

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 Fiscal Subcommittee Meeting

Date: 3/4/2021 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

Online:	<ul style="list-style-type: none"> • Visit https://zoom.us/j/99465972066?pwd=ZFNwVXFDQTVUczZSR2kvUDQ1TmFsdz09 • Click Join meeting and enter the following ID #: 994 6597 2066 • You will be prompted to enter <i>your name</i> and the following password: 578476 • Wait for host to join
Call in:	<ul style="list-style-type: none"> • Dial 1.669.900.9128 (San Jose) • Enter Conference code: 934616

Meeting Leader: Ajit Kaushal, Chair

Purpose: Review Reports and CSBG Budgets

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 nsparks@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.
Discuss unfinished business so that members are aware and fully informed.
Presentation of the 2020 and 2021 CSBG Monthly Expenditure Report for January so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Presentation of the CARES funding expenditure report so that the EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business meeting.

Discuss the Quarterly Weatherization report for period July 2020- September 2020 so that members are informed.
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
➤ Unfinished business -Contract balances/ Amendments	Present Clarify	Group	10 Minutes
Update: ➤ 2020 and 2021 CSBG January Expenditure report	Present Clarify	CSB Staff	10 Minutes
Update: ➤ CARES Funding Expenditure report	Present Clarify	CSB Staff	10 Minutes
Update: ➤ Quarterly Weatherization report	Present Clarify	CSB Staff	20 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/\u0394	Group	2 Minutes

Community Services Block Grant
Monthly Expenditures
2020 Contract # 20F-3007
Term: Jan 1, 2020 through May 31, 2021

Line Item	Description	sub object	Original BDG	BDG Amend #1 Inc./Dec.	BDG Amend #2 Inc./Dec.	Total BDG	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	76% Jan-20	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:														
1	Salaries and Wages	1011	18,964	-	-	18,964	5,394.62	4,763.05	3,795.92	2,964.77	-	16,918.36	2,045.64	89%
	Community Services Director	KM	4,994			4,994	1,687.15	1,261.21	-	-		2,948.36	2,045.64	59%
	Accountant III	AW	13,970			13,970	3,707.47	3,501.84	3,795.92	2,964.77		13,970.00	-	100%
2	Fringe Benefits		13,844	-	-	13,844	3,025.81	2,722.71	1,901.90	2,774.87	-	10,425.29	3,418.71	75%
3	Other Costs-Indirect Costs		69,261	-	-	69,261	18,372.82	48,073.29	-	-	2,814.89	69,261.00	-	100%
	Indirect Costs	5022	69,261			69,261	18,372.82	48,073.29	-	-	2,814.89	69,261.00	-	100%
	Total Administrative Costs		102,069	-	-	102,069	26,793.25	55,559.05	5,697.82	5,739.64	2,814.89	96,604.65	5,464.35	95%
PROGRAM COSTS:														
1	Salaries and Wages	1011	226,421	8,925	-	235,346	39,481.11	62,968.25	65,508.21	43,331.68	6,400.12	217,689.37	17,656.63	92%
	Subtotal Program		126,041	8,925	-	134,966	33,445.90	39,452.12	40,323.56	21,744.42	-	134,966.00	-	100%
	Division Manager	CR	11,901	8,925		20,826	6,292.04	7,374.14	7,159.82	-		20,826.00	-	100%
	Administrative Services Asst II	NS	73,834			73,834	16,781.45	20,431.60	20,248.02	16,372.93		73,834.00	-	100%
	Senior Clerk	MT	40,306			40,306	10,372.41	11,646.38	12,915.72	5,371.49		40,306.00	-	100%
	Student Interns		100,380	-	-	100,380	6,035.21	23,516.13	25,184.65	21,587.26	6,400.12	82,723.37	17,656.63	82%
2	Fringe Benefits		105,059	6,515	-	111,574	26,592.07	32,287.63	32,783.41	14,827.34	654.06	107,144.51	4,429.49	96%
	Program Fringe Benefits		92,010	6,515		98,525	25,941.46	29,750.38	30,211.97	12,621.19		98,525.00	-	100%
	Student Interns Fringe Benefits		13,049			13,049	650.61	2,537.25	2,571.44	2,206.15	654.06	8,619.51	4,429.49	66%
3	Operating Expenses		13,829	4,791	8,293	26,913	5,148.11	855.79	476.71	286.33	65.48	6,832.42	20,080.58	25%
	Office Supplies	2100	2,064	732		2,796	794.02	(24.58)	-	-		769.44	2,026.56	28%
	Communications	2110	1,077		1,000	2,077	159.42	776.92	447.71	90.55	23.49	1,498.09	578.91	72%
	Tel Exchange Service	2111	541			541	155.54	103.45	29.00	195.78	41.99	525.76	15.24	97%
	Membership Dues	2000	3,672			3,672	3,672.43	-	-	-		3,672.43	(0.43)	100%
	Educ Supplies & Courses	2477	500	3,546	12,581	16,627	-	-	-	-		-	16,627.00	0%
	Other Costs	2479	800	400		1,200	366.70	-	-	-		366.70	833.30	31%
4	Out-of-State Travel		3,200	(2,725)	475	950	-	-	950.00	-	-	950.00	-	100%
5	Subcontractor Services		400,000	-	-	400,000	-	102,351.69	-	51,138.51	43,439.59	196,929.79	203,070.21	49%
1	Bay Area Community Resources	2310	21,130			21,130	-	37.00	-	3,893.00		3,930.00	17,200.00	19%
2	The Contra Costa Clubhouses, Inc	2310	34,002			34,002	-	7,840.00	-	-	10,980.00	18,820.00	15,182.00	55%
3	CC Health Svcs Homeless Prog	2310	33,000			33,000	-	11,000.00	-	-		11,000.00	22,000.00	33%
4	Greater Richmond Interfaith Prog	2310	25,000			25,000	-	6,376.88	-	-		6,376.88	18,623.12	26%
5	Lao Family Community Dev	2310	25,000			25,000	-	-	-	-		-	25,000.00	0%
6	Loaves & Fishes of CCC	2310	33,507			33,507	-	11,168.92	-	13,961.15	2,792.23	27,922.30	5,584.70	83%
7	Monument Crisis Center	2310	30,000			30,000	-	12,000.00	-	5,000.00	12,273.00	29,273.00	727.00	98%
8	Opportunity Junction, Inc	2310	39,077			39,077	-	13,025.68	-	16,282.10	3,256.42	32,564.20	6,512.80	83%
9	Shelter Inc. of Contra Costa	2310	39,077			39,077	-	14,998.36	-	-		14,998.36	24,078.64	38%
10	St. Vincent de Paul of Contra Cos	2310	35,000			35,000	-	3,698.82	-	-	11,171.85	14,870.67	20,129.33	42%
11	STAND! For Families Free of Viol	2310	39,077			39,077	-	8,928.18	-	8,412.08		17,340.26	21,736.74	44%
12	Contra Costa Interfaith Housing	2310	25,000			25,000	-	7,309.87	-	3,590.18	2,966.09	13,866.14	11,133.86	55%
13	Monument Impact	2310	21,130			21,130	-	5,967.98	-	-		5,967.98	15,162.02	28%
	Total Program Costs		748,509	17,506	8,768	774,783	71,221.29	198,463.36	99,718.33	109,583.86	50,559.25	529,546.09	245,236.91	68%
	Total Expenditures		850,578	17,506	8,768	876,852	98,014.54	254,022.41	105,416.15	115,323.50	53,374.14	626,150.74	250,701.26	71%

Prepared: February 18, 2021

Footnotes:

- ① Per CSD, the \$950 will remain budgeted in "Out-of-State travel" because CSB already reported \$475.00 for Sept. Out of State Travel.
- ② As instructed by CSD, CSB Fiscal will account for the change in our GL notes that only 2 people attended the Conference and the meeting was held virtually due to COVID- (this way no eyebrows are raised for out of state expenses)

Community Services Block Grant
Monthly Expenditures
2021 Contract # 21F-4007
Term: Jan 1, 2021 through May 31, 2022

Line Item	Description	sub object	Original Budget	Budget Amend #1 Increase/Decrease	Total Budget	6% Jan 2021	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:									
1	Salaries and W ages	1011	19,561	-	19,561	-	-	19,561.00	0%
	Community Services Director	KM	5,925		5,925		-	5,925.00	0%
	Accountant III	AW	13,636		13,636		-	13,636.00	0%
2	Fringe Benefits		14,279	-	14,279	-	-	14,279.00	0%
3	Other Costs-Indirect Costs		70,500	-	70,500	-	-	70,500.00	0%
	Indirect Costs	5022	70,500		70,500		-	70,500.00	0%
	Total Administrative Costs		104,340	-	104,340	-	-	104,340.00	0%
PROGRAM COSTS:									
1	Salaries and W ages	1011	233,217	7,994	241,211	11,592.73	11,592.73	229,618.27	5%
	Subtotal Program		129,694	-	129,694	11,592.73	11,592.73	118,101.27	9%
	Division Manager	CR	11,590		11,590		-	11,590.00	0%
	Comprehensive Services Manag	NS	74,513		74,513	6,749.34	6,749.34	67,763.66	9%
	Senior Clerk	MT	43,591		43,591	4,843.39	4,843.39	38,747.61	11%
	Student Interns		103,523	7,994	111,517	-	-	111,517.00	0%
2	Fringe Benefits		108,134	1,039	109,173	9,385.99	9,385.99	99,787.01	9%
	Program Fringe Benefits		94,676		94,676	9,385.99	9,385.99	85,290.01	10%
	Student Interns Fringe Benefits		13,458	1,039	14,497		-	14,497.00	0%
3	Operating Expenses		22,112	-	22,112	-	-	22,112.00	0%
	Office Supplies	2100	2,870		2,870		-	2,870.00	0%
	Communications	2110	2,077		2,077		-	2,077.00	0%
	Tel Exchange Service	2111	5,000		5,000		-	5,000.00	0%
	Membership Dues	2000	5,533		5,533		-	5,533.00	0%
	Educ Supplies & Courses	2477	4,337		4,337		-	4,337.00	0%
	Other Costs	2479	2,295		2,295		-	2,295.00	0%
4	Out-of-State Travel		-		-	-	-	-	0%
5	Subcontractor Services		409,049	(9,033)	400,016	-	-	400,016.00	0%
1	Unknown at this time	2310	31,465	(694)	30,771		-	30,771.00	0%
2	Unknown at this time	2310	31,465	(694)	30,771		-	30,771.00	0%
3	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
4	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
5	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
6	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
7	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
8	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
9	Unknown at this time	2310	31,465	(695)	30,770		-	30,770.00	0%
10	Unknown at this time	2310	31,466	(695)	30,771		-	30,771.00	0%
11	Unknown at this time	2310	31,466	(695)	30,771		-	30,771.00	0%
12	Unknown at this time	2310	31,466	(695)	30,771		-	30,771.00	0%
13	Unknown at this time	2310	31,466	(695)	30,771		-	30,771.00	0%
	Total Program Costs		772,512	-	772,512	20,978.72	20,978.72	751,533.28	3%
	Total Expenditures		876,852	-	876,852	20,978.72	20,978.72	855,873.28	2%

Prepared: February 25, 2021

Footnotes:

1. On January 7th, 2021 the EOC Fiscal Subcommittee motioned to increase the Student Intern's salary and benefits by \$9,033 from what was originally proposed and agreed to during the Business Meeting.

This was agreed on the contingency that 100% of Discretionary funding would go to Subcontractor Services.

**Community Services Block Grant
Monthly Expenditures
2020 CARES Contract # 20F-3646
Term: MAR 27, 2020 - MAY 31, 2022**

											40%		
Line Item	Description	sub object	CAA CARES Budget	CAA DISC CARES BUDGET	TOTAL CARES BUDGET	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	YTD Total	YTD Balance	%
<u>ADMINISTRATIVE COSTS:</u>													
1	Salaries and Wages	1011	30,877	-	30,877.00	-	-	-	914.78	1,075.87	1,991	28,886	6%
	Community Services Director	KM	10,492		10,492						-	10,492	0%
	Accountant III	AW/AV	20,385		20,385				914.78	1,075.87	1,991	18,394	10%
2	Fringe Benefits		22,539.00	-	22,539.00	-	-	-	-	932.60	933	21,606	4%
Total Administrative Costs			53,416	-	53,416	-	-	-	914.78	2,008.47	2,923	50,493	5%
<u>PROGRAM COSTS:</u>													
1	Salaries and Wages	1011	54,733.00	-	54,733.00	3,266.61	3,330.37	1,578.21	2,341.07	2,805.71	13,322	41,411	24%
	Division Manager	CR	54,733		54,733	3,266.61	3,330.37	1,578.21	2,341.07	2,805.71	13,322	41,411	24%
2	Fringe Benefits		39,954	-	39,954	1,826.51	1,868.41	885.38	1,341.28	1,607.46	7,529	32,425	19%
	Program Fringe Benefits		39,954		39,954	1,826.51	1,868.41	885.38	1,341.28	1,607.46	7,529	32,425	19%
3	Operating Expenses		73,092	-	73,092	-	-	-	-	-	-	73,092	0%
	Office Supplies	2100	2,000		2,000						-	2,000	0%
	Communications	2110	2,338		2,338						-	2,338	0%
	Telephone	2111	1,342		1,342						-	1,342	0%
	Auto Mileage Employees	2301	1,112		1,112						-	1,112	0%
	Other Costs (Outreach)	2479	66,300		66,300						-	66,300	0%
4	Subcontractor Services	2310	967,986	40,370	1,008,356	-	-	-	-	-	-	1,008,356	0%
1	Bay Area Community Resources		70,869	2,884	73,753						-	73,753	0%
2	Bay Area Legal Aid		99,999	2,884	102,883						-	102,883	0%
3	Contra Costa County Health Services Dept.		66,999	2,884	69,883						-	69,883	0%
4	Contra Costa Interfaith Housing		74,999	2,884	77,883						-	77,883	0%
5	Greater Richmond Interfaith Program		74,999	2,884	77,883						-	77,883	0%
6	Lao Family Community Development		74,999	2,884	77,883						-	77,883	0%
7	Loaves and Fishes of Contra Costa		66,492	2,884	69,376						-	69,376	0%
8	Monument Crisis Center		61,999	2,884	64,883						-	64,883	0%
9	Monument Impact		78,869	2,884	81,753						-	81,753	0%
10	Opportunity Junction, Inc		60,922	2,884	63,806						-	63,806	0%
11	Shelter Inc of Contra Costa		60,922	2,884	63,806						-	63,806	0%
12	St Vincent de Paul of Contra Costa County		64,999	2,884	67,883						-	67,883	0%
13	STAND! For Families Free of Violence		52,922	2,884	55,806						-	55,806	0%
14	The Conta Costa Clubhouses, Inc.		57,997	2,884	60,881						-	60,881	0%
Total Program Costs			1,135,765	40,370	1,176,135	5,093.12	5,198.78	2,463.59	3,682.35	4,413.17	20,851	1,155,284	2%
Total Expenditures			1,189,181	40,370	1,229,551	5,093.12	5,198.78	2,463.59	4,597.13	6,421.64	23,774.26	1,205,777	2%

Prepared: February 18, 2021

**Economic Opportunity Council (EOC) Report
Weatherization and ECIP Programs
Year-to-Date Expenditures and Clients Served
Period: July 1, 2020 through September 30, 2020**

1. 2020 LIHEAP WX

Contract # 20B-2005
Term: Oct. 1, 2019 - June 30, 2021
Amount: WX \$1,059,676

DESCRIPTION	BUDGET	YTD EXP	BAL	% USED
Intake	\$ 84,774	\$ 32,320	\$ 52,454	38%
Outreach	52,984	16,142	36,842	30%
Training & Technical Assistance	52,984	52,983	1	100%
WX Program Activities and Program Costs	868,934	773,281	95,653	89%
TOTAL COSTS	\$ 1,059,676	\$ 874,726	\$ 184,950	83%

	PRIOR PERIOD	CLIENTS SERVED			
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Homes Weatherized	51	7	4	-	62

2. 2020 LIHEAP ECIP/EHA 16

Contract # 20B-2005
Term: Oct. 1, 2019 - June 30, 2021
Amount: EHA \$ 938,862
Non-Consideration (PG&E Assistance) \$2,045.905

DESCRIPTION	BUDGET	YTD EXP	BAL	% USED
Assurance 16 Activities	\$ 213,693	\$ 185,050	\$ 28,643	87%
Administrative Costs	213,693	141,671	72,022	66%
Intake	204,590	143,382	61,208	70%
Outreach	127,869	115,963	11,906	91%
Training & Technical Assistance	51,148	32,500	18,648	64%
Program Services and Program Costs	127,869	8,740	119,129	7%
Subtotal	\$ 938,862	\$ 627,307	\$ 311,555	67%

DESCRIPTION	BUDGET	YTD EXP	BAL	% USED
PG&E Assistance	\$ 2,045,905	\$ 1,680,410	\$ 365,495	82%

	PRIOR PERIOD	CLIENTS SERVED			
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Clients Assisted	1,979	368	188	117	2,652