

Agenda

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

Date: 9/10/2020 **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 #: 954 8451 9751
- You will be prompted to enter *your name* and the following password: 593511
- 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

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.*

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 August 13, 2020 EOC Business Meeting minutes for official record.
Review and Approve the revised 2020 CSBG CAREs Act funding and 2020 CSBG Contract #20F-3007 Amendment #2 allocations so that staff can move forward accordingly.
Approve 2020-2021 Executive Team elections and revisit subcommittees to ensure all members are informed.
Receive 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	Members of the Public	2 Minutes
3. Action: ➤ August 13, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: ➤ 2020 revised CSBG CAREs Act funding ➤ 2020 CSBG contract #20F-3007 Amendment #2	Present Draft Clarify Check for Understanding Check for Approval	Group	15 minutes
5. Action: ➤ 2020-2021 Executive Committee Elections ➤ Subcommittees	Present Draft Clarify Check for Understanding Check for Approval	Group	10 minutes
6. Reports: • EOC Chair • Fiscal ○ Fiscal Actuals • CSB Staff ○ Site Monitoring-updates • 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



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 8/13/2020 **Time Convened:** 6:21 pm **Time Terminated:** 8:00 pm **Recorder:** Mele Tupou

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Lauren Babb, Cloudell Douglas, Samuel Houston, Armando Morales, Noe Gudino, Amanda Nelson (Prospective EOC Candidate)

Absentees: Tricia Piquero (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 6:21 PM and 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: EOC Prospective Candidate: Amanda Nelson</p>	<ul style="list-style-type: none"> • The group interviewed Nelson for the Private/Non-profit sector on the board. • Nelson explained she was interested in joining the board not only because of the War on Poverty legislation, but also the group helps uplift communities who needs the most help. Nelson explained growing up her family was very divided. She continued to state she experienced being in a home where everyone worked and there were no parental supervision. • Nelson stated she has a background in finance and is comfortable with Capital and Operating expenses. She stated she undertsnds how funds work and how to leverage them. She’s volunteered with some of the subcontractors that the board works with. • Kaushal stated the EOC requires some time to get together for meetings and subcommittee meetings. He asked if she’s able to commit to the time. Nelson explained she’s able to get coverage and can commit to be here and make this a priority. • Merchant asked what she would like to see in three to five years serving in this council. Nelson stated she would like to offer stability and with her background in finance she can contribute to the board. She also mentioned in three to five years she would like to keep this council active by serving the community.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Zeimer asked what experience she has with contracts and grants. Nelson stated she has written contracts but doesn't have much experience with grants. She knows the difference between what is written and what the legislative intent of the law. • Gudino asked when it comes to the board, does she feel her skill sets will help her with making unbiased decision making. Nelson stated she does feel she can look at things from a business perspective, but also with a heart to understand the community has needs. • Nelson asked if she is accepted would she be able to have one on one meetings with each council member to get to know each of them. • The group agreed it was a great idea. Kaushal invited Nelson to visit his store if she'd like to get some questions answered. <p>A motion to approve Amanda Nelson for the Private/Non-Profit seat 1 was made by Kaushal and seconded by Zeimer.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>
<p>Action: July 23, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the draft July 23, 2020 Business meeting minutes with no changes. <p>A motion to approve the July 23rd Business meeting minutes with no changes was made by Douglas and seconded by Sewell.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>
<p>Action: 2020 CAREs Proposed budget</p>	<ul style="list-style-type: none"> • Reich reported the board approved the Local Plan and now staff is asking the board to approve the proposed budget. The total contract amount that was allocated was \$1,189,181.00. Of this money, fifteen percent of the administrative overhead has been taken out along with 30% being charged to Reich's salary.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Reich explained Sparks and Tupou’s salaries will not be charged to this contract as they are fully covered under the base budget. • Of the 1.1 million dollars, \$945,000.00 will go out to the community. Reich explained under operating expenses, there would be charges to office supplies, telephone communications and telephone exchange. Reich explained the Program Services committee needs to come together to decide where this money is going. • Reich stated there will be two choices that the group would have to make, one, to continue with the current subcontractors and just amend their contracts or two, open this up to a wider net and send out a Request for Proposal (RFP). • Reich explained to the group that this budget must be approved tonight as it needs to go out to the state tomorrow. • Zeimer shared during a CSBG Advisory Committee (CAC) meeting she attended, there will be additional CAREs Act funding of \$40,000 that the state will be allocating equally to all agencies. This should be received by late September. • Zeimer asked if there is any way the board can make a motion to roll the additional funding into the original CAREs Act contract. Reich explained this is a separate contract and the board cannot make any decisions with the additional funding until a contract is received. Reich stated, the board can take action on the proposed budget provided with the understanding that additional funding is on the way and can be rolled in later once the executed contract is in hand. • The group decided staff may reach out offline to schedule a Program Services Subcommittee meeting the week of August 24th to have a further discussion on the allocation for this budget. <p>A motion to approve the 2020 CAREs Proposed budget with anticipation of additional funding in the amount of \$40,000 with a maximum amount of \$500.00 for any Distance working enhancement was made by Kaushal and seconded by Morales.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Discuss: 2020 Site Monitoring Visits and Next Steps</p>	<ul style="list-style-type: none"> • Zeimer reported at the last executive committee meeting, they decided instead of the EOC members contact subcontractors with their availability, staff would contact the subcontractors to get their availabilities first and then the members can volunteer based on their dates. • Zeimer continued to say, the Site Monitoring packet needs to be reviewed and updated with additional guidance to support the virtual meeting. • Zeimer reported that the executive team wanted to push the site monitoring visit to mid-late September and to give the staff time to prepare the packet with zoom information. • Babb asked if subcontractors has revised their outcomes for this year due to COVID. Reich explained some subcontractors have stated they do need to make changes to their outcomes, but this is information the EOC will receive during the monitoring visit. She continued to say, this year will be a little different due to the pandemic and the affects it has on their agencies. • Reich explained Tupou has reached out to all the subcontractors to get their availabilities for September and this way members may choose which sites to visits based on their open schedules. • Tupou shared information on which subcontractors have already given her information about when they would like to schedule the visit and some are even open for actual site visits, if members are open to it. • Staff will send out the spreadsheet for members to quickly signup and get confirmations out as soon as possible and schedule a Program Services Subcommittee meeting to discuss and revise site monitoring packet.
<p>Reports:</p> <ul style="list-style-type: none"> ➤ EOC Chair ➤ Fiscal <ul style="list-style-type: none"> - Fiscal Actuals - Wx Report ➤ CSB Staff <ul style="list-style-type: none"> - 2020 Virtual CAP Convention- updates ➤ EOC members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported that the Community Action Partnership convention is set up in a way where the link cannot be shared and is problematic. She will be reaching out to those who were interested and update all if there is any way around a shareable link. • Zeimer asked Kaushal if he would have access to the conference through the California Community Action Partnership Association (CalCAPA) board. Kaushal stated he would find out at the next meeting on Monday. • Kaushal mentioned the Region 9 proxy vote needs to be submitted by next week. Zeimer asked who has the right to vote. Reich explained it would be Katharine Mason, Director of the bureau and Zeimer. • Staff will find information on the Proxy vote and get this over to the right person for signature. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported the June expenditure report, administrative cost year to date was \$10,187 with 54% expended of the budget. The fringe benefits year to date was \$8,748 with 42% expended. Total administrative costs year to date \$82,352 with 81% expended.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Kaushal reported the Program salaries and wages was \$102,449. The subtotal program cost was \$72,898 with 54% of the budget expended. The fringe benefits for the program cost was \$58,879 with 53% expended. The operating expense was \$6,003 with 32% expended. The subcontractors have already submitted demands with a total program cost of \$269,684 with 35% expended. The total expenditure of \$352,036.95. • Zeimer asked staff if they can follow up on the subcontractor charges and whether these numbers are being charged to last year’s contract because have not yet been executed for this year. Staff stated they will follow up with the group once they get clarification from fiscal. • Kaushal reported the quarterly weatherization reports for the period of January 1, 2020- March 30, 2020. The first contract reported was for LiHeap weatherization funds showing a total cost of \$544,853 expended out of \$1,059,676. There was a total of 42 homes weatherized county wide. • The second contract is the LiHeap ECIP/EHA 16 for PG&E assistance. Kaushal reported that 30% of this contract has been expended with a total of \$280,292 out of \$938,826. Clients served was 1,459 county-wide. • Sewell asked what is the Assurance 16 Activities line item for. Staff will reach out to Fiscal and get more information on this matter. • Zeimer asked if staff can also follow up on whether LiHeap is receiving any CARE funds through the county. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich explained Kathy Gallagher reached out to her regarding a consulting firm from CalCAPA called Case Street Consulting that wanted her to sign a letter of support to allow the CSBG eligibility to go up to the 200% of poverty level which is much more appropriate for California. Gallagher wanted to get the EOC’s support on this before she signs off. • Kaushal explained CalCAPA is reaching out to legislators and assembly folks to support this to make this permanent. • Houston stated he was unsure of the direction behind this. He stated if the eligibility requirements go up you’re looking at \$2,400 for a single person and \$3,400 for a family of two. Houston asked if this is increased, would those who are still at the lower end have priority in the system. • Reich explained the neediest people would be served first and it goes up from there. <p>A motion to approve Kathy Gallagher’s letter of support to allow CSBG eligibility requirements to go up to 200% was made by Kaushal and seconded by Babb.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays:</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>Abstentions: Absent: Piquero</p> <ul style="list-style-type: none"> • Reich updated the group that contracts were submitted in January and in late March, the contract and grants unit sent back and needed to be rewritten due to new expectations from County Counsel and the CAO. During this time discretionary dollars came in, so the board voted to allocate these funds to four subcontractors. • Staff rewrote all contracts to include the amendments for the 4 that were approved for the discretionary dollars. Last Thursday, staff was told all contracts needed to be rewritten again. Staff wasn't sure what happened during the time they were last submitted back in June. Reich explained she notified the executive committee and scheduled a meeting with Katharine Mason (CSB Director) who is also helping to get these contracts moving. • Reich stated Zeimer also went to Supervisor Anderson and this was also brought to Gallagher's attention and now contracts are now being fast tracked. • The group thanked everyone who was a part of getting the contracts moving and would support any way they can. <p><u>EOC MEMBERS</u></p> <ul style="list-style-type: none"> • No reports at this time.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will reach out to Nelson about her next steps on the EOC council. • Staff will send out 2020 approved proposed budget to the state. • Staff will reach out to all the members to sign up for Site Monitoring visits for September. • Staff will search for the proxy letter and submit to CAP for Region 9 voting. • Staff will reach out to Fiscal for information on questions regarding reports and weatherization report.
Evaluate the Meeting	<ul style="list-style-type: none"> • Thumbs up

CSBG CARES BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: \$1,189,181	
Date: AUGUST 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

<u>A</u> No. of Positions	<u>B</u> Position Title	<u>C</u> Total Salary for each position	<u>D</u> Percent (%) of CSBG time allocated for each position	<u>E</u> Number of CSBG months allocated for each position	<u>F</u> Total CSBG Funds budgeted for each position
1	Community Services Director	\$148,125.00	5.00%	17	\$10,492.19
1	Accountant III	\$95,924.00	15.00%	17	\$20,383.85
Total (must match Section 10: Administrative Costs line item 1 on the CSD 902.S Budget Summary form)					\$30,876

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Division Manager	\$128,782.00	30.00%	17	\$54,732.35
Total (must match Section 20: Program Costs line item 1 on the CSD 902.S Budget Summary form)					\$54,732

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
FICA, Retirement, Medical Ins, Workers Comp, State Unemployment Insurance	73.00%	\$22,539.00	
FICA, Retirement, Medical Ins, Workers Comp, State Unemployment Insurance	73.00%		\$39,954.00

TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 902.S (BUDGET SUMMARY)		\$22,539	\$39,954

CSBG CARES CONTRACT BUDGET SUMMARY

Contractor Name: CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: \$1,189,181	
Date: AUGUST 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

SECTION 10: ADMINISTRATIVE COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$30,877.00
2	Fringe Benefits	\$22,539.00
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		\$53,416.00

SECTION 20: PROGRAM COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$54,733.00
2	Fringe Benefits	\$39,954.00
3	Operating Expenses	\$6,792.00
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	\$1,034,286.00
7	Other Costs	
Subtotal Section 20: Program Costs		\$1,135,765.00

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.	\$1,189,181.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	\$79,070,487.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$80,259,668.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	0.07%

CSBG CARES BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: CONTRA COSTA EHS&D/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: 1,189,181	
Date: AUGUST 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 902.S Budget Summary form Attach additional sheet(s) if necessary	CSBG	
	Section 10: Administrative Costs	Section 20: Program Costs
List all Operating Expenses REFER TO ATTACHMENT #1	3 sum should equal total on line item 3 of CSD 902.S Budget Summary form	3 sum should equal total on line item 3 of CSD 902.S Budget Summary form \$6,792
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 902.S Budget Summary form	4 sum should equal total on line item 4 of CSD 902.S Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 902.S Budget Summary form	5 sum should equal total on line item 5 of CSD 902.S Budget Summary form
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 902.S Budget Summary form	
List all Subcontractor/Consultant Services REFER TO ATTACHMENT #2		6 sum should equal total on line item 6 of CSD 902.S Budget Summary form \$1,034,286
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10: Administrative Costs	Section 20: Program Cost
i		
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form

CSBG CARES Contract Budget Narrative

Contractor Name: CONTRA COSTA EHSB/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: \$1,189,181	
Date: AUGUST 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Budget Narrative

ADMINISTRATIVE COSTS:

1) SALARIES and WAGES \$30,877

The following positions are included in this section. The Community Services Bureau Director, who also serves as the Head Start Director, will devote approximately 5% of her time to CSBG CARES program by attending EOC and CSBG CARES program meetings, supervision of the Division Manager and planning and reviewing CSBG CARES contract documents and required reports \$10,492. The Accountant III will devote approximately 15% of his time to the program preparing the CSBG CARES budget, submit the monthly report to the state via EARS program, preparing the monthly expenditure reports to present and discuss with the EOC fiscal subcommittee members, prepare any fiscal report as requested by EOC members and/or CSB staff necessary for the administration of the program \$20,385.

2) FRINGE BENEFITS \$22,539.

The following are the county's fringe benefits. FICA, Retirement, Medical Insurance, Workers Compensation and State Unemployment Insurance.

TOTAL ADMINISTRATIVE COSTS \$ 53,416

PROGRAM COSTS:

1) SALARIES and WAGES \$54,732

The Division Manager, who oversees the CSBG CARES program, is estimated to devote approximately 30% of her time \$54,732. Program activities include participation and attendance at EOC meetings, preparation of CSBG CARES program reports to the state. Reporting of status and outcomes of CSBG CARES program to the EOC, CSB Bureau Director and other stakeholders. Monitoring of subcontractors fiscal and program performances.

2) FRINGE BENEFITS \$39,954

The following are the county's fringe benefits. FICA, Retirement, Medical Insurance, Workers Compensation and State Unemployment Insurance.

3) OPERATING EXPENSES \$6,792

Office Supplies (various items such as: Pens, copy machine paper, usage and supplies, postage, ink toner \$2,000; Communications (cell phone user charges for staff) \$2,338; Telephone (monthly charges to office landline) \$1,342; Auto Mileage-Employees \$1,112

6) SUBCONTRACTOR SERVICES \$1,034,286

TOTAL PROGRAM COSTS \$1,135,765

TOTAL CSBG CARES CONTRACT \$1,189,181

Attachment 1

CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU

CSBG CONTRACT # 20F-3646

TERM: MARCH 27, 2020 - MAY 31, 2022

CONTRACT AMOUNT: \$1,189,181

AUGUST 26, 2020

Section 20: PROGRAM COSTS

3.	Operating Expenses	Amount
	Office Supplies	\$ 2,000
	Communications	2,338
	Telephone Exchange Service	1,342
	Auto Mileage - Employees	1,112
	Total Operating Expenses	\$ 6,792

Attachment 2

**CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU
CSBG CONTRACT # 20F-3646
TERM: MARCH 27, 2020 - MAY 31, 2022
CONTRACT AMOUNT: \$1,189,181
AUGUST 26, 2020**

Section 20: PROGRAM COSTS

6.	Subcontractor	Amount
	2020 CSBG CARES Subcontractor Services	\$ 1,034,286
Note: List of Subcontractors to be submitted to CSD as soon it has been approved by the EOC.		
Total Subcontractor Services		\$ 1,034,286

STANDARD AGREEMENT - AMENDMENT

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

AGREEMENT NUMBER 20F-3007	AMENDMENT NUMBER 2	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Contra Costa Employment & Human Services Department/Community Services Bureau

2. The term of this Agreement is : January 1, 2020 through May 31, 2021

3. The maximum amount of this Agreement is: Total \$908,852.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The maximum amount of this Agreement payable to Contractor by the State has changed from \$900,084.00 to \$908,852.00, reflecting an increase of \$8,768.00.

All other terms and conditions shall remain unchanged.

All documents can be accessed at <https://providers.csd.ca.gov>

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR				CALIFORNIA Department of General Services Use Only	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>					
Contra Costa Employment & Human Services Department/Community Services Bureau					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP					
40 Douglas Drive, Martinez, CA 94553					
PRINTED NAME OF PERSON SIGNING				TITLE	
CONTRACTOR AUTHORIZED SIGNATURE				DATE SIGNED	
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME					
Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING		TITLE			
Chris Vail		Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE				DATE SIGNED	
<input type="checkbox"/> Exempt per _____					



Contra Costa County Employment & Human Services Department Community Services Bureau



Executive Committee Positions and Responsibilities

Officers: The officers of the EOC shall be the Chairperson, Vice-Chairperson and Secretary. Officers shall be elected annually at the September meeting.

Executive Committee: Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

Chairperson: The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointment to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

Secretary: The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.



Contra Costa County
Employment & Human Services Department
Community Services Bureau



2020-2021 Economic Opportunity Council Subcommittees

Executive Subcommittee: *1st Thursday of every month-12:00 pm – 1:00 pm (unless stated otherwise)*

- Renee Zeimer- Chair
- Tricia Piquero- Vice Chair
- Devlyn- Sewell- Secretary

Fiscal Subcommittee: *1st Thursday of every month-11:00 am – 12:00 pm (unless stated otherwise)*

- Ajit Kaushal- Chair
- Renee Zeimer
- Devlyn Sewell- Alternate

Program Services: *Set meeting date and time: TBD*

- Devlyn Sewell – Co-Chair
- Samuel Houston- Co-Chair
- Renee Zeimer
- Lauren Babb

Outreach Subcommittee: *Set meeting date and time: TBD*

- Tricia Piquero- Chair
- Samuel Houston
- Armando Morales

Governance Subcommittee: *Set meeting date and time: TBD*

- *Vacant- Chair*
- Ajit Kaushal
- Renee Zeimer
- Devlyn Sewell
- Cloudell Douglas

Pending

- Monisha Merchant
- Noe Gudino

Community Services Block Grant														
Monthly Expenditures														
2020 Contract # 20F-3007														
Term: Jan 1, 2020 through May 31, 2021														
Line		sub								58%	YTD	YTD		
Item	Description	object	Budget	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Total	Balance	%	
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	1,190.86	11,348.53	7,615.47	60%	
	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	1,190.86	8,400.17	5,569.83	60%	
2	Fringe Benefits		13,844	700.99	1,271.82	1,053.00	960.90	1,063.68	698.13	564.34	6,312.86	7,531.14	46%	
3	Other Costs-Indirect Costs		69,261	-	8,001.36	10,371.46	11,798.23	11,405.06	24,870.00	-	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	26,730.80	1,755.20	84,107.50	17,961.50	82%	
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	23,516.00	125,965.36	109,380.64	54%	
	Subtotal Program		134,966	10,433.58	11,193.13	11,819.19	13,058.93	14,015.54	12,377.65	13,634.87	86,532.89	48,433.11	64%	
	Division Manager	CR	20,826	1,129.46	3,248.25	1,914.33	2,365.26	2,542.79	2,466.09	3,425.96	17,092.14	3,733.86	82%	
	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	6,749.34	43,962.39	29,871.61	60%	
	Senior Clerk	MT	40,306	3,264.11	3,444.16	3,664.14	4,452.95	3,834.63	3,358.80	3,459.57	25,478.36	14,827.64	63%	
	Student Interns		100,380	-	-	6,035.21	7,665.33	6,784.66	9,066.14	9,881.13	39,432.47	60,947.53	39%	
2	Fringe Benefits		111,574	8,289.32	8,453.56	9,849.19	10,938.51	10,972.49	10,376.63	11,005.11	69,884.81	41,689.19	63%	
	Program Fringe Benefits		98,525	8,289.32	8,453.56	9,198.58	10,112.21	10,241.10	9,397.07	9,995.27	65,687.11	32,837.89	67%	
	Student Interns Fringe Benefits		13,049	-	-	650.61	826.30	731.39	979.56	1,009.84	4,197.70	8,851.30	32%	
3	Operating Expenses		18,620	3,672.43	490.72	984.96	189.82	568.06	97.91	425.69	6,429.59	12,190.41	35%	
	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	425.69	1,362.03	(285.03)	126%	
	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	-	-	-	-	-	102,351.69	-	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, Inc.	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 Costa	2310	35,000	-	-	-	-	-	3,698.82	-	3,698.82	31,301.18	11%	
11	STAND! For Families Free of Violer	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	134,270.02	34,946.80	304,631.45	461,383.55	40%	
	Total Expenditures		868,084	24,328.20	31,810.08	41,876.26	46,304.19	46,717.40	161,000.82	36,702.00	388,738.95	479,345.05	45%	
Prepared: 8/21/2020														

2020 Virtual Site Monitoring Visit

Subcontractor	EOC Member (s)	Date/ Time	Zoom Meeting ID	Zoom Meeting Passcode
GRIP	Renee Zeimer, Noe Gudino	Sept. 16 th – 12 pm- 1 pm	953 5757 4518	870730
Monument Impact	Renee Zeimer, Cloudell Douglas	Sept. 18 th – 10 am- 11 am	966 4545 5365	834520
CC Clubhouses	Monisha Merchant	Sept. 18 th – 12 pm- 1 pm	975 0956 5568	816318
Hope Solutions- formerly CC Interfaith	Devlyn Sewell	Sept. 21 st – 10 am- 11 am	977 1413 7515	600218
Opportunity Junction	Ajit kaushal	Sept. 21 st – 2 pm- 3 pm	968 9033 1585	431001
Monument Crisis Center	Tricia Piquero, Lauren Babb	Sept. 22 nd – 9 am- 10 am	910 2577 6350	575025
CC Health Services	Tricia Piquero, Armando Morales	Sept. 22 nd – 1 pm- 2 pm	975 7932 9416	220765
CSB SI Program	Samuel Houston	Sept. 23 rd – 11 am- 12 pm	987 8889 5200	138602
St. Vincent de Paul	Renee Zeimer	Sept. 23 rd – 12:30 pm- 1:30 pm	995 5559 2876	215653
Lao Family Community	Renee Zeimer, Noe Gudino	Sept. 24 – 10 am- 11 am	920 5562 8038	547154
Bay Are Community Resources	Armando Morales	Sept. 24 th – 12 pm- 1 pm	983 0775 2619	815263
Shelter Inc.	Ajit Kaushal	Sept. 28 th – 12 pm- 1 pm	936 1750 8468	980364
Stand! For Families Free of Violence	Devlyn Sewell	Sept. 28 th – 2 pm- 3 pm	922 4802 4043	38867
Loaves and Fishes	Samuel Houston	Sept. 30 th – 11 am- 12 pm	923 7932 5778	704717