

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: 10/1/2020 **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 #: 958 1678 5621
- You will be prompted to enter *your name* and the following password: 601517
- 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.

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.
Review and approve as official record the draft September 3, 2020 Executive Committee meeting minutes.
Review and approve as official record the draft September 10, 2020 EOC Business meeting minutes.
Review and approve the draft October 8, 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 1	Volunteer	2 Minutes

➤ Public Comment	Present	Members of the Public	3 Minutes
Action: ➤ Review and approve the draft September 3, 2020 Executive Committee Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
Action: ➤ Review and approve the draft September 10, 2020 Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	10 Minutes
Action: ➤ Review and approve the draft October 8, 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) Executive Committee Meeting Minutes



Location: Zoom Meeting

Date: 9/3/2020

Time Convened: 12:06 PM

Time Terminated: 12:43 PM

Recorder: Mele Tupou

Attendees: Renee Ziemer, Tricia Piquero (12:15 pm), Devlyn Swell, Christina Reich, Mele Tupou, Rob Castillo (public), Warren L (public)

Absentees: Nancy Sparks (excused), Katharine Mason (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 12:06 pm. • Sewell reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none"> • None present • Warren and Rob both introduced themselves to the group and waived public comment.
Review and approve the draft August 7, 2020 Executive Committee meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft August 7, 2020 Executive Committee meeting minutes with no changes. <p>A motion to approve the draft August 7, 2020 Executive Committee meeting minutes was made by Sewell and seconded by Zeimer.</p> <p>The motion carried.</p> <p>Aye: Sewell, Zeimer</p> <p>Nay:</p> <p>Abstain:</p> <p>Absent: Piquero</p>

TOPIC	RECOMMENDATION / SUMMARY
Review and approve the draft August 13, 2020 business Meeting minutes	<ul style="list-style-type: none"><li data-bbox="491 185 1864 212">• The executive committee reviewed the draft August 13, 2020 EOC Business meeting minutes with no changes. <p data-bbox="491 289 2003 316">A motion to approve the draft August 13, 2020 EOC Business meeting minutes was made by Sewell and seconded by Zeimer.</p> <p data-bbox="491 363 730 391">The motion carried.</p> <p data-bbox="543 399 787 427">Aye: Sewell, Zeimer</p> <p data-bbox="543 435 604 462">Nay:</p> <p data-bbox="543 470 646 498">Abstain:</p> <p data-bbox="543 506 743 534">Absent: Piquero</p>

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TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft September 10, 2020 Business meeting agenda</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft September 10, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> ○ Agenda new action item #4- CAREs Act Funding/ CSBG Amendment #2 ○ Move Site Monitoring Visit updates under Staff reports <p>A motion to approve the draft September 10, 2020 EOC Business meeting agenda was made by Piquero and seconded by Sewell.</p> <p>The motion carried. Aye: Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p> <ul style="list-style-type: none"> • Staff recommended scheduling a Program Services meeting on the same day as the EOC business meeting. • The group agreed and Tupou will reach out to the chairs of that subcommittee to schedule something for September 10th. • Zeimer explained she would like to get information about what other funds are coming into the surrounding cities to share with the Program Services committee. • Reich explained Gallagher is trying to get information but hasn't been able to get anything just yet. Reich reminded the committee the request was to reach out to the county and not the cities. • Zeimer explained she can reach out to Gabe Kinto who is on the El Cerrito council to make a request for cities fund information. • Zeimer explained she would like the Program Services to meet to look at any information. • Reich explained the group has been given plenty of information such as a community assessment, community assessment presentation highlights, 211 information and other information. • Reich explained she can send out a quick three question survey to subcontractors regarding the three priority areas. • Sewell explained she wants to try and get the money out as soon as possible, she doesn't agree with waiting. • Piquero agreed with Sewell and stated information has been received and its been narrowed down to the priority areas and the money needs to go out into the community now. • The group agreed to schedule a 9am-11 am Program Services meeting on September 10th.
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will schedule a Program Services meeting for September 10th. • Zeimer will reach out to Gabe Kinto for information about funding that is coming into the cities. • Staff will send out a survey monkey to all subcontractors • Staff will place another request for funding coming into the county • Staff will make changes to the business meeting agenda and send out the packet to the board.

TOPIC	RECOMMENDATION / SUMMARY	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Awesome! 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

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Economic Opportunity Council (EOC) Business Meeting/ Roundtable Minutes
Location: Zoom Call



Date: 9/10/2020 **Time Convened:** 6:17 pm **Time Terminated:** 7:22 pm **Recorder:** Mele Tupou

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Lauren Babb, Cloudell Douglas, Samuel Houston, Noe Gudino, Amanda Nelson, Tricia Piquero

Absentees: Armando Morales (excused), Nancy Sparks (excused), Katharine Mason (excused)

Staff: Christina Reich, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:17 PM and Piquero read the desired outcomes. • Sewell called the roll for all EOC members in attendance.
Public Comment	<ul style="list-style-type: none"> • None Present
<p>Action: August 13, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the draft August 13, 2020 Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ 1st action item- 3rd bullet- correct “understand” <p>A motion to approve the August 13th Business meeting minutes with the changes stated above was made by Kaushal and seconded by Sewell.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson Nays: Abstentions: Absent: Morales</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2020 revised CSBG CAREs Act funding 	<p><u>CSBG CARES Act Funding</u></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>➤ 2020 CSBG contract #20F-3007 Amendment #2</p>	<ul style="list-style-type: none"> • Reich reported that as of last month there has been an increase to the CAREs funding that will go back out to the subcontractors and now staff has brought this back for the board to reapprove the new additional amount of \$89,000 with a total of \$1,034,286, that will be allocated to the subcontractors. <p>A motion to approve the new revised budget for 2020 CAREs dollars was made by Kaushal and seconded by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson Nays: Abstentions: Absent: Morales</p> <ul style="list-style-type: none"> • Reich reported that the Program Services subcommittee met earlier in the day to plan where these dollars will be allocated. The group discussed and agreed to use the current subcontractors to be funded up to \$99,999. • All the subcontractors were funded and left a balance of \$137,296. The group discussed that Bay Area Legal Aid (BALA) should also be funded since this is an agency that is doing the work around the eviction cliff. After funding BALA, there is a remaining balance of \$37,297, which would be put into Outreach. • Zeimer stated the approach the group took was based around the priority areas. This money is given with the intent to serve the clients that the subcontractors are already serving, but to also focus their services on helping to secure housing, food and mental health services including addressing spikes in domestic violence, depression, suicide, drug abuse and prevention work so that it is COVID related. • Zeimer continued to state this is also going to be framed around subcontractors who have already built relationships with each other so they can refer clients to each other who may need services from all agencies. • Reich explained although Job employment is not one of the priorities, some of our subcontractors such as Opportunity Junction are working with their students around housing and domestic violence. They shared in a newsletter that one of their clients lost her home and they were able to help her set up a bank account for fundraising and are helping her through this crisis. • Zeimer added that Loaves and Fishes have been collaborating with Opportunity Junction to provide their students with a cold and hot meal. • Kaushal stated most of the organizations were allocated a lot of money from the funds. Kaushal explained that this money should be given to just one subcontractor to give to clients who needs help with the loss of employment and assistance to pay for their homes.

TOPIC	RECOMMENDATION / SUMMARY
	<p>A motion to approve the recommendation of the Program Services recommendation was made by Zeimer and seconded by Sewell.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson Nays: Kaushal Abstentions: Absent: Morales, Douglas (Disconnected from Zoom)</p> <p><u>2020 CSBG contract #20F-3007 Amendment #2</u></p> <ul style="list-style-type: none"> Reich reported that the board must reapprove and accept the \$40,000 for the amendment #2 for the CSBG contract. Reich also stated the \$40,000 would stay in the Outreach budget for any community wide event or whatever the group decides to do for Outreach. <p>A motion to approve the staff recommendation for the additional dollars to be used for Outreach was made by Kaushal and seconded by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales</p> <p>A motion was made to extended the meeting ten minutes was made by Piquero and seconded by Sewell. The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2020-2021 Executive Committee Elections ➤ Subcommittees 	<ul style="list-style-type: none"> Zeimer explains every September the council votes amongst themselves to appoint a Chair, Vice-Chair and Secretary. Zeimer directed the group to use the chat box feature to privately message Tupou with their vote so that it stays anonymous. Tupou reiterated what Zeimer explained and mentioned the group must first nominate a candidate and that candidate must accept or deny. If that person accepts then the voting moves forward. Zeimer nominated Sewell as the 2020-2021 Secretary for the EOC board, Sewell accepted the nomination.

TOPIC	RECOMMENDATION / SUMMARY
	<p>A motion to approve Sewell as the 2020-2021 Secretary of the EOC Board was made by Zeimer and seconded by Monisha.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales</p> <ul style="list-style-type: none"> • Sewell nominated Piquero as the 2020-2021 Vice-Chair for the EOC board, Piquero accepted the nomination. <p>A motion to approve Piquero as the 2020-2021 Vice-Chair of the EOC Board was made by Sewell and seconded by Houston.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales</p> <ul style="list-style-type: none"> • Douglas nominated Zeimer as the 2020-2021 Chair for the EOC board, Zeimer accepted the nomination. • Kaushal nominated Merchant as the 2020-2021 Chair for the EOC board, Merchant does not accept as she stated she does not have the time commitment. <p>A motion to approve Zeimer as the 2020-2021 Chair of the EOC Board was made by Piquero and seconded by Sewell.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Zeimer, Merchant, Babb, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales</p> <ul style="list-style-type: none"> • Reich announced the new Executive team for 2020-2021 as Renee Zeimer (Chair), Tricia Piquero (Vice-Chair) and Devlyn Sewell (Secretary). • The executive team thanked everyone for his or her vote of confidence.

TOPIC	RECOMMENDATION / SUMMARY
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> ○ Fiscal Actuals • CSB Staff <ul style="list-style-type: none"> ○ Site Monitoring- updates • EOC members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported she would be reaching out to all the members for one on one meetings. She mentioned during that time members may let her know which subcommittees they would like to join. • Zeimer explained she has spoken with Gudino and he has agreed to join the Program Services subcommittee. • Merchant explained she would join the Outreach subcommittee. • Zeimer stated members could reach out to her and staff to inform them what subcommittees they would like to join. • Nelson stated she would join the Fiscal subcommittee meeting. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported the July expenditure report; administrative cost year to date was \$17055.20 with a year to date of \$84,107. • Kaushal reported the Program salaries and wages was \$125,965 of 54% expended. The fringe benefits for the program cost year to date was \$69,884 with 63% expended. The Total program cost was \$304,631 with 40% expended. The total expenditure year to date of \$388,738 with 45% expended. . <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Tupou explained site-monitoring visits are underway. Information for each visit was presented to the group with all Zoom information in case anyone would like to join the discussion. • Tupou also mentioned Site monitoring packets would be going out as soon as staff receives copies of contracts to enter in agency deliverables onto the evaluation form. • Tupou will reach out to Nelson to schedule a site visit with an agency. <p><u>EOC MEMBERS</u></p> <ul style="list-style-type: none"> • Sewell reported Reich would be sending out good news to subcontractors about the new funding that is coming in. • Reich stated she would be reaching out to the agencies to deliver the news for the CARE dollars and give them the criteria on how to spend these funds.
<p>Next Steps:</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will send out CAREs funding approval to the State. • Staff will send out Site Monitoring packet out to the group • Staff will reach out to Nelson to schedule her site visit(s) • Staff will be working with the Public information officer for a press release. • Staff will reach out to all the subcontractors to work with them on the new CAREs contracts. • Zeimer will reach out to all members individually for subcommittee assignments.

TOPIC	RECOMMENDATION / SUMMARY
Evaluate the Meeting	•

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Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Business Meeting

Date: 10/8/2020 **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

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*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.
Reviewed and approve the draft September 10, 2020 EOC Business Meeting minutes for official record.
Updates on the 2020 Onsite Monitoring Visits with CSBG subcontractors so that all members and staff are informed.
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.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present 13	Members of the Public	2 Minutes

Agenda			
What	How	Who	Time
3. Action: ➤ August 13, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Update: ➤ 2020 Site Monitoring Visits	Present Draft Clarify Check for Understanding	Group	25 Minutes
6. Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> ○ Fiscal Actuals • CSB Staff • EOC members 	Present Draft Clarify Check for Understanding	Group	5 Minutes 5 Minutes 5 Minutes 5 Minutes
7. Next steps	Present Clarify Check for Understanding	Group	3 Minutes
8. Evaluate the Meeting	Plus/Delta	Group	2 Minutes