



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



Date: 4/8/2021 **Time Convened:** 6:05 pm **Time Terminated:** 7:47 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 6:07 pm), Desire Medlen, Mandy Nelson, Lauren Babb, Cloudell Douglas (6:30 pm)

Absentees:

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

Quorum: Yes

| TOPIC | RECOMMENDATION / SUMMARY |
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| Review desired outcomes and ground rules | <ul style="list-style-type: none"> Zeimer called the meeting to order at 6:05 PM. Nelson read the desired outcomes. |
| Public Comment | <ul style="list-style-type: none"> None Present |
| <p>Action:</p> <ul style="list-style-type: none"> ➤ March 11th 2021 EOC Business Meeting minutes | <ul style="list-style-type: none"> The group reviewed the draft March 11th 2021 Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ 2nd page- 2nd bullet under CSBG CAREs Budget Revision- add "\$" next to 1.189 <p>A motion to approve the March 11th 2021 Business meeting minutes with changes stated above was made by Foley and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Kaushal, Nelson, Babb, Medlen, Foley, Piquero, Merchant, Houston, Sewell, Gudino, Zeimer Nays: Abstentions: Absent: Douglas (<i>entered the meeting after this action item</i>)</p> |

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| <p>Update:</p> <ul style="list-style-type: none"> ➤ Water Debt Relief | <ul style="list-style-type: none"> • Reich reported contracts were submitted two weeks after the allocations for Water Debt relief was approved by the Economic Opportunity Council (EOC). • At this moment it is winding its way through the contracts and Grant process with County Counsel and Contra Costa County Administrative Office (CAO) review. • Reich explained we are not ready to let the community know about these funds until the three subcontractors (St. Vincent de Paul, Lao Family Community Development and Monument Crisis Center) receive the actual grant and the contract is fully executed. • Reich stated going forward the National Community Action Foundation (NCAF) has been working with all elected to make water debt relief apart of the Community Action package. This will go towards LIHEAP and Weatherization for them to distribute the funds. Right now we have no knowledge yet how much will be set aside for water debt relief. • Reich mentioned a flyer will be created and will be sent out to the group regarding water debt relief. • Reich made a next step for staff to send out the Rental Assistance flyer that Kathy Gallagher and her team created. • Kaushal mentioned Housing is Key also helps with Rental assistance at the following link: https://housing.ca.gov/ |
| <p>Update/Action:</p> <ul style="list-style-type: none"> ➤ 2021 Service Provider Roundtable Event ➤ 2021 Public Hearings ➤ 2021 Community Action Month | <ul style="list-style-type: none"> • Reich reported she spoke with an Information officer for California Community Action Partnership Association (CalCAPA) about a four-week effort to get information from local agencies about the following: <ul style="list-style-type: none"> ○ Spotlight on Executive Directors (Kathy Gallagher) ○ Community Action Staff award ○ Highlight on Community Action Programs • Reich mentioned she wants to highlight the Roundtable and do a press release. <p><u>2021 Public Hearings</u></p> <ul style="list-style-type: none"> • Merchant explained to the new members that every two years, as a requirement, the board holds public hearings to hear directly from the public what is affecting them. • Tupou reported three subcontractors (Monument Crisis Center, Opportunity Junction and Lao Family Community Development) have agreed to collaborate with the Economic Opportunity Council this year for a virtual public hearing with their clients so they may share their stories and voice their concerns. • Tupou shared the following are the official dates and times for the 2021 Public Hearings: <ul style="list-style-type: none"> ○ Policy Council- April 21, 2021 from 6:00 pm- 6:40 pm (Central County) ○ Monument Crisis Center- April 22, 2021 from 6:00 pm- 7:00 pm (Central County) ○ Opportunity Junction- April 28, 2021 from 3:30 pm- 4:30 pm (East County) ○ Lao Family Community Development- April 29, 2021 from 11:00 am- 12:00 pm (West County) • All EOC members individually volunteered for dates that worked for their schedules. |

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| | <ul style="list-style-type: none"> • Nelson recommended having a member of the board who has had enough experience with public hearings to help facilitate so that the new members participating may understand how these meetings run. • Merchant shared a drafted agenda and explained each role the member has during the public hearing based on the run of the show agenda. • Members volunteered to facilitate and scribed for different times and dates. Merchant explained she would have a run of the show draft and talking points for all those participating in the hearings. • Staff explained all attendees will be able to receive a Goody backpack and staff will arrange a time for drop off with the hosting agency. <p><u>2021 Service Provider</u></p> <ul style="list-style-type: none"> • Merchant stated normally this meeting is done prior to all the public hearings, but this year the Outreach committee proposed having this done before a May or June business meeting. • The group discussed having the Roundtable event on May 13, 2021 from 5:00 pm- 6:00 pm for Community Action month. Members agreed to hold the Roundtable right before the May business meeting but with a minimal agenda. |
| <p>Update:</p> <ul style="list-style-type: none"> ➤ Fiscal- Budget Report | <ul style="list-style-type: none"> • Kauhsal reported the 2020 Community Services Block Grant (CSBG) contract budget, administrative cost year to date \$17,537 with 92% expended. • Fringe benefits year-to-date 78% expended with a total of \$10,826.44. • Total Administrative cost year-to-date \$97,624 with 96% expended. • Program Cost salaries and wages with a total of \$223,302 with 95% expended. • Student Interns year-to-date of \$88,236 with a balance of \$13,164 with fringe benefits of 97% expended. • Total program cost is \$615,147 at 79% expended. • Total expenditure year-to-date is \$712,045 with 81%. • Nelson stated we are doing great and money is being spent as expected. • Kaushal reported the 2020 CAREs Act budget with salary and wages with a year-to-date of \$26,014. • Fringe Benefits year-to-date of \$1,400 at 6%. • Total Administrative cost is budgeted for \$53,416 and year-to-date of \$40,013. • Program Cost salary and wages year-to-date of \$16,482 with 30% expended. • Fringe Benefits of \$9,340 with 23% expended. • Operating expense is at 0% expended and same with subcontractors, they have not spent anything just yet. • Total expenditure is at 2% expended. • Zeimer explained this budget does not end until 2022 so subcontractors are utilizing budgets that were allocated first and then the CAREs Act dollars will be used at the later part of 2021 through 2022. |

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| | <ul style="list-style-type: none"> • Kaushal shared discretionary dollars have been allocated and these dollars will be coming in May. The fiscal committee discussed Tupou will be promoted and a salary increase will occur in May or June. The fiscal group agreed to discuss this with the full board. • Zeimer congratulated Tupou on her promotion and stated staff is proposing that some of the discretionary dollars would be used to cover Tupou’s salary costs until the release of the 2022 CSBG budget. Zeimer explained they supported this proposal. • Reich explained this was just a conversation and no action needs to be taken now as the funds are not yet in hand. Reich also stated the other part of this discussion is to determine what the group will decide to do with the remaining funds. • Reich stated if the group wanted to split the funds evenly with the fourteen subcontractors the best way to do that is to let them know items will be purchased on their behalf through the county’s procurement process. This way we could avoid doing a contract amendment. • Zeimer explained Stand was discussed during the fiscal meeting as well and whether they could be funded. Reich stated no they could not, as it would be viewed as a gift of public funds if it has not gone through the Request for Interest (RFI) process. • Zeimer explained a phrase could be inserted into the contract that gives you an escalation clause. Reich explained they insert this language before and County Council and the County Administrative Office (CAO) wrote it out. • Zeimer proposed the discretionary funds may go towards Tupou’s increased salary and reaching out to the subcontractors about the county buying items for their agencies on their behalf. • The group agreed to keep this in mind as no action is needed. |
| <p>Reports:</p> <ul style="list-style-type: none"> • <u>CSB Staff</u> • <u>EOC Chair</u> • <u>EOC Members</u> | <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich reported the skinny budget will be release tomorrow and we would see the appropriations. The National Community Action Foundation (NCAF) launched a letter asking embers who are Democrats to sign on for the appropriation. • Staff will send everyone the information via email. • Reich reported The Community Services Bureau is under a State review for the Child Development programs and so far no findings. • Tupou shared all required trainings have been received except Cloudell and she will follow-up with him on those. <p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> • Zeimer shared she has been working at the Water World Covid vaccination site to help vaccinate people. The county and Kaiser has been vaccinating about 1400 people per day. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Sewell asked about the Brookside kitchen and whether they are still providing meals. • Reich explained the Brookside kitchen is moving to a new facility and things are looking up. |

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| Next Steps: | <u>Next Steps</u> <ul style="list-style-type: none"> • Staff will send out Rental Assistance flyer to the board. • Staff will send out Water Debt relief flyer once it's been received. • Staff will send out talking points to members participating in the Public Hearing. • Staff will send the Housing Key link to the board. • Staff will send out the Nation Community Action Foundation (NCAF) letter for skinny budget appropriations |
| Evaluate the Meeting | <ul style="list-style-type: none"> • We did it! |