



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 10/8/2020 **Time Convened:** 6:10 pm **Time Terminated:** 7:30 pm **Recorder:** Nancy Sparks

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

Absentees: Armando Morales (unexcused), Lauren Babb (excused), Mele Tupou (excused), Katharine Mason (excused)

Staff: Christina Reich, Nancy Sparks

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:10 PM and read the desired outcomes. • Sparks called the roll for all EOC members in attendance.
Public Comment	<ul style="list-style-type: none"> • None Present
<p>Action: September 10, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the draft September 10th 2020 Business meeting minutes. <p>A motion to approve the September 10th 2020 Business meeting minutes with no changes was made by Merchant and seconded by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Gudino, Nelson, Merchant, Sewell, Douglas, Zeimer, Piquero, Kaushal Nays: Abstentions: Absent: Morales, Babb, Houston</p>
<p>Action: ➤ 20F-3007 Amendment #2</p>	<ul style="list-style-type: none"> • Reich updates the group that amendment #2 is for \$8,768 and not \$40,000 as originally brought forward to the board. Reich apologized for the misunderstanding and asks the board to reapprove the correct amount of \$8,768. <p>A motion to reapprove the \$8,768 for amendment #2 was made by Nelson and seconded by Piquero.</p>

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	<p>The motion passed with EOC members voting as followed: Ayes: Gudino, Nelson, Merchant, Sewell, Douglas, Zeimer, Piquero, Kaushal Nays: Abstentions: Absent: Morales, Houston, Babb</p>
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Reallocation of funds under operating expenses -20F-3007 -CARES Contract 	<p><u>20F-3007 Contract</u></p> <ul style="list-style-type: none"> • Reallocation of funds under Operating Expenses due to COVID-19. Much of what was allocated for traveling and education conferences are not going to be spent. • Zeimer informs the group that the fiscal subcommittee met last week and discussed how to better align those expenses with the current situation and the needs of the community and group. • Kaushal encourages the group to share their recommendation on where the reallocations of funds should be. • Reich directed the group to look over EOC statement provided in the packet. Reich reminded the group that in keeping with the statement made by the EOC, the group brainstormed and came up with the idea of a wish list for subcontractors along with Zoom training and an account that will assist clients with transportation. Also, redirect funds for public hearings that are coming up in the spring of 2021. • Reich reminds the group that these dollars are not tied to COVID and must be spent by February of 2021. • The group looked at the budget and line items: <ul style="list-style-type: none"> 1. Other Travel/Employee-state travel: \$1,260.00 2. Training & Registration: \$3,515.00 3. Edu Supplies & Courses: \$4,046.00 4. Out-of-State Travel: \$475.00 5. Amendment #2: \$8,768.00 <p>Total: \$18,064.00</p> <p>A motion to approve and move the line items stated above into Education Supplies and Courses in the 20F-3007 budget was made by Kaushal and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Kaushal, Douglas, Zeimer, Merchant, Gudino, Sewell, Piquero, Nelson Nays: Abstentions: Absent: Morales, Houston, Babb</p>

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	<ul style="list-style-type: none"> • Merchant mentioned that during her site visit, she heard price gouging was happening for some of the sanitizer supplies and masks. • List of supplies from the group: <ul style="list-style-type: none"> • -Socks • -Blankets • -Turkeys • -MRE • -Sanitizer Supplies/COVID related • -Gift cards • -Backpacks • -Basic food items • -Toiletries • Zeimer recommends that the Outreach subcommittee take the list and group them in the right budget.
<p>Update:</p> <ul style="list-style-type: none"> ➤ 2020 Site Virtual Monitoring Visit 	<ul style="list-style-type: none"> • Sparks informed the group that currently there were six (6) completed site monitoring reports that were submitted by the EOC members. • Nelson informed the group that staff member Tupou took notes of their visit. Staff would see what was left by Tupou before leaving on FMLA. • Zeimer asked the members who completed their site visits to share the experience with the group. • Piquero shared that her virtual visit with Monument Crisis Center was fantastic. She shared that MCC really dug into their mission statement and has made a 360 to ensure they are able to support the community. Even with the loss of their volunteers, they were still able to support their clients in additions to the influx of residents in the community who were most affected by COVID-19. • Contra Costa Health Services: Piquero shared that because of COVID, they could not keep too many individuals in the same room causing a decrease in the numbers of youth they served. Instead of 15 beds, they only had 5. They are continuing to transition youth into permanent housing. • Zeimer asked that we continue with this discussion once we receive more site reports by adding this agenda item to the November business agenda.
<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 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported she reviewed and made appointments to the subcommittees as follows: <ul style="list-style-type: none"> • <u>-Fiscal:</u> <ul style="list-style-type: none"> Ajit Kaushal-Chair Mandy Nelson-Alternate

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<ul style="list-style-type: none"> • EOC members 	<p>Devlyn Sewell-Alternate</p> <ul style="list-style-type: none"> • <u>-Program Services:</u> Sam Houston-Co-Chair Devlyn Sewell-Co-Chair Lauren Babb-member Renee Zeimer-member Noe Gudino-member • <u>Outreach:</u> Tricia Piquero-Chair Armando Morales-member Sam Houston-member Monisha Merchant-member • <u>Governance:</u> Vacant: Chair Cloudell Douglas-member Devlyn Sewell-member Ajit Kaushal-member Renee Zeimer-member <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal asked Zeimer to present the August expenditure report on his behalf since he is joining the meeting via telephone. • Zeimer informed the group that they have spent the last meeting on what next steps were going to take place in regards to program cost especially operating expenses so that it reflects what we are and are not doing. Zeimer mentioned that we do not need to go over the expenditure report since the group has already been discussing it. She mentioned that things look good, contracts are being executed, and demands are hitting the budget. • Kaushal agreed that everything looks good and no need to walk through the expenditure report when we have been discussing it throughout the meeting. • <u>CSB Staff report:</u>

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	<ul style="list-style-type: none"> Reich walked the members through the CSD Subcontractor List 163 form informing the members on what the subcontractors will be supporting with their CARES funding they were awarded by the EOC. Please see attachment A. <p>A motion to extend the meeting to 7:30 pm was made by Piquero and seconded by Nelson.</p> <p>The motion passed with EOC members voting as followed: Ayes: Zeimer, Merchant, Gudino, Sewell, Piquero, Nelson, Kaushal, Douglas Nays: Abstentions: Absent: Morales, Houston, Babb</p> <p><u>EOC MEMBERS</u></p> <ul style="list-style-type: none"> Sewell thanked staff for powering through with the CARES contract and wanted to make sure it didn't go unnoticed. Sewell worked with STAND! and HOPE, formerly, Contra Costa Interfaith Housing, for the site monitoring visit and shared that she was emotional during their mission statement and during her interaction with clients. Reich thanked Zeimer on behalf of the Contra Costa Head Start program for doing a wonderful training on voting and doing it safely.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> Staff will coordinate Outreach subcommittee meeting to discuss the list of supplies under Educational supplies and Courses. Staff will paginate pages within meeting packet. Staff will be sending out the Community Services and Development (CSD) 163 form to the group. Members interested in joining a subcommittee, please contact staff.
Evaluate the Meeting	<ul style="list-style-type: none"> Thumbs up