sent out in the last few weeks, the current priority areas that are already in place meet the needs during this</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>pandemic.</p> <ul style="list-style-type: none"> <li>• Reich stated staff needs to know if there needs to be any adjustments to this document or if anyone has any objections stating they do or do not affect our community.</li> <li>• Kaushal stated the plan is accurate and the group should move forward with the document.</li> <li>• Sewell stated if there are any negative drawbacks from reaching to other subcontractors. Reich explained that is completely up to them, tonight the group just needs to approve the local plan just approving that these areas described in the document is currently being effected in the Contra Costa County.</li> </ul> <p><b>A motion to approve the CAREs Local Plan presented by staff was made by Kaushal and seconded by Piquero.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b>A motion to approve to keep the current four priority areas for the CAREs Act funding of Housing &amp; Homelessness, Employment &amp; Job Training, Food &amp; Nutrition and Comprehensive Health Services/ Mental Health with access and transportation was made by Douglas and seconded by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> EOC Prospective Candidate: Amanda Nelson</p>	<ul style="list-style-type: none"> <li>• Zeimer explained the Executive committee interviewed a very interesting candidate at the Special executive committee meeting and a recommendation was made to move forward with her, Amanda (Mandy) Nelson.</li> <li>• Piquero stated they were very impressed and she seemed like a very ideal candidate. She did her homework on the board and CSBG.</li> <li>• Staff stated the invitation was extended to Nelson but she may have been on vacation tonight.</li> <li>• The group agreed it would be best to invite her to the next business meeting and interview her as she couldn't make it to the meeting tonight.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>A motion to approve Amanda Nelson to fill the Private/ Non-Profit seat was made by Sewell and seconded by Piquero.</b></p> <ul style="list-style-type: none"> <li>• After further discussion, Piquero and Sewell withdrew their motion and staff will move this agenda item forward to the August Meeting.</li> </ul>
<p><b>Discuss:</b> 2020 Site Monitoring Visits</p>	<ul style="list-style-type: none"> <li>• Reich stated she had reached out to CSD for some information on how the board would conduct their site monitoring visits for this year and she was advised Virtual monitoring is just fine as long as nothing in the bylaws states it cannot be done.</li> <li>• Staff will reach out to the members offline to collect information on which subcontractors they would like to visit this year via zoom.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>➤ <b>EOC Chair</b> - Appointments</li> <li>➤ <b>Fiscal</b> - Fiscal Actuals</li> <li>➤ <b>CSB Staff</b> - 2020 Virtual CAP Convention</li> <li>➤ <b>EOC members</b></li> </ul>	<p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer announced that given Miguel’s health and her term ending, she had to fill her vacancy and Piquero has stepped up to serve as the Vice-Chair. Zeimer also announced that Sewell has been appointed as Secretary for the board.</li> </ul> <p><b>A motion to approve Piquero as Vice-Chair and Sewell as Secretary was made by Zeimer and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b><u>Fiscal</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal reported the total budget has been expended of 42%. The year-to-date is showing 18% has been expended of the entire budget.</li> <li>• Zeimer stated subcontractors have not submitted demands, but this is taking us through June so the budget is reflecting only 22%. At the least meeting, Fiscal reported with the additional funds, Reich’s salary will be backfilled and also some funds were moved around to allow us flexibility to spend dollars in the community for Outreach.</li> <li>• Kaushal mentioned the nominations for the Community Action Partnership Annual conference is due to them by the August 24<sup>th</sup>.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Merchant recommended nominating Dawn Miguel and the group agreed. Staff will send out nomination to CAP.</li> </ul> <p><b>A motion to approve Dawn Miguel as the Economic Opportunity Council’s nomination for the Community Action Partnership Annual Conference Awards was made by Merchant and seconded by Douglas.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Tupou reported the Community Action Partnership Annual conference this year will be virtual. The conference will take place at the end of August and a name is needed to register for the conference.</li> <li>• The group agreed to register one person and divide the zoom information to those interested in joining.</li> <li>• The following volunteers were interested: Merchant, Zeimer, Kaushal and Gudino. Staff will reach out to each person with the information for the virtual conference.</li> </ul> <p><b><u>EOC MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Babb asked if there were any updates with the team as she doesn’t see Nancy Sparks or Kim McCarl. Reich explained Sparks is currently on leave and will return in September. Reich explained McCarl’s term ended June 30, 2020 and we are currently in the process of having her reappointed in the Private/ Non-profit seat.</li> <li>• Staff explained Morales hasn’t been in contact for a while, but a new contact number has been discovered and we will reach out to him and check on his wellbeing.</li> <li>• Reich updated the group that Miguel is doing better and loves all the cards that she’s received. She is still in recovery but has her family there to support.</li> <li>• Staff may try and get a zoom call going so the group can interact with Miguel.</li> </ul>
Next Steps:	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Staff will move Amanda Nelson’s interview to August Business meeting.</li> <li>• Staff will reach out to members regarding monitoring visits with subcontractors.</li> <li>• Staff will send out Miguel’s nomination to CAP.</li> <li>• Staff will be working on getting BOS approval for the Local plan and sent out to CSD by August 14<sup>th</sup>.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
Evaluate the Meeting	<ul style="list-style-type: none"><li data-bbox="674 126 926 159">• We made it! Yay!</li></ul>

DRAFT



## Local Plan for CARES Act CSBG Supplemental Funding

### COVER PAGE AND CERTIFICATION

Agency Name:	
Primary Agency Contact	
Title	
Phone	
Email	
Secondary Agency Contact	
Title	
Phone	
Email	

#### Certification of CARES Local Plan

The undersigned hereby certifies that the local plan information submitted for CARES Act CSBG Supplemental Funding has been authorized by the governing body of this organization. By signing below, your agency certifies that it will continue to comply with all State and Federal Assurances and any other laws, rules, and/or statutes in the performance of the activities funded through this grant, as indicated in your agency's Community Services Block Grant (CSBG) 2020-2021 Community Action Plan (CAP). Additionally, by signing below, your agency certifies that it will provide applicable services and programs to individuals impacted by COVID-19 in your community, ensure CARES expenditure and outcome reporting are tracked separately, and ensure unduplicated counts are obtained.

Board Chair (printed name)	Board Chair (signature)	Date

Executive Director (printed name)	Executive Director (signature)	Date

Plan Submitted By (printed name)	Date

Board Approved Plan On:

If plan was not approved by the governing board prior to submission, please indicate when the plan will be presented to the board\*:

\*Agencies will need to resubmit certification to CSD after obtaining board approval

#### CSD Use Only

Date Local Plan Received	Date Local Plan Approved	Accepted By

## Local Plan for CARES Act CSBG Supplemental Funding

Each agency shall participate in the development and submission of a CARES Act CSBG Supplemental Funding Local Plan. The CARES Act CSBG Supplemental Funding Local Plan template is due to CSD no later than July 31, 2020. Please email your local plan to the [CSBGDiv@csd.ca.gov](mailto:CSBGDiv@csd.ca.gov) inbox.

Below are helpful resources:

- [Local Plan Data](#)
- [Needs Assessment Data](#)
- [Employment Development Department Unemployment Insurance Information by County](#)

### LOCAL PLAN

The following section is intended to assist your agency in identifying potential emerging needs due to COVID-19 and outlines some of the potential impact areas to your local community. The impact areas described may not apply to all communities; data is likely not readily available for all impact areas. Check the box that best represents your community. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.**

Health impacts:

- Individuals over 65, especially those with underlying health conditions, have been shown to be at particular risk for severe health implications from COVID-19. Those in congregate settings (e.g. nursing homes) are a particular concern in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Community health resources will be stretched thin as resources devoted to those sick with COVID-19 will limit resources available to others. Limited Intensive Care and other hospital services in this community would mean others NOT directly affected by COVID might lack access to care.

This applies to this community

This does NOT apply to this community

Other – Please describe:

## Local Plan for CARES Act CSBG Supplemental Funding

- Behavioral health resources will need to be available in new and increased ways to deal with the many different stressors/traumas caused by the pandemic, especially its impact over an extended time period. Issues such as domestic violence, elder abuse, child abuse, drug abuse, suicide and other indicators of behavioral health issues are a particular concern in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Nutrition for school-aged children previously accessing free/reduced breakfast, lunch, and snacks is impacted as many are now removed from that food source due to school closures.

This applies to this community

This does NOT apply to this community

Other – Please describe:

### Employment impacts:

- Employment impacts of the pandemic have been immediate and profound. Anecdotal information as well as early data about unemployment claims from March and April confirm a significant emerging need in the area of employment.<sup>1</sup> Local indicators show that national patterns of unemployment are being seen in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>1</sup> <https://www.brookings.edu/blog/the-avenue/2020/05/13/what-weekly-unemployment-claims-reveal-about-the-local-impacts-of-the-covid-19-recession/>

## Local Plan for CARES Act CSBG Supplemental Funding

- Individuals in the health care field are at high-risk of exposure to COVID-19 and are under tremendous stress due to additional work hours and challenging work conditions. In particular many of those workers with close, frequent contact with vulnerable individuals are lower-wage individuals.<sup>2</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Individuals in the educational field are working remotely due to school shutdowns. Lower-wage workers in these fields are more vulnerable to layoffs and/or may lack the technology resources in their home to work remotely.<sup>3</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>2</sup> [https://www.cdc.gov/mmwr/volumes/69/wr/mm6915e6.htm?s\\_cid=mm6915e6\\_x](https://www.cdc.gov/mmwr/volumes/69/wr/mm6915e6.htm?s_cid=mm6915e6_x)

<sup>3</sup> <https://www.npr.org/2020/04/11/830856140/teaching-without-schools-grief-then-a-free-for-all>

## Local Plan for CARES Act CSBG Supplemental Funding

- Individuals in many sectors of the economy – but particularly the service sector, the retail sectors, and others most affected by quarantine policies – are currently experiencing sudden and unexpected unemployment. Some are unaware of resources available to them and their families as they are experiencing unemployment for the first time.<sup>4</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

### Educational impacts:

- Closings of public schools in the Community Assessment area are having an immediate impact on children's education. Children with less access to resources (broadband internet, computers/tablets, technology expertise, language barriers, etc.) are most at-risk for suffering learning loss during a potentially protracted period of school closure.

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>4</sup> <https://www.pewresearch.org/fact-tank/2020/03/27/young-workers-likely-to-be-hard-hit-as-covid-19-strikes-a-blow-to-restaurants-and-other-service-sector-jobs/>

## Local Plan for CARES Act CSBG Supplemental Funding

- Caregivers of school-age children must secure day care arrangements for their children or sacrifice employment to care for their children. These same caregivers are also expected to be primary teachers for their children during the period of the closure. Parents with limited resources face numerous challenges as a result of this situation and educational outcomes for their children will be affected.<sup>5</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

Impacts on human services:

- Services to vulnerable populations are being curtailed or drastically changed. Some service providers are not operating, leaving gaps in services to the community. Other service providers have had to alter their service provision in significant ways, leaving some family needs unmet. Finally, for those service providers continuing to operate, the changed circumstances have required significant, immediate adaptations that will require additional resources to support over a longer period of time:

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>5</sup> <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

## Local Plan for CARES Act CSBG Supplemental Funding

### Community resource impacts:

- The impacts of COVID-19 on community resources are numerous and include a reduction in the availability of resources (access to group activities, commercial services), a scarcity of some resources (health care, food and emergency supplies) and/or needs for resources that have not previously been required in this community in any significant capacity.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- The broad impacts of COVID-19 on this community have created an even more urgent need for coordination and collaboration of resources among the public sector, the public health sector, first responders, educators, the business community, the faith community and many others. Our agency plays an important role convening organizations, people, and resources to support families.

This applies to this community

This does NOT apply to this community

Other – Please describe:

## Local Plan for CARES Act CSBG Supplemental Funding

### Anticipated short- and long-term impacts

The needs above are already established through initial data and anecdotal reports from customers, staff, board members, and community stakeholders. Based on these already-observed events, it is likely that there will be short-term (1-3 months) and long-term (greater than 3 months) impacts that require immediate planning. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.** A partial, but not complete, list of the anticipated impacts includes:

- *Prolonged service disruptions*: The disruptions in service delivery to customers are expected to continue for a substantial time. This is likely to lead to ancillary challenges for customers that may become long-term issues. For example, learning loss<sup>6</sup> and domestic violence/child abuse<sup>7</sup> have become larger problems due to service disruptions.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Exacerbated housing issues*: Due to the immediate economic impact of the COVID-19 pandemic, renters face one or more months where they may lack the funds to pay rent; homeowners with a mortgage may miss mortgage payments.

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>6</sup> <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

<sup>7</sup> <https://www.samhsa.gov/sites/default/files/social-distancing-domestic-violence.pdf>



## Local Plan for CARES Act CSBG Supplemental Funding

- *Prolonged employment issues:* Sudden layoffs and other employment disruptions are being addressed by emergency response measures; however, it is anticipated that long-term recovery efforts will be required to help customers reconnect to the workforce, particularly those for whom employment assistance has not previously been required.<sup>8</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Prolonged agency capacity issues:* Policies limiting in-person staff/customer interactions may be in place for an extended period of time and agencies will need to maintain remote work and remote customer-interaction infrastructure to be responsive to these needs in a more sustainable capacity.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Prolonged community resource/coordination issues:* The short-term community coordination needs cited in this assessment are presumed to continue into the long-term. Current conditions may persist for an extended period; recovery efforts will require coordination; ongoing community preparedness to guard against a future outbreak will also require ongoing convening and new community readiness strategies based on what is shown to be effective during the current crisis.<sup>9</sup>

This applies to this community

This does NOT apply to this community

Other – Please describe:

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<sup>8</sup> <https://www.brookings.edu/research/how-covid-19-will-change-the-nations-long-term-economic-trends-brookings-metro/>

<sup>9</sup> <https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool>

# Agenda

**Group/Meeting Name:** Economic Opportunity Council (EOC) Business Meeting/  
2020 Virtual Service Provider Roundtable

**Date:** 8/13/2020 **Time: From:** 6:00 PM **To** 7:00 PM

**Location:** Video Conference Meeting

**ZOOM call:**

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

**Call-in:**

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

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** To Conduct EOC Meeting/ Hold Virtual Roundtable

*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.*

**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.
Discuss and approve the Executive Committee recommendation for the prospective EOC candidate, so that the full board can make a recommendation to the Board of Supervisors.
Reviewed and approve the draft July 23, 2020 EOC Business Meeting minutes for official record.
Updates on the 2020 Onsite Monitoring Visits with CSBG subcontractors so that all members and staff can move forward accordingly.
Receive the 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.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. <b>Action:</b> ➤ EOC Prospective Candidate: Amanda Nelson	Present Draft Clarify Check for Understanding Check for Approval	Group	10 Minutes
4. <b>Action:</b> ➤ July 23, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. <b>Update:</b> ➤ 2020 Site Monitoring Visits	Present Draft Clarify Check for Understanding	CSB Staff Group	5 Minutes
6. <b>Reports:</b> • EOC Chair • Fiscal ○ Fiscal Actuals ○ CAREs Funding Allocations • CSB Staff ○ 2020 Virtual CAP Convention- update • EOC members	Present Draft Clarify Check for Understanding	Group	5 Minutes 5 Minutes 5 Minutes 5 Minutes
7. <b>Next steps</b>	Present Clarify Check for Understanding	Group	3 Minutes
8. <b>Evaluate the Meeting</b>	Plus/Delta	Group	2 Minutes