



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 10/14/2021 **Time Convened:** 6:04 pm **Time Terminated:** 7:27 pm **Recorder:** Mele Tupou/Nancy Sparks

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Sam Houston (Arrived at 6:15 pm), Brendan Foley, Noe Gudino (Arrived at 6:18 pm), Mandy Nelson, Cloudell Douglas, Desire Medlen, Sofia Navarro (Guest- Potential District V Representative), Alison Mckee (guest)

Absentees: LaTonia Peoples-Stokes (unexcused)

Staff: Dr. Aaron Alarcon- Bowen, Christina Reich (excused), 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 6:04 PM. • Sparks called the roll: <ul style="list-style-type: none"> ○ Desire Medlen ○ Sam Houston: <i>Joined Zoom meeting after rollcall</i> ○ Noe Gudino: <i>Joined Zoom meeting after rollcall</i> ○ Monisha Merchant ○ Devlyn Sewell ○ Brendan Foley ○ Mandy Nelson ○ Cloudell Douglas ○ Renee Zeimer ○ Ajit Kaushal • Nelson read the desired outcomes.
Update: Resolution 2021/327	<ul style="list-style-type: none"> • Sparks reported that staff has come before them in previous meetings stating that in order for boards to move forward with zoom meetings that everyone must abide by the updated regulations such as posting their home address and opening their doors to the public for the Economic Opportunity Council (EOC) virtual meetings. • Sparks explained that new information was sent by the Clerk of the Board stating that the Board of Supervisors will be approved resolution 2021/327 allowing for the next 30 days to continue with the

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	<p>original executive order, which allows for zoom conference calls as the board has been doing for the last year or so and not posting the addresses of participants.</p> <ul style="list-style-type: none"> • Sparks explained staff will have more updates at the end of this month and will proceed as we receive the information.
Public Comment	<ul style="list-style-type: none"> • Zeimer introduced Sofia Navarro who hasn't officially been appointed, but will be in the near future representing Supervisor Glover for District V. • Navarro shared a little bit of her work history with the group and expressed how excited she is to be a part of this council. • Zeimer also introduced Alison Mckee who is the County Librarian. McKee stated how happy she was to be at the meeting. She stated she was not aware of this commission until she met with the Community Services Bureau's director, Dr. Alarcon-Bowen. • McKee explained she would like to find ways to help support community members with the role that she plays as the department head of the Contra Costa county library.
<p>Action:</p> <ul style="list-style-type: none"> ➤ September 9th 2021 EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft September 9th 2021 Business meeting minutes with no changes. <p>A motion to approve the September 9th 2021 Business meeting minutes with no changes was made by Nelson and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Houston, Gudino, Medlen, Sewell, Nelson, Merchant, Kaushal, Zeimer, Douglas Nays: Abstentions: Absent: Peoples-Stokes</p> <p><i>*Foley did not vote</i></p>
<ul style="list-style-type: none"> ➤ 2022-2023 Community Action Plan Public Hearing ➤ 2022-2023 Community Action Plan 	<ul style="list-style-type: none"> • Sparks shared the Economic Opportunity Council (EOC) and staff worked on the 2022-2023 Community Action Plan (CAP) which is the two-year road map that helps determine the priority areas in the community. • This year the board went out into the community via Zoom collecting information to determine the priorities for the next two years. Once all that information was collected, staff was able to compile the information and submit to the Department of Community Services and Development (CSD). • CSD came back stating it was a fantastic CAP, but there was an important step missing which was to present the CAP to the public and to receive feedback from the community.

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	<ul style="list-style-type: none"> • Sparks explained on September 27th the group held a Public Hearing to collect feedback from the community about the drafted CAP and all the feedback was very positive. • Sparks shared the CAP modification page with the group showing what will be submitted to CSD on behalf of the Community Services Bureau and the Economic Opportunity Council. • Sewell stated on the statement “Overarching concern” should be plural. • Zeimer explained the subcontractors stated the public hearing and the document presented was very valuable to their agencies.
<p>Fiscal Reports</p> <ul style="list-style-type: none"> ➤ 2021 CSBG Expenditure report ➤ 2020 CSBG CARES expenditure Report ➤ Wx Report 	<ul style="list-style-type: none"> • Morris reported the 2021 Community Services Block Grant (CSBG) expenditure report: <ul style="list-style-type: none"> ○ Administrative Cost: <ul style="list-style-type: none"> - Salaries and wages: 20% was expended - Fringe benefits: 4% was expended ○ Total administrative Cost: \$4533 spent- 4% expended ○ Program Cost: <ul style="list-style-type: none"> - Salaries and wages: 48% expended - Fringed benefits: 71% has been utilized - Operating Expenses: 52% has been utilized ○ Subcontractors: \$98,330 total for services- 24% has been expended ○ Total Expenditures for this contract is 34% expended. • Morris explained roughly about \$30,000 worth of payments was processed just this month. • Morris reported the 2020 CSBG CARES expenditure report: <ul style="list-style-type: none"> ○ Administrative Cost: 83% expended <ul style="list-style-type: none"> - Accountant cost: 125% expended, this was corrected based on an allocation discrepancy/ error. ○ Fringe Benefits: \$12,044 was spent so far with 53% utilization ○ Total Administrative cost: 70% has been spent down ○ Program Cost: <ul style="list-style-type: none"> - Salaries and Wages: \$31,000 spent at 57% of utilization - Fringe benefits: 44% expended - Operating expenses: Showing 0% expended, but September will show an increase ○ Subcontractor Services: Numbers look low, but as of today \$149,000 was distributed in the month of September alone. ○ Total Expenditures: 19% has been expended. • Nelson asked Morris is the increase in numbers for September significant enough to get us to 40%. Morris stated it is a little over 30% maybe closer to 35%. • Morris explained there is a lag from when the demand is received and when it is sent off to the auditors for payment processing. There are a couple demands in the queue right now to be paid.

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	<ul style="list-style-type: none"> • Navarro asked Morris what is the turnaround time from the county to the subcontractors. Morris explained once demands are received it takes about a few days to get to the auditors and then about 15 business days for the auditors to have payments processed in their system. • Nelson asked for any pending payments for STAND, so she may speak to that when she visits them. • Sparks explained subcontractors had multiple contracts to spend down and the urgency for them to spend down last year's contract was a priority, so right now they are catching up to continue spending down the current and CARES contract. • Zeimer also stated there is a dire need out there, but there were delays in receiving the funds, delays in the additional contracts and also time horizons of various buckets of money. • Morris reported that the subcontractors are spreading the word that the funds are available. He also reported seeing rental assistance on a website, so the word is going out into the community. • Morris reported the Weatherization report: <ul style="list-style-type: none"> ○ 2020 Liheap Contract: <ul style="list-style-type: none"> - This contract is 92% expended, so about \$101,256 left to spend down. - Homes Weatherized as followed: East- 15, Central- 10, West- 7 for 127 homes weatherized under this contract. ○ 2020 Liheap ECIP EHA Contract: <ul style="list-style-type: none"> - This contract has a subtotal of \$883,020 expended at 78% utilized. - 2.4 million dollars total has been expended in this contract for utility assistance. - Clients assisted: East- 354, Central- 190, West- 149 ○ 2020 Liheap CARES Contract: <ul style="list-style-type: none"> - Subtotal spent: \$201,000 for a total of 63% expended. - Energy Assistance: \$727,903 for a total of 100% expended - Clients assisted- East: 482, Central- 254, West- 224 for a total of 1,661 individuals assisted. ○ 2021 ECIP EHA Liheap Contract: <ul style="list-style-type: none"> -Total Expenditure \$68,147 with 7% expended. - This will definitely pick up as time goes one. At this moment, they are trying to spend down the 2020 contracts. - Clients assisted: East- 288, Central- 147, and West- 184 for a total of 619 individuals assisted. ○ 2021 Weatherization contract: <ul style="list-style-type: none"> - Total expenditures: \$167,193 at 14% expended. - Clients assisted: East- 3, Central- 4 and West- 0 • Zeimer asked Morris if there is any update on Water Debt Relief. Zeimer also wanted to know whether staff could come back to the board with information about why Contra Costa County has the highest rate for water debt. • Dr. Alarcon-Bowen stated Kathy Gallagher was contacted by a senior Director from San Francisco Foundation, Myra Chow, who wanted information about what the Community Services Bureau is doing about water debt.

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	<ul style="list-style-type: none"> • Dr. Alarcon-Bowen stated he passed the information Tupou provided and once he hears back from Mrs. Chow he will then ask her about why the county has the highest rate of water debt. • Kaushal stated this may be because of the winter delay and many folks have not been paying their bills.
<p>Reports:</p> <ul style="list-style-type: none"> • <u>CSB Director</u> • <u>EOC Chair</u> • <u>CSB Staff</u> • <u>EOC Members</u> 	<p><u>CSB Director:</u></p> <ul style="list-style-type: none"> • Dr. Alarcon-Bowen reported that he and Douglas did a site visit at Greater Richmond Interfaith Program (GRIP). He stated they met with the Interim Director there who had very interesting questions to ask. They had a tour of the facility and they found out it is the only shelter for housing individuals that accepts entire families. • Dr. Alarcon-Bowen stated he wants to have a meeting to discuss ways to help partners in the community, not financially but in other ways that would have an impact. • Dr. Alarcon-Bowen stated he met with the program manager and program analyst for the Community Action Partnership in Monterey County. He stated they do great things that this board could start doing such as a monthly meeting with all their community partner directors. • Merchant stated this is a great idea to show support and networking, this will help connect them to each other and other resources. • Kaushal stated we could go a step further and have discussion to other service providers who are in the county but not our subcontractors. This would bring more information and ideas to help with community needs. • Foley stated this would add more value to this council other than just allocating funds to the community. • Zeimer stated it would be a good idea to check in with the subcontractors and their capacity for these future partner meetings. • Sparks suggested moving this idea over to the Outreach subcommittee and staff will create a survey for the subcontractors to meet monthly. • Dr. Alarcon-Bowen shared that contracts are being amended right now and we are crossing our fingers that the process will go smoothly. <p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> • Zeimer shared the report from the Measure X advisory body to the Board of Supervisors. • Measure X was a sales tax that was passed in November 2020 that generates millions of dollars in the county. An advisory body was created to take information and testimonies from various groups and report to the supervisors with their recommendations on how the funds should be spent.

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	<ul style="list-style-type: none"> • Zeimer shared the outline the recommended funding priorities on pages 7-10. Zeimer asked the group to track the discussions and what the Board of Supervisors approves. Zeimer explained many of the priorities align with the priority areas the council approved of. • Zeimer asked all the members to monitor what is happening with this money. It is a general tax revenue and the supervisors are the ones making the decision. • Zeimer also shared she had the opportunity to attend the virtual Community Action Partnership conference and Heather McGee was talking about her book called “Some of Us”. Zeimer stated she wants all the members to read as a group to shed light on policy actions that the board takes. • McKee stated the county library does have copies of the book. <p><u>CSB Staff:</u></p> <ul style="list-style-type: none"> • Sparks shared that we have received amendment 2 from CSD for a little over \$5,000 for 21F-4007. • Sewell stated Chromebook are needed at the agencies and or backpacks so the extra funds should not be a problem to spend down. • Tupou shared the Request for Interest timeline will be coming soon for the new 2022-2023 contract. Staff is looking at end of November or early December for release. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Sewell shared there was positive feedback on the backpacks during her site visits. • Kaushal shared he was appointed again to the City of Concord Community Services Commission. • Houston shared he is on the board with Stand and with CC Clubhouses. He stated he wants to discuss volunteering at agencies and help with internships. • Merchant stated AmeriCorps will be able to help and she will get him more information.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will send Nelson any pending payments for her site visit with Stand. • Staff will collect information about high water debt cost in Contra Costa. • Staff will develop a survey monkey for subcontractor feedback on monthly partner meetings. • Staff will schedule an Outreach meeting to discuss survey monkey and logistics for partner meeting • Merchant will send Houston and the group more information regarding AmeriCorp.
Evaluate the Meeting	<ul style="list-style-type: none"> • Great Meeting! • 3 minutes ahead of schedule