



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

Location: Zoom Call



**Date:** 11/10/2021    **Time Convened:** 6:03 pm    **Time Terminated:** 7:42 pm    **Recorder:** Mele Tupou/Nancy Sparks

**Conference Call attendees:** Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Brendan Foley, Noe Gudino, Mandy Nelson, Desiré Medlen, Sofia Navarro, Latonia Peoples- Stokes (6:47 pm), Alison Mckee (Potential EOC Applicant)

**Absentees:** Cloudell Douglas, Sam Houston

**Staff:** Dr. Aaron Alarcon- Bowen, 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 6:03 PM.</li> <li>• Navarro read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• No public present</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Interview of Prospective EOC Applicant <ul style="list-style-type: none"> <li>○ Alison McKee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer explained to the group that there is a candidate who will be interviewing for the Private/Non-Profit seat.</li> <li>• The group welcomed McKee to the Economic Opportunity Council (EOC) board interview.</li> <li>• McKee shared that she is a Concord resident and works for the Contra Costa County Library for almost twenty (20) years now as a County Librarian Director.</li> <li>• McKee explained she has made it a priority to build partnerships with other county departments, community based organizations and local non-profit organizations.</li> <li>• After meeting with Dr. Alarcon-Bowen, she took interest in researching the EOC and applying to be on the board. She believes building this partnership with the board and the library will expand her ideas for anti-poverty measures.</li> <li>• Nelson asked McKee what her understanding is about the EOC and its purpose. McKee explained the EOC is supporting the Community Services Bureau and the other part is federal funds that are mandated through the county and is dispersed to local organizations that support anti-poverty work in the community.</li> <li>• Medlen asked McKee based on all the board meetings each month and subcommittee meetings does she have time to commit to them. McKee stated as long as she’s given plenty of time in advance she can make these meetings happen.</li> </ul>

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	<ul style="list-style-type: none"> <li>• McKee was interested in hearing about the subcommittee work and the process of how the funds are disbursed into the community.</li> <li>• Zeimer explained a Request for Interest (RFI) is sent out to the community later this month. Zeimer explained we will be going over this RFI and its content so McKee will be able to see first hand before it's released to the public.</li> <li>• Zeimer explained there are four subcommittees: <ul style="list-style-type: none"> <li>○ Fiscal: Oversees various CSBG budgets</li> <li>○ Governance: Reviews the Bylaws every few years, this year will be one of them.</li> <li>○ Program Services: Grant making process where everyone is involved on scoring proposals as long as there are no conflicts of interest. This committee also works on site visits which requires all members to visit at least one agency per year.</li> <li>○ Outreach: Organizing Public Hearings, Roundtables and any other events that requires the EOC to get out into the community.</li> </ul> </li> <li>• Sewell welcomed McKee and asked her to share anything else about her or if there is anything else she would like to ask the members.</li> <li>• McKee wanted to know if there is a way she can get to know the EOC members on the board. Sewell explained there are a lot of opportunities to get together and to get to know each other.</li> <li>• Nelson stated she joined during covid so with these calls you get to know everyone especially during subcommittees. Nelson advised McKee to check out Linkdin she may be able to find more great information about everyone through there.</li> <li>• Sparks also stated staff can share small biographies with her.</li> <li>• McKee shared that she is very interested in Anti-Poverty measures and she wants to serve where she lives. She loves where she lives and loves her job but would like to further expand that to serve the community.</li> </ul> <p><b>A motion to approve Alison McKee to the Private/Non-Profit seat on the Economic Opportunity Council board was made by Kaushal and seconded by Nelson.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Kaushal, Zeimer, Navarro</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Douglas, Houston, People-Stokes*</b></p> <p><i>* Peoples-Stokes joined Zoom meeting after rollcall</i></p>

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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ October 14<sup>th</sup> 2021 EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft October 14<sup>th</sup> 2021 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the October 14<sup>th</sup> 2021 Business meeting minutes with no changes was made by Navarro and seconded by Nelson.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Medlen, Sewell, Foley, Nelson, Merchant, Zeimer, Navarro</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Douglas, Houston, Peoples-Stokes*</b></p> <p><i>* Peoples-Stokes joined Zoom meeting after rollcall</i>  <i>*Kaushal did not vote</i></p>
<ul style="list-style-type: none"> <li>➤ 2022-2023 DRAFT Request for Interest (RFI)</li> </ul>	<ul style="list-style-type: none"> <li>• Sparks shared this is the Request for Interest (RFI) for 2022-2023. Program Services met yesterday to tweak the drafted RFI, which contains information from the public hearings in the past and the new four priority areas that was approved a few months ago.</li> <li>• Sparks explained once the RFI is released to the public later this month, the community partners will answer and submit proposals. Sparks explained there is always room for changes on their contract as funds range between \$20,000 to \$40,000 but may go up to \$200,000 depending on additional funding.</li> <li>• Sparks shared the RFI process and timeline with the group and how they can help spread the word once it is released to the public.</li> <li>• Sparks explained that Reich and Zeimer will be facilitating a proposal training in December for all the EOC members.</li> <li>• Zeimer explained the Conflict of Interest form was changed based on a conflict of interest between one of our subcontractors and our EOC members in the past. This form will disclose information and then the board can take steps to remediate that conflict of interest if any.</li> <li>• If an EOC member is serving on a board, they will need to recuse themselves from the grant making process all together.</li> <li>• This document is asking the agencies to either share there is a conflict of interest or not. If there is one, the board will take necessary actions, but it does not mean they cannot apply to the RFI.</li> </ul> <p><b>A motion to approve the 2022-2023 Request for Interest (RFI) draft was made by Navarro and seconded by Medlen.</b></p>

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<p>Fiscal Reports</p> <ul style="list-style-type: none"> <li>➤ 2020 CSBG CARES expenditure Report</li> <li>➤ 2021 CSBG September Expenditure report</li> <li>➤ Amendment 2 (21F-4007) Lucy Hernandez Consultant proposal/recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Morris reported the 2020 Community Services Block Grant (CSBG) CARES expenditure report for September.</li> <li>• Morris explained there was a huge increase in getting payments out to providers for September.</li> <li>• Sewell asked is there a reason some subcontractors have not expended any funds. Morris explained these demands come in batches and some are still in the queue to be reimbursed.</li> <li>• Foley explained Opportunity Junction is also holding off on spending the funds until some of the state funding runs out and then they can then spend down the CSBG funds.</li> <li>• Sparks explained subcontractors are spending down two contracts at the moment, so this can also be another reason some are taking longer to spend than others.</li> <li>• Morris reported the 2021 CSBG September Expenditure report with a huge increase again for subcontractor reimbursements with 40% expended on this contract.</li> <li>• Sparks shared that we received an Amendment 2 for our current 21F-4007 contract for a total of \$5,946. Dr. Alarcon-Bowen had a recommendation, which he presented to the fiscal subcommittee about using these funds for a consultant to help and support CSBG staff, EOC members and community partners.</li> <li>• Dr. Alarcon-Bowen explained Hernandez, the consultant would take part in meetings with staff and the EOC along with trainings on how to become more involved and further develop his vision for Community Action with staff and the EOC members.</li> <li>• Foley asked what outcomes would come of this if a consultant were hired. Dr. Alarcon-Bowen explained that the Community Action section of CSB has been treated as a stepchild and he believes the Community Action could be doing a lot more than just providing financial assistance to these subcontractors.</li> <li>• He believes it is his best interest to contract with someone who has experience to take us to the next level and expand our presence to the community.</li> <li>• Merchant stated this is a great idea and our team has learned over the years that staff has tried to learn a bunch of things on their own is a lot and bringing someone in from a more professional development stand point is helpful, especially considering they also run a student intern program.</li> <li>• Kaushal stated it is a good investment, as this will get staff and members to the next level. This will benefit us and he supports this.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Zeimer stated in order to make the time with the consultant more productive, maybe in advance we can have some guidance on how to prepare and bring forward some key projects, opportunities or touchpoints that we see in the community that we may need to affect.</li> <li>• Foley explained if this leads to actions and outcomes it's a great move, as a former consultant he had varying degrees of success. Foley stated he would be happy to help with ideas and getting this preparation going.</li> <li>• Gudino also stated he would be happy to help as well.</li> <li>• Dr. Alarcon-Bowen thanked the group for their approval and will give the group an update once the contract is approved, which may not be until the new year.</li> </ul> <p><b>A motion to approve the consultant Lucy Hernandez's proposal was made by Foley and seconded by Peoples-Stokes.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Medlen, Sewell, Peoples-Stokes, Foley, Nelson, Merchant, Kaushal, Zeimer, Navarro</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Douglas, Houston</b></p> <p><b>A motion to extend the meeting by ten minutes was made by Sewell and seconded by Nelson.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Medlen, Sewell, Peoples-Stokes, Foley, Nelson, Merchant, Kaushal, Zeimer, Navarro</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Douglas, Houston</b></p>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b><u>CSB Director</u></b> <ul style="list-style-type: none"> <li>- Neighborhood Transportation Partnership</li> </ul> </li> <li>• <b><u>EOC Chair</u></b></li> </ul>	<p><b><u>CSB Director:</u></b></p> <ul style="list-style-type: none"> <li>• Dr. Alarcon-Bowen reported that he is excited for the first meeting with the subcontractors. He is looking forward to establishing this meeting on a regular basis.</li> <li>• He mentioned there is a lot of things going on at CSB with Head Start. He is working on some stipends and bonuses for staff and looking to be fully staffed by January 1 of 2022.</li> </ul> <p><b><u>EOC Chair:</u></b></p>

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<ul style="list-style-type: none"> <li>• <b><u>CSB Staff</u></b> <ul style="list-style-type: none"> <li>- Site Monitoring Updates</li> <li>- Community Action Monthly Partner Meeting</li> </ul> </li> <li>• <b><u>EOC Members</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer encouraged the group to take a look at the infrastructure bill that was just passed.</li> <li>• Zeimer explained this would affect in providing opportunities and services to reach those low-income communities and communities of color who have been underserved and overburdened by either living in industrial areas where water has not been drinkable or areas with air quality that was poor.</li> <li>• Zeimer stated there is a lot in this bill that will advantage the work that we do and the communities we are trying to elevate.</li> </ul> <p><b><u>CSB Staff:</u></b></p> <ul style="list-style-type: none"> <li>• Tupou shared site monitoring is finally done and thanked the board for their participation.</li> <li>• Tupou explained she has received about ten final reports and will need the rest to submit soon. These will be shared during the December business meeting.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal followed up on his request for his leadership training in Sacramento for CalCAPA. Staff will talk with Kaushal offline to get this situated and this trip reimbursed.</li> <li>• Zeimer explained this was discussed during the Fiscal subcommittee and the group supported it and should have been agenized with the fiscal subcommittee recommendation.</li> </ul> <p><b>A motion to approve Kaushal’s Leadership training with CalCAPA in December was made by Sewell and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Medlen, Sewell, Peoples-Stokes, Foley, Nelson, Merchant, Kaushal, Zeimer, Navarro</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Douglas, Houston</b></p> <ul style="list-style-type: none"> <li>• Kaushal shared he was just in a meeting with the city of Concord working with the Community Services Commissions and they are doing great work and more help for subcontractors coming soon.</li> <li>• Sewell stated she was pleased with the progress with the executive committee and changes to certain documents.</li> </ul>
<p>Next Steps:</p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Staff will work on the EOC Biographies and will send it out to the group.</li> <li>• Staff will send off information for McKee’s recommendation for Board of Supervisor’s approval.</li> <li>• Staff will moving forward with approval on the Request for Interest for 2022-2023.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff will be moving forward with Lucy Hernandez’s approved contract.</li> <li>• Staff will work on Kaushal’s travel request for the CalCAPA leadership training in Sacramento on December 8<sup>th</sup>-10<sup>th</sup>.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• We got it done</li> <li>• Welcome McKee and Navarro!</li> </ul>

DRAFT