

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: 3/4/2021 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

Online:

- Visit <https://zoom.us/j/91254708922?pwd=UkdYUnVoUIVGVnMrcUN2WUNyNmFudz09>
- Click Join meeting and enter the following ID #: **912 5470 8922**
- You will be prompted to enter *your name* and the following password: **993885**
- Wait for host to join

Call in:

- Dial 1.669.900.9128 (US San Jose)
- Enter Passcode: 993885

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 February 4 th 2021 Executive Committee meeting minutes.
Review and approve the draft February 11 th 2021 EOC Business meeting minute so that staff can share them with the entire EOC.
Review and approve the draft March 11 th , 2021 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 February 4, 2021 Executive Committee Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
Action: ➤ Review and approve the draft February 11, 2021 Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	10 Minutes
Action: ➤ Review and approve the draft March 11, 2021 EOC Business meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	30 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/-	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: 812185
- Once the access code is entered you will join the meeting



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



Location: Zoom Meeting

Date: 2/4/2021

Time Convened: 12:06 PM

Time Terminated: 12:55 PM

Recorder: Mele Tupou & Nancy Sparks

Attendees: Renee Zeimer, Devlyn Sewell, Tricia Piquero, Christina Reich, Mele Tupou

Absentees: Nancy Sparks (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 12:06pm. • Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none"> • None present
Review and approve the draft January 7, 2021 Executive Committee meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft January 7, 2021 Executive Committee meeting minutes with no changes. <p>A motion to approve the draft January 7, 2021 Executive Committee meeting minutes with no changes was made by Piquero and seconded by Sewell.</p> <p>The motion carried. Aye: Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft January 14th 2021 business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft January 14th 2021 EOC Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ Change “<i>followed</i>” to “<i>follows</i>” after each action item throughout the entire minutes. <p>A motion to approve the draft January 14th 2021 EOC Business meeting minutes with the changes stated above was made by Sewell and seconded by Piquero.</p> <p>The motion carried. Aye: Sewell, Piquero, Zeimer Nay: Abstain: Absent:</p>

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Review and approve the draft February 11th 2021 Business meeting agenda

- Reich updated the group that the Program Services subcommittee has not yet met to review proposals because Contracts and Grants unit is understaff at the moment. Reich shared that Contracts and Grants sent staff a packet of Request for Information (RFI) proposals with only six (6) submissions. Staff contacted Contracts and Grants unit asking them to review all submissions, as there should have been more.
- Staff did some research and found there should have been more submissions. The Contracts and Grants unit then sent staff a packet with nine (9) submissions total.
- Reich stated that one of the proposals we did not receive was STAND! For Families Free of Violence. They missed the deadline and was not able to submit a proposal for the 2021-2022 grant year.
- Reich explained Vickie Kaplan-Wetzel, who previously was with Community Services Bureau, has gone back to work with the Contracts and Grants unit and asked for permission to work on these proposals.
- Reich explained she had to do an exhaustive timeline due to County Counsel stating they will not execute a retroactive contract. Reich explained she sent this timeline over to County Counsel to show them that even if the contracts came back to them in December and the Request for Information (RFI) was in November, Contracts and Grants would not have executed contracts on time by the March deadline. Reich stated that Kathy Gallagher is helping to get these contracts executed and is taking action. Reich stated she would share the timeline with the group.
- Reich reported there is a new online tracking system for contracts so staff can track where each contract is in the process.
- Reich stated that Sparks has been very transparent and blunt with the subcontractors that we are experiencing challenges due to the new process that was put in place right before the Request for Information session.
- Reich explained although STAND! For Families Free of Violence did miss the deadline for the 2021-2022 CSBG funds, we are still working with them through May 2022 for the Coronavirus Aid, Relief, and Economic Security Act (CAREs) dollars they were awarded. The group praised STAND! For Families Free of Violence for their amazing work. Reich stated she would personally call STAND! For Families Free of Violence to inform them of the next RFI session for 2022-2023, which will be held earlier this year.
- Reich also reported the great thing about the most recent RFI is that we can award subcontractors up to \$200,000 in the same contract as the funds become available.
- Reich explained when the Program Services subcommittee meet they can also look at the current CARE dollars and possibly discuss if they would like to add these funds into the contract.
- Zeimer stated she would like the board to discuss how the Public Hearing would look like this year. Reich explained we could have the Public Hearing discussion as its own agenda item and we can figure out what materials will be needed.
- The executive committee reviewed the draft February 11, 2021 EOC Business meeting agenda with the following changes:
 - Add “Introductions” to Desired Outcomes
 - New Agenda Item #4- Fiscal Actuals- 5 minutes
 - New Agenda Item #5- Update- 2021-2022 CSBG awarded subcontractors- 10 minutes
 - New Agenda Item #6- Discussion- Roundtable Event- 10 minutes
 - New Agenda Item #7- Discussion- Public Hearing- 25 minutes
 - New Agenda Item #8- Update- Brown Act- 10 minutes

TOPIC	RECOMMENDATION / SUMMARY	
	<p>A motion to approve the draft February 11th 2021 EOC Business meeting agenda with the changes stated above was made by Sewell and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will send out EOC business meeting packet 96 hours prior to the meeting date. • Reich will send the Executive team the contract timeline she sent to County Counsel for their review. • Reich will follow-up with Glover for representation on the EOC board. • Reich will follow-up on appointment with the Internal Operations Commission. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Thumbs up! • Great meeting! 	<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 Minutes
Location: Zoom Call



Date: 2/11/2021 **Time Convened:** 6:06 pm **Time Terminated:** 7:32 pm **Recorder:** Nancy Sparks

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Lauren Babb (Arrived at 6:10pm), Cloudell Douglas, Ajit Kaushal, Sam Houston, Brendan Foley, Tricia Piquero

Absentees: Armando Morales (Unexcused), Noe Gudino (Excused), Mandy Nelson (Excused), Desire Medlen (Excused)

Staff: Christina Reich, Nancy Sparks, Mele Tupou (Excused)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:06 PM. Zeimer read the desired outcomes. • Sparks called the roll for EOC members in attendance. • Zeimer welcomed new members to the meeting.
Public Comment	<ul style="list-style-type: none"> • None Present
<p>Action:</p> <ul style="list-style-type: none"> ➤ January 14th 2021 EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft January 14th 2021 Business meeting minutes. <p>A motion to approve the January 14th 2021 Business meeting minutes with changes no changes was made by Merchant and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Babb, Merchant, Douglas, Zeimer, Kaushal, Sewell, Foley, Piquero Nays: Abstentions: Absent: Morales, Medlen, Gudino, Nelson</p>

TOPIC	RECOMMENDATION / SUMMARY
Report: ➤ Fiscal Actuals-December	<ul style="list-style-type: none"> • Kaushal reported out on the December expenditure report. • Administrative Cost: \$804.05, year-to-date: \$16,918.36 • Fringe Benefits: \$1,381.23, year-to-date: \$10,425.29 • Other Cost: Nothing for December, year-to-date balance: \$2,814.89 • Total Administrative Cost: \$2,185.28, year-to-date: \$93,789.76 • Program Cost Salaries and Wages: \$10,251.99, year-to-date: \$211,289.25 • Subtotal for Program: \$2,874.25, year-to-date:\$134,966.00 • Fringe Benefits: \$753.97, year-to-date: \$106,490.45 • Operating Expenses: \$64.99, year-to-date: \$6,766.94 • Out-of-State: no cost, year-to-date: \$950.00 • Subcontractor services: \$20,301.10, year-to-date: \$153,490.20 • Total Program Cost: \$31,372.05, year-to-date: \$478,986.84 • Kaushal reminded the board that Administrative cost run from January 1st – December 31st and Subcontractor services runs from March 1st – February 28th.
Update: ➤ 2021-2022 CSBG Awarded subcontractors	<ul style="list-style-type: none"> • Sparks shared that CSB staff, Tupou, had emailed and sent out proposal packets to the board which contained scoring sheet, scoring training guide, and conflict of interest forms for the members to fill out. • Sparks proposed meeting February 23rd or February 25th for the program services subcommittee to determine awarding. • Piquero recommended moving the program services subcommittee meeting to a later date to give members more time to score proposals. • Group proposed meeting on March 2nd for program services and having March 1st as a deadline to submit scoring sheets to staff. • Babb requested for staff to send out deadlines to the board as a reminder.
Discussion: ➤ Roundtable 2021	<ul style="list-style-type: none"> • Agenda item pushed to the Outreach subcommittee.
Discussion: ➤ Public Hearings:	<ul style="list-style-type: none"> • Agenda item pushed to the Outreach subcommittee.
Update: ➤ Brown Act Social Media:	<ul style="list-style-type: none"> • Sparks shared that County Counsel has sent out a memo on the recent changes to open meeting laws effective January 1st 2021-<i>Attachment A-Summary of Recent Board Members' Use of Social Media.</i>
Reports: <ul style="list-style-type: none"> • <u>EOC Chair</u> 	<u>EOC Chair:</u> <ul style="list-style-type: none"> • Zeimer attended a Food Bank of Contra Costa/Solano County legislative virtual lunch. Amazing work completed by our subcontractor to pivot to meet the unprecedented demands. • Zeimer is joining the Contra Costa County Covid emergency effort to work on doing case support and contact tracing. Lots of work to be done to support the community.

Office of the County Counsel

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Contra Costa County

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Date: December 8, 2020

To: County Boards, Commissions and Committees, and their
Administrative Officers and Secretaries

From: Sharon L. Anderson, County Counsel

By: Mary Ann McNett Mason, Chief Assistant County Counsel

M. A. M.

Subject: Summary of Recent Changes to Open Meeting Laws

This memorandum summarizes significant changes to the state open meeting law, the Ralph M. Brown Act,¹ ("the Brown Act") and discusses revised procedures for implementation of that law that will apply in 2021.

A. New Rules for Board Members' Use of Social Media

Since its inception, to ensure transparency for the public the Brown Act has limited how board members may communicate with one another outside of lawfully noticed public meetings. The Brown Act prohibits a majority of the board² members from using a series of outside communications of any kind, whether directly or indirectly or through intermediaries, to discuss, deliberate, or take action on any matter that is within the board's jurisdiction.³ Such a series of outside communications by a board majority is commonly known as an unlawful "serial meeting." This prohibition has now been revised to acknowledge and address the pervasive use of social media by officials and the public.

1. Individual Board Member's Use of Social Media Permitted.

Effective January 1, 2021, the Brown Act expressly affirms that a board member may use social media to communicate their positions to constituents and the public without causing a serial meeting of the board. The amended law clarifies that most of a board member's communications with the public on social media are permissible. A board member may engage in separate conversations or communications about agency business on any internet-based social media platform that is open and accessible to the public, for the following purposes:

1) To answer questions

¹ Gov. Code, §§ 54950 et. seq.

² "Board" refers to all types of legislative bodies, including commissions, committees, and municipal advisory councils.

³ Gov. Code, § 54952.2 (b) (1).

- 2) To provide information to the public
- 3) To solicit information from the public regarding a matter in the board's jurisdiction.⁴

These permitted social media communications may include use of digital icons (emoji).

2. Response or Reaction by Second Board Member Prohibited.

Effective January 1, 2021, the Brown Act will expressly prohibit board members from replying or reacting to anything another member of the board posts or shares on social media regarding agency business.⁵ This means that a board member may not post any sort of reply to the first board member's post about agency business, even if the reply is just a "smiley face" emoji. Similarly, a board member may not "like" or "dislike" or otherwise react to the first board member's post. This rule prohibits a second board member from responding or reacting, even when a board majority is not involved in the social media communication.

The new rules apply to all internet-based social media platforms that are open and accessible to the public.⁶ For example, they apply to Facebook, Instagram, and Twitter, to comment sections on blogs and news articles, and to chatrooms. It is recommended that board members begin following these rules immediately, rather than waiting until January 1.

B. Threats of Litigation Must Be Included in Agenda Packet

A recent case from the First Appellate District, *Fowler v. City of Lafayette*, (2020) 46 Cal.App.5th 360 held that public agencies must make a written record of a verbal threat of litigation and if that threat is to be discussed in a closed session, the agency must include that record in the agenda packet for the meeting at which the closed session will occur.⁷ If the threat of litigation was made in writing, the letter or other communication containing the threat also must be included in the agenda packet for the meeting at which a closed session to discuss the threat will occur. The court reasoned that the Brown Act requires inclusion of threats of litigation in the agenda packet to ensure transparency by making the threat easily available for public inspection.

Should your board, office or department receive a threat of litigation please advise the County Counsel's Office immediately. This office will help you to ensure that proper steps are taken to record and report the threat of litigation.

⁴ Ch. 89, Stats., 2020, adding Gov. Code, § 54952.2 (b) (3).

⁵ Id.

⁶ Id. at § 54952.2 (b) (3) (B) (ii-iii.)

⁷ *Fowler*, 46 Cal.App.5th 360 at 369-370.

C. A Return to Live Meetings

One of many actions the Governor took to address the pandemic was issuance of Executive Order 29-20. This order expressly waived all Brown Act requirements for the physical presence of board members, the clerk, or the public as a condition of participation in, or to establish a quorum for a public meeting. The order permits boards to hold public meetings entirely via teleconference or electronically, e.g. by Zoom, and to take public comment through these means. The order provides that it applies only during the period in which state or local officials have imposed or recommended social distancing measures. Currently, Executive Order 29-20 remains effective. We will notify you when the order is rescinded and boards must again hold live meetings and permit live public comment. We cannot predict when this will occur but believe that it is likely to be at some point in 2021.

MAM/am

cc: Members, Board of Supervisors
County Administrator
Department Heads and Fire Chiefs
Clerk of the Board
County Public Information Officer
Chiefs of Staff
Executive Director, Housing Authority
Executive Director, LAFCO

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

Date: 3/11/2021 **Time: From:** 6:00 PM **To** 7:30 PM

Location: Video Conference Meeting

ZOOM call: • Visit
<https://zoom.us/j/95641439656?pwd=NFF2MU1DaXdMUDhrZ2toZWZGcDNIUT09>

- Click Join meeting and enter the following ID #: **956 4143 9656**
- You will be prompted to enter *your name* and the following password: **106054**
- Wait for host to join

Call-in: • Dial 1.669.900.9128(US San Jose)
• Enter Passcode: 106054

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 Nancy Sparks at least 24 hours before the meeting at nsparks@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/ introductions 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 February 11, 2021 EOC Business Meeting minutes for official record.
Review and Approve the 2021-2022 CSBG awarded subcontractors recommended by the Program Services Subcommittee so that staff can move forward accordingly.
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/ Introductions	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ February 11, 2021 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: ➤ 2021-2022 CSBG awarded subcontractors	Present Draft Clarify Check for Understanding	CSB Staff	30 Minutes
5.			
6.			
7. Reports: • EOC Chair • Fiscal • CSB Staff • EOC members	Present Draft Clarify Check for Understanding	Group	5 Minutes 5 Minutes 5 Minutes 5 Minutes
8. Next steps	Present Clarify Check for Understanding	Group	3 Minutes
9. Evaluate the Meeting	Plus/Delta	Group	2 Minutes