

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

**Date:** 6/10/2021 **Time: From:** 6:00 PM **To** 7:30 PM

**Location:** Video Conference Meeting

**ZOOM call:** • Visit <https://zoom.us/j/97605879301?pwd=M254L0Q5bTNxTFJuTFI5ZjF1WDFOU09>

• Click Join meeting and enter the following ID #: 976 0587 9301

• You will be prompted to enter your name and the following password: 466036

• Wait for host to join

**Call-in:** • Dial 1 669 900 9128 US (San Jose)

• Enter Conference code: 466036

**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](mailto: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](mailto: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 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.
Introduction of Community Services Bureau director Aaron Alarcon-Bowen to the Economic Opportunity Council.
Review and approve the draft May 13, 2021 EOC Business Meeting minutes for official record.
Presentation of the Community Assessment, discussion and debrief of the Public Hearings and Roundtable and action on the 2022-2023 Priority Areas so that staff can add to the Community Action Plan and move forward for Board of Supervisor Approval.
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.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<b>1. Review Desired Outcomes &amp; Ground Rules</b>	Present Clarify Check for Understanding	Chair	2 Minutes
<b>2. Public Comment</b>	Present	Members of the Public	3 Minutes
<b>3. Introduction and formal welcome of CSB Director Aaron Alarcon-Bowen</b>	Present	Christina Reich	5 Minutes
<b>4. Action:</b> ➤ May 13, 2021 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>5. Presentation, Discussion, Action:</b> ➤ Community Action Plan: -Community Assessment -Public Hearings / Roundtable Debrief -Priority Areas	Present Draft Clarify Check for Understanding Check for Approval	Christina Reich Monisha Merchant Devlyn Sewell Sam Houston	45 Minutes
<b>6. Reports:</b>  • EOC Chair • CSB Staff • Fiscal • EOC members	Present Draft Clarify Check for Understanding	Group	10 Minutes 5 Minutes 5 Minutes 5 Minutes
<b>7. Next steps</b>	Present Clarify Check for Understanding	Group	3 Minutes
<b>8. Evaluate the Meeting</b>	Plus/Delta	Group	2 Minutes



**Economic Opportunity Council (EOC) Business Meeting Minutes**

Location: Zoom Call



**Date:** 5/13/2021      **Time Convened:** 6:03 pm      **Time Terminated:** 7:14 pm      **Recorder:** Mele Tupou/Nancy Sparks

**Conference Call attendees:** Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Sam Houston, Tricia Piquero, Noe Gudino, Desire Medlen, Lauren Babb

**Absentees:** Mandy Nelson (excused), Brendan Foley (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"> <li>• Zeimer called the meeting to order at 6:05 PM. Piquero read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None Present</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Interview EOC Applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer introduced LaTonia Peoples-Stokes who is from District III. Zeimer thanked her for applying to the board and asked her to tell the board about herself.</li> <li>• Peoples-Stokes stated she is the Vice-President for the Home Owners Association and has been living in Discovery Bay for the last two years.</li> <li>• Peoples-Stokes wanted to get involved with the community somehow. She stated she has always worked with boards and commissions in her full time job in Alameda county, San Francisco and so on in other counties.</li> <li>• Peoples-Stokes mentioned Glover’s chief of Staff is her former professor and she also was a former Contra Costa county employee.</li> <li>• Gudino asked Peoples-Stokes if she can commit to working with the EOC being that she has a lot on her plate. She mentioned that she works better when her plate is full and she’s more creative so she can commit to the time.</li> <li>• Babb asked how she heard about the EOC and how did she choose to apply for this board. Peoples-Stokes explained she seen that this board specifically servies low-income communities. She stated she went through all the boards and commissions for all of Contra Costa and the Economic Opportunity Council Board share a similiarity with her Homeowners Association role.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Kaushal asked Peoples-Stokes if she has a lot of involvement with other things would she have the time for the EOC meetings as we do need to meet quorum. She stated her other meetings fall on other days of the week. so there is no conflict with her schedule.</li> <li>• Houston asked if she was in the position to learn to connect with the different programs the EOC is connected with. She stated everyone has common goal and will be able to bring in her talents to the table to enhance the EOC and their services to the community.</li> <li>• Merchant mentioned the group does work together very closely. She asked Peoples-Stokes how would she describe herself as a team member. She explained she is always willing to show initiative, offer her opinions and pick up the slack.</li> <li>• Peoples-Stokes explained she did her research on the committee and doesn't have any questions for the group.</li> <li>• Zeimer explained that staff will be in contact with her once the group deliberates.</li> <li>• Sparks explained she is not coming in as a delegate as District III has interviewed someone else.</li> </ul> <p><b>A motion to approve LaTonia Peoples-Stokes to represent a seat on the board, which will be determined by staff, was made by Babb and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ April 8<sup>th</sup> 2021 EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft April 8<sup>th</sup> 2021 Business meeting minutes with the following changes:</li> <li>• Change “procumbent” to “<i>procurement</i>”</li> </ul> <p><b>A motion to approve the April 8<sup>th</sup> 2021 Business meeting minutes with changes stated above was made by Piquero and seconded by Medlen.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Fiscal Report &amp; Action:</b></p> <ul style="list-style-type: none"> <li>➤ Monthly Expenditure Report -Goodie bag</li> <li>➤ CARES Expenditure Report</li> <li>➤ Fiscal Subcommittee <ul style="list-style-type: none"> <li>➤ Discretionary Contract Recommendation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Reich reported out on the fiscal budget reports to the board: <ul style="list-style-type: none"> <li>○ 2020-2021 CSBG Budget March actuals at 88%. Administrative costs, salaries and wages at 98% with fringe benefits at 82% expended.</li> <li>○ Indirect cost is at 100% for a total administrative cost of 97%.</li> <li>○ Program cost is running at 97% for salaries and wages and 93% for Student Interns with 97% for fringe benefits.</li> <li>○ Operating expenses are at 26%.</li> <li>○ Out of state travel is completely spent down.</li> <li>○ Subcontractor services is at 93%, Tupou has been working diligently with subcontractors to get all these funds spent down.</li> <li>○ Footnotes show that out of state travel has been spent in September for \$375 for the virtual conference.</li> <li>○ In addition, there was an agreement to use some of the discretionary funds for this contract will go to subcontractors for \$32,000.</li> <li>○ The 2020 Coronavirus Aid, Relief, and Economic Security (CAREs) contract from March 27, 2020-May 31, 2022. Salaries and wages are at 27%, year-to-date actuals should be at 47% but we will catch up.</li> <li>○ Fringe benefits are at 23% with total administrative costs at 23%.</li> <li>○ Program Costs we are at 36% for salaries and wages and for fringe benefits, we are at 28%.</li> <li>○ Operating expenses, we have not spent down any; we have been spending down the 2020 contract so we will catch up.</li> <li>○ Subcontractors show nothing has been spent but contracts have all been executed except the three subcontractors who were awarded water debt relief funds, so we should be seeing some demands trickling in.</li> <li>○ Total program costs are at 3% and total expenditures are at 4%. Reich reminded the group do not worry as this contract ends May 31, 2022.</li> <li>○ 2021 CSBG Contract for this current year is showing the first test contract was approved with no changes at all. Reich praised Nancy for the awesome job she did to get this contract done.</li> <li>○ At this moment, there are no total administrative costs that hit the books, but there are some Program costs salaries and wages for 14%.</li> <li>○ Reich explained the base contracts for this year and last year both had CAREs dollars' amendments and are being tracked separately.</li> <li>○ Footnotes show on January 7<sup>th</sup> the group increased the student interns' salaries to \$9,033 from what was originally proposed due to the increase of the minimum wage.</li> <li>○ Reich mentioned the discretionary dollars were received and while the group did agree to use 100% of these funds on subcontractors, staff presented to the Fiscal group that Tupou was getting</li> </ul> </li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>a raise so part of the discretionary funding would go to her salary and the rest to the subcontractors.</p> <ul style="list-style-type: none"> <li>○ Reich mentioned more funds are coming in and she will let the group know.</li> <li>○ Kaushal shared with the group the recommendations from the Fiscal committee as follows: <ul style="list-style-type: none"> <li>- Part of the Discretionary funding will go towards Tupou’s increase in wages in the amount of \$1,170 for salaries and \$854 for benefits.</li> <li>- The remaining discretionary funds will go towards subcontractors for a total of \$26,226.</li> <li>- Order second wave of backpacks for subcontractors to further their work through the 2020 CSBG contract to spend down the operating expenses.</li> </ul> </li> <li>○ Reich explained the backpacks were an FYI so we would only need a motion for the discretionary funds as stated by Kaushal.</li> </ul> <p><b>A motion to approve the discretionary funds that will go towards to Tupou’s salary and wages and the remaining to the subcontractors was made by Kaushal and seconded by Houston.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p> <p><b>A motion to extend the meeting by ten minutes was made by Piquero and seconded by Sewell.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>
<p><b>Legislative Letters</b></p>	<ul style="list-style-type: none"> <li>• Zeimer explained there are a few letters that come before the board that needs the groups support: <ul style="list-style-type: none"> <li>○ AB 14: Internet for all Act of 2021, which prioritizes the deployment of broadband infrastructure in California’s most vulnerable.</li> <li>○ AB 32: Telehealth: Expanding Healthcare Accessibility which prioritizes comprehensive and quality health services for low-income and minimally resources members of the community.</li> <li>○ AB 222 and SB 223: Related to Water Rate Assistance Program and discontinuation of water services.</li> </ul> </li> <li>• Babb also shared AB 988, which is for Mental Health response and possibly writing a letter of support for this as well.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>A motion to approve the EOC to send support letters for the bills discussed was made by Babb and seconded by Piquero.</p> <p><b>Ayes:</b> Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent:</b> Nelson, Foley, Douglas</p>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b><u>EOC Chair</u></b> <ul style="list-style-type: none"> <li>- Community Action Month Proclamation</li> </ul> </li> <li>• <b><u>CSB Staff</u></b></li> <li>• <b><u>EOC Members</u></b> <ul style="list-style-type: none"> <li>- Update on member terms</li> </ul> </li> </ul>	<p><b><u>EOC Chair:</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer explained Community Action Month was this month and a resolution took place on Tuesday. Reich explained staff did not get a memo about no more in person meetings and could not send in a video as the due date had passed. Reich explained next year we should be able to go in person for the proclamation.</li> </ul> <p><b><u>CSB Staff:</u></b></p> <ul style="list-style-type: none"> <li>• Reich explained agencies are picking a few highlights from different agencies and staff will be sending in the Roundtable photos that staff took.</li> <li>• Staff is hoping to get the EOC out in the community and highlight the board and what they do in the community.</li> <li>• Reich explained Sparks was nominated for the staff highlight for our agency. The group praised Sparks and Tupou their hard work.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p>Next Steps:</p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Staff will send out letters of support on behalf of the EOC.</li> <li>• Babb will send staff a template for the support letter of AB 988.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• Great work!</li> </ul>

**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	76% Jan-21	82% Feb-21	Feb-21 Discr	88% Mar-21	Mar-21 Discr	94% Apr-21	YTD DISCR Total	YTD Total	YTD Total + DISCR	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>														
1	<b>Salaries and Wages</b>	1011	18,964	-	618.74	-	1,005.86	-	417.37	-	18,960.33	18,960.33	3.67	100%
	Community Services Director	KM	4,994		618.74		1,005.86		417.37		4,990.33	4,990.33	3.67	100%
	Accountant III	AW	13,970								13,970.00	13,970.00	-	100%
2	<b>Fringe Benefits</b>		13,844	-	400.95	-	527.91	-	335.65	-	11,689.80	11,689.80	2,154.20	84%
3	<b>Other Costs-Indirect Costs</b>		69,261	2,814.89	-	-	-	-	-	-	69,261.00	69,261.00	-	100%
	Indirect Costs	5022	69,261	2,814.89							69,261.00	69,261.00	-	100%
	<b>Total Administrative Costs</b>		102,069	2,814.89	1,019.69	-	1,533.77	-	753.02	-	99,911.13	99,911.13	2,157.87	98%
<b>PROGRAM COSTS:</b>														
1	<b>Salaries and Wages</b>	1011	226,421	6,400.12	5,513.52	-	5,292.30	-	4,262.77	-	232,757.96	232,757.96	2,588.04	99%
	<b>Subtotal Program</b>		126,041	-	-						134,966.00	134,966.00	-	100%
	Division Manager	CR	11,901								20,826.00	20,826.00	-	100%
	Administrative Services Asst II	NS	73,834								73,834.00	73,834.00	-	100%
	Senior Clerk	MT	40,306								40,306.00	40,306.00	-	100%
	Student Interns		100,380	6,400.12	5,513.52	-	5,292.30	-	4,262.77	-	97,791.96	97,791.96	2,588.04	97%
2	<b>Fringe Benefits</b>		105,059	654.06	563.47	-	540.87	-	435.64	-	108,684.49	108,684.49	2,889.51	97%
	Program Fringe Benefits		92,010								98,525.00	98,525.00	-	100%
	Student Interns Fringe Benefits		13,049	654.06	563.47		540.87		435.64		10,159.49	10,159.49	2,889.51	78%
3	<b>Operating Expenses</b>		13,829	65.48	38.73	-	23.49	-	1,821.09	-	8,715.73	8,715.73	18,197.27	32%
	Office Supplies	2100	2,064						1,797.42		2,566.86	2,566.86	229.14	92%
	Communications	2110	1,077	23.49	23.49		23.49		23.67		1,568.74	1,568.74	508.26	76%
	Tel Exchange Service	2111	541	41.99	15.24						541.00	541.00	-	100%
	Membership Dues	2000	3,672								3,672.43	3,672.43	(0.43)	100%
	Educ Supplies & Courses	2477	500								-	-	16,627.00	0%
	Other Costs	2479	800								366.70	366.70	833.30	31%
4	<b>Out-of-State Travel</b>		3,200	-	-	-	-	-	-	-	950.00	950.00	-	100%
5	<b>Subcontractor Services</b>		400,000	43,439.59	78,758.96	727.00	94,585.67	11,010.97	3,256.38	11,737.97	376,013.89	387,751.86	44,248.14	94%
1	Bay Area Community Resources	2310	21,130		5,890.00		5,949.00				15,732.00	15,732.00	13,398.00	54%
2	The Contra Costa Clubhouses, Inc.	2310	34,002	10,980.00			12,600.00				31,420.00	31,420.00	10,582.00	75%
3	CC Health Svcs Homeless Prog	2310	33,000		16,500.00						27,500.00	27,500.00	5,500.00	83%
4	Greater Richmond Interfaith Prog	2310	25,000				18,623.12				25,000.00	25,000.00	-	100%
5	Lao Family Community Dev	2310	25,000				16,884.12				16,884.12	16,884.12	8,115.88	68%
6	Loaves & Fishes of CCC	2310	33,507	2,792.23	2,792.23		3,507.00				33,507.00	33,507.00	-	100%
7	Monument Crisis Center	2310	30,000	12,273.00		727.00		7,273.00		8,000.00	29,273.00	37,273.00	727.00	98%
8	Opportunity Junction, Inc	2310	39,077	3,256.42	3,256.42				3,256.38		39,077.00	39,077.00	-	100%
9	Shelter Inc. of Contra Costa	2310	39,077		22,497.54						37,495.90	37,495.90	1,581.10	96%
10	St. Vincent de Paul of Contra Costa C	2310	35,000	11,171.85	6,493.43		13,635.90				35,000.00	35,000.00	-	100%
11	STAND! For Families Free of Violence	2310	39,077		10,035.11		9,182.04	3,737.97		3,737.97	39,077.50	42,815.47	4,261.53	91%
12	Contra Costa Interfaith Housing	2310	25,000	2,966.09			11,133.86				25,000.00	25,000.00	-	100%
13	Monument Impact	2310	21,130		11,294.23		3,785.16				21,047.37	21,047.37	82.63	100%
	<b>Total Program Costs</b>		748,509	50,559.25	84,874.68	727.00	100,442.33	11,010.97	9,775.88	11,737.97	727,122.07	738,860.04	67,922.96	94%
	<b>Total Expenditures</b>		850,578	53,374.14	85,894.37	727.00	101,976.10	11,010.97	10,528.90	11,737.97	827,033.20	838,771.17	70,080.83	94%

Prepared: May 28, 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)
- \*The amount for discretionary funding (2020-21) for this contract would be for subcontractors such as Bay Area Community Resources, The Contra Costa County Clubhouses Inc, Monument Crisis Center and Stand allocated equally for total of \$32,000



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

														51%		
Line	Description	sub	CAA CARES	CAA DISC CARES	TOTAL CARES	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	YTD	%
Item		object	Budget	BUDGET	BUDGET	2020	2020	2020	2020	2021	2021	2021	2021	Total	Balance	%
<b>ADMINISTRATIVE COSTS:</b>																
1	Salaries and Wages	1011	30,877	-	30,877.00	-	-	-	914.78	1,075.87	623.03	5,662	4,783	13,059	17,818	42%
	Community Services Director	KM	10,492		10,492									-	10,492	0%
	Accountant	AW/AV	20,385		20,385				914.78	1,075.87	623.03	5,662	4,783	13,059	7,326	64%
2	Fringe Benefits		22,539.00	-	22,539.00	-	-	-	-	932.60	467.02	3,805	3,179	8,384	14,155	37%
	Deferred Comp Cty Contrib	1015			-									-	-	
	Comp & SDI Recoveries	1019			-									-	-	
	FICA	1042			-									-	-	
	Retirement Expense	1044			-					32.91				33	(33)	
	Employee Group Insurance	1060			-					93.23				93	(93)	
	State Unemployment Insurance	1063			-									-	-	
	Workers Comp Insurance	1070			-									-	-	
	Labor recd/provided-other empl	1081	22,539		22,539					806.46	467.02	3,805	3,179	8,258	14,281	37%
	<b>Total Administrative Costs</b>		<b>53,416</b>	<b>-</b>	<b>53,416</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>914.78</b>	<b>2,008.47</b>	<b>1,090.05</b>	<b>9,467</b>	<b>7,963</b>	<b>21,443</b>	<b>31,973</b>	<b>40%</b>
<b>PROGRAM COSTS:</b>																
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	3,160.37	2,967	3,043	22,493	32,240	41%
	Division Manager	CR	54,733		54,733	3,266.61	3,330.37	1,578.21	2,341.07	2,805.71	3,160.37	2,967	3,043	22,493	32,240	41%
2	Fringe Benefits		39,954	-	39,954	1,826.51	1,868.41	885.38	1,341.28	1,607.46	1,810.68	1,700	1,744	12,783	27,171	32%
	Program Fringe Benefits		39,954		39,954	1,826.51	1,868.41	885.38	1,341.28	1,607.46	1,810.68	1,700	1,744	12,783	27,171	32%
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	-	-	-	-	-	-	10,076	10,144	20,220	988,136	2%
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								5,500	5,500	64,383	8%
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							6,377		6,377	71,506	8%
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							3,699		3,699	64,184	5%
13	STAND! For Families Free of Violence		52,922	2,884	55,806									-	55,806	0%
14	The Contra Costa Clubhouses, Inc.		57,997	2,884	60,881								4,644	4,644	56,237	8%
	<b>Total Program Costs</b>		<b>1,135,765</b>	<b>40,370</b>	<b>1,176,135</b>	<b>5,093.12</b>	<b>5,198.78</b>	<b>2,463.59</b>	<b>3,682.35</b>	<b>4,413.17</b>	<b>4,971</b>	<b>14,743</b>	<b>14,931</b>	<b>55,496</b>	<b>1,120,639</b>	<b>5%</b>
	<b>Total Expenditures</b>		<b>1,189,181</b>	<b>40,370</b>	<b>1,229,551</b>	<b>5,093.12</b>	<b>5,198.78</b>	<b>2,463.59</b>	<b>4,597.13</b>	<b>6,421.64</b>	<b>6,061</b>	<b>24,210</b>	<b>22,894</b>	<b>76,939.17</b>	<b>1,152,612</b>	<b>6%</b>

Prepared: May 28, 2021

**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	Total Budget Amend 2	Total Budget	6% Jan 2021	12% Feb 2021	18% Mar 2021	1st Qtr Total	24% Apr 2021	YTD Total	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>													
1	<b>Salaries and Wages</b>	1011	19,561	19,561	19,561	-	-	-	-	-	-	19,561.00	0%
	Community Services Director	KM	5,925	5,925	5,925				-		-	5,925.00	0%
	Accountant	AW/AV	13,636	13,636	13,636				-	-	-	13,636.00	0%
2	<b>Fringe Benefits</b>		14,279	14,279	14,279	-	-	-	-	-	-	14,279.00	0%
3	<b>Other Costs-Indirect Costs</b>		70,500	70,500	70,500	-	-	-	-	-	-	70,500.00	0%
	Indirect Costs	5022	70,500	70,500	70,500				-		-	70,500.00	0%
	<b>Total Administrative Costs</b>		<b>104,340</b>	<b>104,340</b>	<b>104,340</b>	-	-	-	-	-	-	<b>104,340.00</b>	<b>0%</b>
<b>PROGRAM COSTS:</b>													
1	<b>Salaries and Wages</b>	1011	233,217	241,211	241,211	11,592.73	11,592.73	11,592.73	34,778.19	11,761.46	46,539.65	194,671.35	19%
	<b>Subtotal Program</b>		<b>129,694</b>	<b>129,694</b>	<b>129,694</b>	<b>11,592.73</b>	<b>11,592.73</b>	<b>11,592.73</b>	<b>34,778.19</b>	<b>11,761.46</b>	<b>46,539.65</b>	<b>83,154.35</b>	<b>36%</b>
	Division Manager	CR	11,590	11,590	11,590				-		-	11,590.00	0%
	Comprehensive Services Manager	NS	74,513	74,513	74,513	6,749.34	6,749.34	6,749.34	20,248.02	6,918.07	27,166.09	47,346.91	36%
	Senior Clerk	MT	43,591	43,591	43,591	4,843.39	4,843.39	4,843.39	14,530.17	4,843.39	19,373.56	24,217.44	44%
	<b>Student Interns</b>		<b>103,523</b>	<b>111,517</b>	<b>111,517</b>	-	-	-	-	-	-	<b>111,517.00</b>	<b>0%</b>
2	<b>Fringe Benefits</b>		108,134	109,173	109,173	9,385.99	9,385.97	9,385.98	28,157.94	9,457.93	37,615.87	71,557.13	34%
	Program Fringe Benefits		94,676	94,676	94,676	9,385.99	9,385.97	9,385.98	28,157.94	9,457.93	37,615.87	57,060.13	40%
	Student Interns Fringe Benefits		13,458	14,497	14,497				-		-	14,497.00	0%
3	<b>Operating Expenses</b>		22,112	22,112	22,112	-	26.74	41.98	68.72	4,561.33	4,630.05	17,481.95	21%
	Office Supplies	2100	2,870	2,870	2,870				-		-	2,870.00	0%
	Communications	2110	2,077	2,077	2,077				-		-	2,077.00	0%
	Tel Exchange Service	2111	5,000	5,000	5,000		26.74	41.98	68.72	42.00	110.72	4,889.28	2%
	Membership Dues	2000	5,533	5,533	5,533				-	4,519.33	4,519.33	1,013.67	82%
	Educ Supplies & Courses	2477	4,337	4,337	4,337				-		-	4,337.00	0%
	Other Costs	2479	2,295	2,295	2,295				-		-	2,295.00	0%
4	<b>Out-of-State Travel</b>		-	-	-	-	-	-	-	-	-	-	0%
5	<b>Subcontractor Services</b>		440,515	409,049	409,049	-	-	-	-	-	-	409,049.00	0%
1	Opportunity Junction, Inc	2310	31,465	35,000	35,000				-		-	35,000.00	0%
2	Monument Impact	2310	31,465	30,333	30,333				-		-	30,333.00	0%
3	The Contra Costa Clubhouse Inc	2310	31,465	34,002	34,002				-		-	34,002.00	0%
4	Hope Solutions (CC Interfaith)	2310	31,465	27,000	27,000				-		-	27,000.00	0%
5	White Pony Express	2310	31,465	23,000	23,000				-		-	23,000.00	0%
6	Shelter Inc of Contra Costa	2310	31,465	35,077	35,077				-		-	35,077.00	0%
7	CC Health Services Homeless Pr	2310	31,465	33,000	33,000				-		-	33,000.00	0%
8	Loaves and Fishes of Contra Cos	2310	31,465	33,507	33,507				-		-	33,507.00	0%
9	Monument Crisis Center	2310	31,465	30,000	30,000				-		-	30,000.00	0%
10	St. Vincent de Paul of Contra Co	2310	31,466	35,000	35,000				-		-	35,000.00	0%
11	Lao Family Community Developm	2310	31,466	25,000	25,000				-		-	25,000.00	0%
12	Bay Area Community Resources	2310	31,466	22,130	22,130				-		-	22,130.00	0%
13	Rising Sun Center For Opportuni	2310	31,466	21,000	21,000				-		-	21,000.00	0%
14	Great Richmond Interfaith Progra	2310	31,466	25,000	25,000				-		-	25,000.00	0%
	<b>Total Program Costs</b>		<b>803,978</b>	<b>781,545</b>	<b>781,545</b>	<b>20,978.72</b>	<b>21,005.44</b>	<b>21,020.69</b>	<b>63,004.85</b>	<b>25,780.72</b>	<b>88,785.57</b>	<b>692,759.43</b>	<b>11%</b>
	<b>Total Expenditures</b>		<b>908,318</b>	<b>885,885</b>	<b>885,885</b>	<b>20,978.72</b>	<b>21,005.44</b>	<b>21,020.69</b>	<b>63,004.85</b>	<b>25,780.72</b>	<b>88,785.57</b>	<b>797,099.43</b>	<b>10%</b>

Prepared: June 02, 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.