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| Logo2 | **Economic Opportunity Council (EOC) Executive Committee Meeting Minutes**Location: Zoom Meeting | NewCCSealColor |
| **Date: 2/4/2021** | **Time Convened**: 12:06 PM | **Time Terminated:** 12:55 PM | **Recorder**: Mele Tupou & Nancy Sparks |
|  **Attendees:** **Absentees:** | Renee Zeimer, Devlyn Sewell, Tricia Piquero, Christina Reich, Mele TupouNancy Sparks (excused) |

| **TOPIC** | **RECOMMENDATION / SUMMARY** |
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| Review Desired Outcomes and Ground Rules | * Zeimer called the meeting to order at 12:06pm.
* Zeimer reviewed the desired outcomes and ground rules.
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| Public Comment | * None present
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| Review and approve the draft January 7, 2021 Executive Committee meeting minutes  | * The executive committee reviewed the draft January 7, 2021 Executive Committee meeting minutes with no changes.

**A motion to approve the draft January 7, 2021 Executive Committee meeting minutes with no changes was made by Piquero and seconded by Sewell.** **The motion carried.**  **Aye: Piquero, Sewell, Zeimer** **Nay:**  **Abstain:**  **Absent:**  |
| Review and approve the draft January 14th 2021 business Meeting minutes  | * The executive committee reviewed the draft January 14th 2021 EOC Business meeting minutes with the following changes:
* Change “*followed*” to “*follows*” after each action item throughout the entire minutes.

**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.** **The motion carried.**  **Aye: Sewell, Piquero, Zeimer** **Nay:**  **Abstain:**  **Absent:**  |
| 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

**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.****The motion carried.**  **Aye: Piquero, Sewell, Zeimer** **Nay:**  **Abstain:**  **Absent:**  |
| Next Steps | * 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.
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| Meeting Evaluation | **Pluses / +*** Thumbs up!
* Great meeting!
 | **Deltas / ∆*** None
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