



Economic Opportunity Council (EOC) Business Meeting Minutes
Location: Zoom Call



Date: 3/11/2021 **Time Convened:** 6:11 pm **Time Terminated:** 7:30 pm **Recorder:** Mele Tupou/Nancy Sparks

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Sam Houston (arrived at 6:10 pm), Brendan Foley, Tricia Piquero, Noe Gudino (arrived at 6:08 pm), Desire Medlen, Mandy Nelson (arrived at 6:10 pm)

Absentees: Armando Morales (Unexcused), Lauren Babb (Excused), Cloudell Douglas (Excused)

Staff: Christina Reich, Nancy Sparks, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules	<ul style="list-style-type: none"> Zeimer called the meeting to order at 6:11 PM. Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None Present
<p>Action:</p> <ul style="list-style-type: none"> February 14th 2021 EOC Business Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft February 14th 2021 Business meeting minutes. <p>A motion to approve the February 14th 2021 Business meeting minutes with no changes was made by Kaushal and seconded by Piquero.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Merchant, Piquero, Kaushal, Zeimer, Nelson Nays: Abstentions: Absent: Morales, Babb, Douglas</p>

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<p>Action:</p> <ul style="list-style-type: none"> ➤ CSBG CAREs Budget Revision 	<ul style="list-style-type: none"> • Reich reported that she is bringing forth a revision of The Community Services Block Grant Coronavirus Aid, Relief, and Economic Security (CSBG CAREs) Act budget. Reich stated last week the Board of Supervisors (BOS) asked Departments to review their unencumbered dollars in the CAREs budget and allocate them to the Water Debt Relief program. \$10,000 was reserved for Outreach for Public Hearings and the remaining \$67,667 was then directed to water debt relief. These funds were split evenly between three subcontractors, Lao Family Community Development, St. Vincent de Paul and Monument Crisis Center. • Reich explained subcontractors were awarded up to \$99,999 through this budget in August. The CAREs contract was \$1.189 million and \$996,988 of that was solely awarded to the subcontractors. With that being said, there was an amendment to the CAREs contract for \$27,297 that was then added to the \$40,370 for the water debt relief in the total amount of \$67,667. • Reich proposed for the EOC board to approve the proposed budget presented for Water Debt Relief. • Houston asked if this aide was for water and utility. Reich explained, utility is not included in this as it goes through another contract with the Low Income Home Energy Assistance Program (Liheap). • Zeimer asked how the water debt relief dollars are going to be handled or maybe an update from staff at next month's meeting with how this is being distributed to the community. • Reich stated there is nothing in place yet, so right now the entities that are already doing these services are going to help inform how Liheap is going to service this, as they will be taking this on. Reich mentioned these payments would go straight to the water companies and not the clients. <p>A motion to approve the revised CSBG CAREs Act budget of \$67,667 to Water Debt Relief was made by Merchant and seconded by Piquero.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Piquero, Kaushal, Zeimer Nays: Abstentions: Absent: Morales, Babb, Douglas</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2021-2022 CSBG awarded subcontractors 	<ul style="list-style-type: none"> • Sparks shared that the Program Services subcommittee met last week to deliberate and approved the Request for Interest (RFI) proposals. Sparks mentioned the board agreed to award all fourteen (14) agencies who applied for this RFI: <ul style="list-style-type: none"> ○ Bay Area Community Resources ○ CC Health Services Homeless Program ○ Hope Solutions ○ Greater Richmond Interfaith Program ○ Lao Family Community Development

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	<ul style="list-style-type: none"> ○ Loaves and Fishes of Contra Costa ○ Monument Crisis Center ○ Monument Impact ○ Opportunity Junction, Inc. ○ Rising Sun Center for Opportunity ○ Shelter Inc. of Contra Costa ○ St. Vincent de Paul of Contra Costa ○ The Contra Costa Clubhouses, Inc. ○ White Pony Express <ul style="list-style-type: none"> ● Sparks stated out of the fourteen, three of these subcontractors (St. Vincent de Paul, Lao and Monument Crisis) would be providing water debt relief services to the community. ● Reich asked staff to add a column to the spreadsheet showing the three subcontractors who are were awarded \$22,556 from the CAREs 2021-2022 contract for Water Debt Relief. ● Sewell stated she is excited we have a new subcontractor (Rising Sun Center for Opportunity) added to the group. <p>A motion to approve the base CSBG allocation for 2021-2022 as presented by staff was made by Kaushal and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Piquero, Kaushal, Zeimer Nays: Abstentions: Absent: Morales, Babb, Douglas</p> <p>A motion to approve the Program Services Subcommittee recommendation to award \$67,667 evenly to St. Vincent de Paul, Lao Family Community Development and Monument Crisis Center was made by Kaushal and seconded by Gudino.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Piquero, Kaushal, Zeimer Nays: Abstentions: Absent: Morales, Babb, Douglas</p>

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<p>Discussion:</p> <ul style="list-style-type: none"> ➤ EOC Roster ➤ Attendance Sheet <p>Action:</p> <ul style="list-style-type: none"> ➤ Low-Income Seat No. 5 - Armando Morales 	<ul style="list-style-type: none"> • Sparks shared the EOC member roster with the board and explained reminders go out to six (6) EOC members whose terms will end in June. • Sparks mentioned potentially we would have a new member from District V- Glover. Vincent Manuel will be interviewing Miss. Johnson so we hope to have her on board soon. • Sewell praised staff for their efforts in reaching out to Glover and trying to get a representative on the board. • Sparks stated staff has reached out multiple times to Armando Morales and have not yet heard back from him. Sparks stated he has not yet been able to attend as he is having personal issues that are causing him to not participate. • Kaushal asked staff if they were able to get a resignation from Morales and staff explained they have contacted him multiple times and have not had any communication with him. • Zeimer reminded the group the bylaws were checked and in terms of attendance, it is essential to meet quorum and conduct business. Bylaws state two absences from regularly EOC business meetings in a rolling 12-month period causes us to reach out to the member to check-in if they are still committed to participating on the board. Being that staff has reached out and have not been able to communicate with Armando; the board must make a motion to release him from the board. • Reich stated, if all gets better for Armando, he may rejoin. <p>A motion to release Armando Morales from his Low-Income Seat was made by Piquero and seconded by Kaushal.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Piquero, Kaushal, Zeimer Nays: Abstentions: Absent: Morales, Babb, Douglas</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Outreach Resource Expenditures/List 	<ul style="list-style-type: none"> • Tupou explained in 2019 the EOC held Public Hearings throughout the county (east, central and west) and it was a success. • Tupou explained after these Public Hearings, backpacks would be distributed along with goodies for those who participated. Staff explained we received a lot of great feedback and a list of things they would love to have in future Public Hearings. • Tupou shared a spreadsheet of the list of materials and options that the member’s could choose from to help get things approved and ordered for the upcoming Public Hearing in April. <i>See attachment A for spreadsheet.</i> • The group discussed ordering Liheap blankets, socks, Personal Protective Equipment (PPE) kits, first aid kits, hand warmers and snacks. The backpack would be explored further as they were too costly through the 4Imprint company.

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	<ul style="list-style-type: none"> The group agreed to go with option 1 of the spreadsheet minus the backpacks. The group agreed to go half rollers and have regular backpacks. Sewell recommended luggage tags, the group agreed. <p>A motion to approve that staff go with quantity and prices for blankets down to goldfish under option 1 with a mix of roller backpacks and regular backpacks with exploring luggage tags was made by Merchant and seconded by Piquero.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Piquero, Kaushal, Zeimer Nays: Abstentions: Absent: Morales, Babb, Douglas</p>
<p>Reports:</p> <ul style="list-style-type: none"> <u>EOC Chair</u> <u>Fiscal</u> <u>CSB Staff</u> -Brown Acts/Ethics Training <u>EOC Members</u> 	<p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> Tabled <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> Zeimer reported out on the base CSBG budget of January 2020- May 31, 2021 expenditure report. Administrative Cost: 95% of the budget has been expended Program Cost : 82% expended Subcontractor services: 49% has been expended, but Zeimer reminded all there was an extension until the end of May 2021. Total Budget: 71% expended, although we are at 76% as a marker for this extended budget period. Zeimer explained staff assured the group that this budget period would be 100% expended. Zeimer reported the 2021 CSBG budget and explained this budget has been spent down very little, but the money is here and will be spent down. Zeimer reported on the CSBG CAREs, which runs for the next two years. Reich explained the water debt resolution was received after sending out the packet, so that is not shown in this budget, but the \$40,370 is split amongst the three subcontractors servicing this work. Zeimer stated the majority of the expenditures is on the salaries and wages of staff, where we began to put expenses with this additional money and the additional work that was done. Reich stated the percentage of the work was increased because it was tied back directly to COVID.

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	<ul style="list-style-type: none"> • Zeimer reminded the group; staff had to put together a COVID Community Action Plan to justify the services related to COVID in the community. • Zeimer reported the weatherization report- Two pots of money, one for 2020 Low Income Home Energy Assistance program (Liheap) Weatherization (Wx) to physically weatherize homes of individuals and families. 73% of this budget has been expended with 62 homes weatherized. • The second account refers to the Low Income Home Energy Assistance program (Liheap) Emergency Community Impact Program (ECIP) that assists people who are at risk with having their power shut off. 68% has been expended with a total of 2,652 clients served. • Sewell commented that she received her bill with a flyer for Liheap. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich shared the relief act was passed today, so the fund are coming out to agencies. Staff is learning new information and will share with the group as the news comes. • Reich shared the Community Services Bureau State funded Early Childhood care program is preparing for a state review in early April. • Tupou reported all members should have received an email from staff about required trainings that must be completed as soon as possible. Tupou also stated Form 700's are due April 1st and reminders were sent out via Netfile. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Gudino shared he received his vaccine for COVID.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will update the group next month about how subcontractors will distribute the Water Relief services.
Evaluate the Meeting	<ul style="list-style-type: none"> • We did it!