

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Group/Meeting Name: Economic Opportunity Council Business Meeting

Date: 6/9/2022 **Time: From:** 6:00 PM **To:** 7:30 PM

Location: Video Conference Meeting

ZOOM call:

- Visit <https://us06web.zoom.us/j/88683613091?pwd=Ukl2ak82UFEzRE8zNytHS2xs a2lvZz09>
- Click Join meeting and enter the following ID #: 886 8361 3091
- You will be prompted to enter *your name* and the following password: 336408
- Wait for host to join

Call-in:

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: 336408

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 staff at least 24 hours before the meeting at AKaur@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 AKaur@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.
Review and approve the draft May 12, 2022 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Debrief CSBG BOS Proclamation Presentation and Round Table Event from May 17, 2022 regarding Community Action Month and follow-up.
Discuss CSD Monitoring Report and Corrective Action Plan draft for approval.
Discuss Strategic Planning process, Consultant Lucy Hernandez involvement and support, confirm planning session dates and times.
Discuss NCAP Annual Conference.
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.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ May 12, 2022 EOC Business Meeting minutes draft	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports ➤ 2020 CSBG CAREs expenditure report ➤ 2021 CSBG April expenditure report	Present Clarify Check for Understanding	Group	10 Minutes
5. Debrief ➤ Community Action Month and Follow-up ▪ BOS Proclamation Presentation 5/17 ▪ Roundtable Event 5/17	Present Clarify Check for Understanding	Group	5 Minutes
6. Action: ➤ Review CSD Monitoring Report ➤ Review and approve Correction Action Plan draft	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
7. Action: ➤ Strategic Planning Process and Consultant Lucy Hernandez involvement and support ➤ Confirm planning session dates and times	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
8. NCAP Annual Conference	Present Clarify Check for Understanding	Group	5 Minutes
9. Reports: • CSB Director • EOC Chair • CSB Staff (EOC remainder meeting dates) • EOC members	Present Clarify Check for Understanding	Group	10 Minutes 5 Minutes 5 Minutes 5 Minutes

Agenda

What	How	Who	Time
10. Next Steps	Present Clarify Check for Understanding	Group	3 Minutes
11. Meeting Evaluation	+/ Δ	Group	2 Minutes



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 5/12/2022 **Time Convened:** 6:14 pm **Time Terminated:** 7:38 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Monisha Merchant, Ajit Kaushal, Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes.

Absentees: Noe Gudino, Mandy Nelson, Brendan Foley.

Staff: Christina Reich, Dr. Aaron Alarcon-Bowen, Amrita Kaur, Michael Morris.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> • Chair Zeimer called the meeting to order at 6:14 pm. • Dr. Alarcon-Bowen read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None present.
Introduce New EHSD Director, Marla Stuart	<ul style="list-style-type: none"> • Zeimer introduced new EHSD Director Marla Stuart. • Stuart gave an overview of her previous history, credentials, and dedication to social and racial justice. • Kaushal proposed each EOC member present should give some background information on their personal history to Stuart. • Every EOC member at the meeting gave brief information about how they have helped the community outside of their involvement with the EOC.

TOPIC

RECOMMENDATION / SUMMARY

Action:
 ➤ April 14th, 2022, EOC Business Meeting minutes

- The group reviewed the draft April 14th, 2022, Business Meeting minutes with no changes.

A motion to approve the draft April 14th, 2022, Business Meeting minutes was made by Kaushal and seconded by McKee.

The motion passed with EOC members voting as follows:

Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen.
Nays: None
Abstentions: None
Absent: Gudino, Nelson, Foley.

Fiscal Reports:
 ➤ 2020 CSBG CARES expenditure report
 ➤ 2021 CSBG March expenditure report

- Morris presented 2020 CARES Fiscal Report. After March, expenses paid out for CARES has been rising.
- CARES extended through August 31st. Throughout California 47 community action agencies are taking advantage of the extension.
- Morris presented 2021 CSBG March report. Some areas, such as administration cost, have met their payout limits.
- Morris assured the EOC the CSBG will be fully paid out by the May 31st deadline.

Action:
 ➤ CSBG Gift Cards

- Reich presented an issue with one of the subcontractors. GRIP (Greater Richmond Interfaith Project) purchased gift cards for rental assistance for their clients. Purchasing gift cards and not providing rental assistance directly to the landlords is in direct violation of subcontractor's contract.
- Reich said the EOC must make a motion and approve transferring \$25,999 in rental assistance funds from GRIP's contract to Lao Family Community's contract since they service the same part of the county.
- Reich added that gift card verbiage will be put in future RFIs to avoid any confusion in the future.

A motion to approve the transfer of funds from GRIP to Lao was made by Kaushal and seconded by Sewell.

The motion passed with EOC members voting as follows:

Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen.
Nays: None
Abstentions: None
Absent: Gudino, Nelson, Foley.

TOPIC

RECOMMENDATION / SUMMARY

- Action:**
- Community Action Month Board of Supervisors Meeting
 - Community Action Month Roundtable Event

- Kaur presented information on the EOC’s presentation for Community Action Month’s Board of Supervisors meeting.
- Stuart updated the EOC with agenda of Board of Supervisors meeting.
- Stuart noted COVID-19 distancing and mask protocols were in place due to a rise in local cases.
- Stuart showed the video prepared by staff member Amanda Cleveland highlighting work from subcontractors throughout the year.
- Reich updated the group about the Roundtable Event moving to virtual only, due to a rise in local COVID-19 cases.
- Reich shared the 1-hour program agenda.
- Reich and Kaur presented virtual background made by staff member Cleveland and EOC member Medlen. A motion needed to be made to authorize use of the background for all members.
- Staff assured the group instructions for installing the background on their personal Zoom set up will be provided.
- Zeimer went over detailed agenda overview for the Roundtable Event and staff clarified Zoom details.

A motion to approve the Community Action Month virtual background was made by Peoples-Stokes and seconded by Navarro.

The motion passed with EOC members voting as follows:

Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen.
Nays: None
Abstentions: None
Absent: Gudino, Nelson, Foley.

Reports:

- **CSB Director**
- **EOC Chair**
- **CSB Staff**
- **EOC Members**

CSB Director

- Dr. Aaron Alarcon-Bowen is excited about the Roundtable Event. However, he is disappointed the meeting had to be moved to virtual only.
- Dr. Aaron gave an update about consultant coming on board soon.

EOC Chair

- Zeimer reminded the group to vote in the upcoming election and to check sources for disinformation.

CSB Staff

- Reich gave an update for the staff.
- New funding will be coming though CSBG and new allocations amounts due to census results.

TOPIC

RECOMMENDATION / SUMMARY

- There is a new management system in development in the works. It will be a depository of information, history of CSBG. It will be great for onboarding new members when completed.

EOC Members

- Kaushal attended DeSaulnier’s event and thanked him in person for his work on HR-5129. DeSaulnier confirmed his attendance to the roundtable.
- Merchant asked about taking a month off in July, as the EOC has done in years past.

- Merchant made a motion to officially make the July 2022 EOC meeting the one we take off.

A motion to approve cancelling July 2022 Business Meeting minutes was made by Merchant and seconded by Sewell.

The motion passed with EOC members voting as follows:

Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen.

Nays: None

Abstentions: None

Absent: Gudino, Nelson, Foley.

Next Steps

- Staff will email instructions to set the virtual background.
- Staff will finalize both public and back-end agendas with scripted notes.
- Staff will email agenda with Zoom link for the Roundtable Event.
- Staff and EOC Practice round for the Roundtable Event.
- Staff will send reminder for Community Action Month.
- EOC July Meeting cancelled.

We did great.

Evaluate the Meeting

Community Services Block Grant														
Monthly Expenditures														
2021 Contract # 21F-4007														
Term: Jan 1, 2021 through May 31, 2022														
As of April 2022														
Line Item	sub object	Budget with Water	3rd Qtr Total	59% Oct 2021	65% Nov 2021	71% Dec 2021	4th Qtr Total	76% Jan 2022	82% Feb 2022	88% Mar 2022	94% Apr 2022	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:														
1	1011	19,581	4,583	795	747	-	1,541	793	703	2,716	2,257	18,777	784	95%
2		14,279	1,065	478	481	-	939	354	314	1,898	1,467	5,905	8,374	41%
3		70,500	-	-	-	-	-	-	-	-	70,500	70,500	-	100%
		104,340	5,649	1,273	1,207	-	2,480	1,147	1,016	4,612	74,224	95,182	9,158	91%
PROGRAM COSTS:														
1	1011	241,211	57,725	16,751	17,043	8,100	41,894	5,733	10,217	8,156	7,089	209,283	47,859	87%
2		109,173	31,468	9,401	9,437	827	19,666	1,195	6,248	3,476	-	120,028	(10,955)	110%
3		22,112	4,692	143	541	-	684	596	-	-	86	12,974	9,138	59%
4		-	-	-	-	-	-	-	-	-	-	-	-	0%
5		476,717	28,896	14,073	32,821	36,962	83,856	37,761	18,319	30,382	16,301	312,041	184,676	76%
1	2310	35,000	2,494	-	-	4,989	4,989	-	-	-	2,494	32,506	2,494	93%
2	2310	30,333	-	2,533	-	-	2,533	-	11,128	-	-	14,767	15,566	49%
3	2310	34,002	-	-	6,930	-	6,930	12,993	-	-	-	19,923	14,079	59%
4	2310	27,000	-	-	-	-	-	1,964	-	7,917	2,778	24,174	2,826	90%
5	2310	23,000	-	7,664	5,604	-	13,268	11,678	-	-	-	23,000	(0)	100%
6	2310	35,077	-	-	-	-	-	-	-	2,923	-	2,923	32,154	8%
7	2310	33,000	-	-	-	-	-	-	-	11,000	5,500	33,000	-	100%
8	2310	33,507	-	-	11,169	2,792	13,961	2,792	-	2,792	2,792	33,507	-	100%
9	2310	52,556	10,500	-	-	8,282	8,282	-	-	2,100	-	26,155	26,401	50%
10	2310	57,556	4,362	-	-	-	4,362	-	-	-	902	42,966	14,590	75%
11	2310	47,556	7,720	3,876	2,615	18,828	21,444	6,542	-	1,339	-	33,823	13,733	71%
12	2310	22,130	-	-	770	-	4,646	-	-	-	124	5,560	16,570	25%
13	2310	21,000	3,820	-	6,503	1,300	7,803	1,892	2,202	2,311	-	18,028	2,972	86%
14	2310	25,000	-	-	-	-	-	-	-	-	1,709	1,709	23,291	7%
		849,213	122,782	40,368	59,842	45,889	146,099	45,285	34,785	42,015	23,476	654,326	210,818	84%
		953,553	128,430	41,640	61,049	45,889	148,579	46,432	35,801	46,427	97,700	749,508	219,976	85%

Community Services Block Grant													
Monthly Expenditures													
2021 Contract # 21F-4408													
Term: Jan 1, 2021 through May 31, 2022													
Line Item	Description	sub object	Total Budget	14% Nov 2021	29% Dec 2021	43% Jan 2022	57% Feb 2022	71% Mar 2022	86% Apr 2022	YTD Total	YTD Balance	%	
Subcontractor Services													
1	Opportunity Junction, Inc	2310	1,873.29						1,873.29	1,873.29	-	100%	
2	Monument Impact	2310	1,873.29							-	1,873.29	0%	
3	The Contra Costa Clubhouse Inc	2310	1,873.29							-	1,873.29	0%	
4	CC Interfaith (Hope Solutions)	2310	1,873.29							-	1,873.29	0%	
5	White Pony Express	2310	1,873.29						1,873.29	1,873.29	-	100%	
6	Shelter Inc of Contra Costa	2310	1,873.29							-	1,873.29	0%	
7	CC Health Services Homeless Program	2310	1,873.29					1,873.32		1,873.32	(0.03)	100%	
8	Loaves and Fishes of Contra Costa	2310	1,873.29							-	1,873.29	0%	
9	Monument Crisis Center	2310	1,873.29						1,873.29	1,873.29	-	100%	
10	St. Vincent de Paul of Contra Costa County	2310	1,873.29							-	1,873.29	0%	
11	Lao Family Community Development	2310	1,873.29							-	1,873.29	0%	
12	Bay Area Community Resources	2310	1,873.29							-	1,873.29	0%	
13	Rising Sun Center For Opportunity	2310	1,873.29							-	1,873.29	0%	
14	Great Richmond Interfaith Program	2310	1,873.29						1,873.29	1,873.29	-	100%	
Total			26,226.06	-	-	-	-	-	7,493.16	9,366.48	16,859.58	36%	

Community Services Block Grant													
Monthly Expenditures													
2020 CARES Contract # 20F-3646													
Term: MAR 27, 2020 - AUG 31, 2022													
As of April 2022													
Line Item	Description	sub object	TOTAL CARES BUDGET	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:													
1	Salaries and Wages	1011	30,877	795	747	-	793	702.50	798.09	437	27,669	3,208	90%
2	Fringe Benefits		22,539	355	333	-	449	313.81	427.03	270	14,565	7,974	65%
	Total Administrative Costs		53,416	1,150	1,080	-	1,242	1,016	1,225.11	707	42,233	11,183	79%
PROGRAM COSTS:													
1	Salaries and Wages	1011	54,733	-	1,786	12,575	7,708	-	-	3,256	59,312	(4,579)	108%
2	Fringe Benefits		39,954	-	1,006	10,208	5,459	-	-	7,374	43,334	(3,380)	108%
3	Operating Expenses		73,092	-	-	5,744	2,336	4,419.00	462.20	-	12,961	60,131	18%
4	Subcontractor Services	2310	967,986	10,386	28,012	32,889	21,499	3,519.00	84,964.07	118,656	585,530	382,456	60%
1	Bay Area Community Resources		70,869		2,520	3,456		2,520			30,877	39,992	44%
2	Bay Area Legal Aid		98,999	7,463		17,117	7,224				70,911	29,088	71%
3	Contra Costa County Health Services Dept.		66,999								66,987	12	100%
4	Contra Costa Interfaith Housing		74,999					999			74,999	-	100%
5	Greater Richmond Interfaith Program		74,999							16,566	16,566	58,433	22%
6	Lao Family Community Development		74,999								72,621	2,378	97%
7	Loaves and Fishes of Contra Costa		66,492		15,262	3,292			5,119.13	5,817	29,489	37,003	44%
8	Monument Crisis Center		61,999		7,307	7,648			9,380.00		25,660	36,339	41%
9	Monument Impact		78,869						5,983.72		77,763	1,106	99%
10	Opportunity Junction, Inc		60,922			1,376				33,077	36,947	23,975	61%
11	Shelter Inc of Contra Costa		60,922	2,923	2,923						14,614	46,308	24%
12	St Vincent de Paul of Contra Costa County		64,999							33,219	33,219	31,780	51%
13	STAND! For Families Free of Violence		52,922				14,275			2,928	25,454	27,468	48%
14	The Contra Costa Clubhouses, Inc.		57,997						9,422.68		9,423	48,574	16%
	Total Program Costs		1,135,765	10,386	30,804	61,416	37,002	7,938	85,426.27	129,286	701,137	434,628	62%
	Total Expenditures		1,189,181	11,535	31,884	61,416	38,244	8,954	86,851.38	129,993	743,370	445,811	63%

Community Services Block Grant													
Monthly Expenditures													
2020 Contract # 20F-3646 DISC													
Term: Jan 1, 2021 through May 31, 2022													
Line Item	Description	sub object	Total Budget	71% Mar 2022	86% Apr 2022	100% May 2022	Apr-May Total	YTD Total	YTD Balance	%			
Subcontractor Services													
1	Opportunity Junction, Inc	2310	2,883.57				-	-	2,883.57	0%			
2	Monument Impact	2310	2,883.57				-	-	2,883.57	0%			
3	The Contra Costa Clubhouse Inc	2310	2,883.57				-	-	2,883.57	0%			
4	CC Interfaith (Hope Solutions)	2310	2,883.57				-	-	2,883.57	0%			
5	White Pony Express	2310	2,883.57				-	-	2,883.57	0%			
6	Shelter Inc of Contra Costa	2310	2,883.57				-	-	2,883.57	0%			
7	CC Health Services Homeless Program	2310	2,883.57	2,884.00			-	2,884.00	(0.43)	100%			
8	Loaves and Fishes of Contra Costa	2310	2,883.57	1,645.10			-	1,645.10	1,238.47	57%			
9	Monument Crisis Center	2310	2,883.57				-	-	2,883.57	0%			
10	St. Vincent de Paul of Contra Costa County	2310	2,883.57				-	-	2,883.57	0%			
11	Lao Family Community Development	2310	2,883.57		540.99		540.99	540.99	2,342.58	19%			
12	Bay Area Community Resources	2310	2,883.57				-	-	2,883.57	0%			
13	Rising Sun Center For Opportunity	2310	2,883.57				-	-	2,883.57	0%			
14	Great Richmond Interfaith Program	2310	2,883.57				-	-	2,883.57	0%			
Total			40,369.98	4,529.10	-	-	-	5,070.09	35,299.89	13%			



Department of Community Services and Development
 Community Services Division
 Monitoring Report (rev. 2/2022)

Agency Information

Agency Name: Contra Costa County Employment & Human Services Department/Community Services Bureau
 Agency Type: Community Action Agency-Public
 Report #: C-22-008
 CSD/Field Representative: Patrick Kane
 CSD/Field Representative: Jennifer Milovina
 Date Report Completed: April 15, 2022

Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3646	3/27/20- 5/31/22	\$1,189,181.00	CSBG CARES
20F-3646	10/1/20- 5/31/22	\$40,370.00	CSBG CARES Disc
21F-4007	1/1/21- 5/31/22	\$882,798.00	Annual CSBG
21F-4408	6/1/21- 5/31/22	\$28,250.00	CSBG Discretionary
22F-5007	1/1/22- 12/31/22	\$873,970.00	Annual CSBG

Entrance Conference

Purpose of Visit: The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Virtual Entrance Conference: April 7, 2022

The following persons were present during the Entrance Conference:

- Amrita Kaur, EHSD CSB Administrative Services Assistant III –CSBG Programs Analyst
- Christina Reich, EHSD CSB Division Manager – CSBG Programs Manager
- Mele Tupou, EHSD CSB- CSBG Comprehensive Services Assistant Manager
- Michael Morris, EHSD CSB- CSBG Accountant III
- Aaron Alarcon-Bowen, EHSD CSB Executive Director
- Kathy Marsh, EHSD Acting Interim Director
- Jennifer Milovina, CSD Field Representative
- Patrick Kane, CSD Field Representative

The following items were discussed:

- Virtual Monitoring Overview
- Expenditure Updates
- CSD Updates
- Upcoming Organizational Standards
- CSBG CARES Expenditure
- Subcontractor Policies and Monitoring
- Low-Income Democratic Selection Process

Administrative Review

Board Composition

According to the agency's bylaws, dated September 11, 2018, the Tripartite Board is composed of 15 members: five from the public sector, five (5) from the private sector, and five (5) from the low-income sector. The board roster dated January 22, 2022 indicates that there are currently two (2) board vacancies in the low-income sector since 6/30/2020 and 3/11/2021.

Desk Review C-21-008 assigned an "Other" designation for board vacancies in accordance with the COVID-19 Board Vacancy policy (see below). There have been board vacancies in the low-income sector since 6/30/2020 and 3/11/2021. The corrective action requirements and resolution will be transferred and tracked under this report C-22-008.

**Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic, Board vacancies occurring during the period from March 2020 through December 2022, will be documented in this report but no new corrective action designation (Observation or Finding) will be assigned. Agencies will be required to submit updates as detailed in the corrective action section below. Starting with the 2023 monitoring session, CSD will return to the regular board/council vacancy monitoring practices. To the extent possible, CSD encourages agencies to engage in recruitment activities to fill vacancies during this period.*

During a review of the agency's bylaws, the Field Representative identified the lack of the requirement for a democratic selection process for Low-Income Board seats as required by the CSBG Act, 42 USC 9910. Section 676B Tripartite Boards (2) Selection and Composition of Board, (B)(i):

"Not fewer than 1/3 of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served"

Contra Costa's bylaws have since been updated and have now incorporated a democratic selection process. The updated bylaws were approved during the Board meeting held on April 14, 2022.

Board Minutes

Contra Costa County Employment & Human Services Department/Community Services Bureau submits approved board minutes to CSD no later than thirty days after the minutes are approved as required in the annual contract agreement (2022 CSBG Contract Agreement Article 4.1.4).

A review of the board minutes from January 13, 2022, February 13, 2022, and March 10, 2022 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board's involvement in the development, planning, implementation, and evaluation of the program.

Fiscal Review

Advance Payment

The Field Representative was presented documentation that demonstrates the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))

Expenditure Progress

During the review, the Field Representative met with Contra Costa Representative, Michael Morris, (Accountant III), to discuss the status of all open contracts as follows:

Expenditure Reporting

A review of the Expenditure Activity Reporting System (EARS) monthly reports indicated the expenditure reports have not been submitted in a timely manner. Expenditure activity reports were submitted after the due date for the following contract(s):

Contract #	Expenditure Report Period	Due Date	Certify date	No of days late
21F-4007	3/1/22-3/31/22	4/25/22	5/09/22	14

Please note: CPN-C-22-01 published March 7, 2022, requires all expenditure activity reports be submitted on or before the 25th calendar day following the reporting period. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

CSBG Contract 21F-4007

A review of EARS reports from January 2021 through February 2022 indicates 66.74% or \$589,177.24 of \$882,798.00 has been expended. According to the most applicable spending trend report, released in December 2021, Contra Costa was within the 15% threshold of their 3 year spending analysis and the agency is on track to fully expend the contract funds by the end of the contract term. The agency requested and was approved for a contract extension through May 31, 2022.

CSBG Disc Contract 21F-4408

A review of EARS reports from June 2021 through February 2022 indicates 0% or \$0 of \$28,250.00 has been expended. Contract term ends 5/31/2022. According to the agency, the May expenditure will fully expend this contract allocation.

CSBG CARES Contract 20F-3646

A review of EARS reports from March 2020 through February 2022 indicates 44.55% or \$529,726.02 of \$1,189,181.00 has been expended. According to the agency it is not on track to fully expend the contract funds by the end of the contract term. CSBG Program Manager, Christina Reich, explained that Contra Costa implemented monthly reporting requirements with subcontractors in March 2022, which will ensure timely reporting moving forward. According to Contra Costa’s spending plan submitted in March 2022, Programs Staff and Management are working closely with Subrecipients to make sure that funds are spent and billed to the County in a timely manner. Increased requirements from the county’s Auditor Controller’s Office caused a delay in expenditure submissions for all contracts. Agency has requested a contract extension through 8/31/2022. With the approval of the extension the agency is confident they will expend their entire allocation by the end of the contract term.

CSBG CARES Disc Contract 20F-3646

A review of EARS reports from October 2020 through February 2022 indicates 0% or \$0 of \$40,370.00 has been expended. According to the agency it is not on track to fully expend the contract funds by the end of the contract term. CSBG Program Manager, Christina Reich, explained that Contra Costa implemented monthly reporting requirements with subcontractors in March. With the approval of the contract extension, agency is confident they will expend their entire allocation by the end of the contract term. Field Representative will work with the agency to develop a realistic spending plan to totally spend CARES dollars by 8/31/2022.

CSBG Contract 22F-5007

A review of EARS reports from January 2022 through February 2022 indicates 0% or \$0 of \$873,970.00 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term. According to the most recent spending trend report, released in March, Contra Costa is within the 15% threshold of their 3 year spending analysis. First expenditures are expected 5/25/2022.

Line-Item Expenditure Review

Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.

The Field Representative sampled 3 expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
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21F-4007	9/1/21-9/30/21	Program	Subcontractor /Consultant Services	\$2057.00
20F-3646	12/1/21-12/31/21	Program	Subcontractor /Consultant Services	\$1728.00
20F-3646	12/1/21-12/31/21	Program	Operating Expenses	\$22.91
21F-4408 Discretionary	N/A	N/A	N/A	No items were pulled for this contract as no expenditures have been submitted

The Field Representative reviewed the general ledger, expanded general ledger, vendor demand form, subcontractor invoices, agency invoices, and verified the documentation supported the transactions sampled from expenditures reported in (EARS).

Equipment
Validation Review

Not Applicable

Programmatic Review

Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicate the reports have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

Program Performance

A review of the agency’s most recent CSBG Annual Report Modules 2 – 4 shows that the agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
Employment	FNPI 1z. Number of youths who maintained employment for 90 days.	5	5
Housing	FNPI 4a. The number of individuals experiencing homelessness who obtained safe	75	50

	temporary shelter		
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Performance Target Accuracy FNPI 4a: Agency reported that due to the COVID 19 Pandemic, their County shelter was unable to operate at full capacity. Once the shelter was open, there were social distancing restrictions that reduced the number of occupancies to 1 client per bedroom.

Organizational Standards Review The agency certified their 2021 Organizational Standards Assessment score is 100%. This score was transferred from the previous score received in 2020 in accordance with Informational Memorandum IM #154 which awarded administrative reliefs due to COVID-19. Agency was reminded the 2022 Organizational Standards Assessment will be conducted by methodology/procedures which were in place before administrative reliefs were applied due to the ongoing COVID-19 pandemic.

Subcontractor Review The Field Representative in accordance with the 2022 CSBG Contract, (Article 4, section 4.21.2) conducted an assessment of the contractor requirements, which include verification of the Excluded Parties List System (EPLS), submission of the CSD 163 form, monitoring policy, and procurement. The assessment determined that the agency is not in compliance.

- (1) At the time of this review, Contra Costa could not confirm the EPLS verification was performed for four different subcontractors through SAM.gov: Contra Costa Clubhouse Inc., Greater Richmond Interfaith Program, Loaves and Fishes of Contra Costa, and Opportunity Junction. EPLS certification is a contractual requirement, (ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES, 4.21.2.2).
- (2) Subcontractor, Bay Area Community Resources, (BACR), purchased Mastercard gift cards to use as a participant incentive for reaching specific milestones within their HEART program. Agency was unable to provide a gift card policy at the time of this monitoring report.
- (3) Bay Area Community Resources was virtually monitored by Contra Costa on 9/14/2021, but a thorough, fiscal evaluation including expenditure testing and follow-up which could be used to ensure their subcontractors are following policy and remaining compliant, was not represented in the report.

Child Support The Field Representative determined the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).

Site Visits *Due to COVID-19 CSD did not conduct an agency site visit.*

Client File Review *Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.*

The Field Representative conducted a client file review of 2 clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 1z. Number of youths who maintained employment for 90 days and 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter. The client files contained the applicable documentation to demonstrate the client met the income eligibility for services. The client files contained documentation which verified the outcome reported in the 2021 Annual Report were met for FNPI 4a. however, the client files provided for the outcome reported in FNPI 1z did not contain sufficient documentation to verify the outcome was met.

Safeguard of client files

Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2021 results for Organization Standard 8.13, "The Organization has a written policy in place for record retention and destruction" as sufficient verification for this item.
 Organization Standard 8.13 was "met" for this review period.

CSBG CARES Activities

Two line items were sampled from CARES expenditure submissions to complete this review which satisfied the Quarterly Reconciliation for Quarter 1 of 2022. No issues were discovered.

CSBG CARES Quarterly Fiscal Reviews

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
20F-3646	12/1/21-12/31/21	Program	Subcontractor/Consultant Services	\$1728.00
20F-3646	12/1/21-12/31/21	Program	Operating Expenses	\$22.91

The Field Representative reviewed the general ledger, expanded general ledger, vendor demand form, subcontractor invoices, agency invoices, and verified the documentation supported the transactions sampled from expenditures reported in (EARS).

CSBG CARES Client File Review

Family Domains (Module 4)	Indicator	Target	Actual
FNPI 5. Health and Social/Behavioral Development	SRV 5a. Immunizations (COVID VACCINE)		48

The Field Representative conducted a review for the submission of 48 clients receiving COVID immunizations, represented by SRV 5a. At the time of this review, the agency could not verify that 48 clients received the service. CSD acknowledges

the agency's claims that the COVID vaccine took place, but due to the lack of recording, the individuals who were reported as receiving this service could not be verified.

Exit Conference

Date of Virtual Exit Conference

April 15, 2022

The following persons were present during the Exit Conference:

Amrita Kaur, EHSD CSB Administrative Services Assistant III –CSBG Programs Analyst
Christina Reich, EHSD CSB Division Manager – CSBG Programs Manager
Mele Tupou, EHSD CSB- CSBG Comprehensive Services Assistant Manager
Michael Morris, EHSD CSB- CSBG Accountant III
Nancy Benavides, EHSD CSB Fiscal Officer
Aaron Alarcon-Bowen, EHSD CSB Executive Director
Kathy Marsh, EHSD Acting Interim Director
Jennifer Milovina, CSD Field Representative
Patrick Kane, CSD Field Representative

The following items were discussed:

- Highlights of Review
- Monitoring Timeline and Next Steps
- Subcontractor Monitoring
- Gift Card Policies
- Democratic Selection Process

Finding(s)

Finding (1): Subcontractor Review EPLS verification: At the time of this review, Contra Costa did not provide documentation that the following four subcontractors were not on the EPLS restricted list: (1) Contra Costa Clubhouse Inc. (2) Greater Richmond Interfaith Program (3) Loaves and Fishes of Contra Costa, and (4) Opportunity Junction. ARTICLE 4 – ADMINISTRATIVE POLICIES AND PROCEDURES, 4.21.2.2

Corrective Action:

During the modified monitoring review period, Contra Costa acquired EPLS verification for 3 of the 4 subcontractors on 4/14/2022. Contra Costa will conduct EPLS verification and submit a CSD 163 containing updated EPLS information for the remaining subcontractor, Loaves and Fishes.

Response/Resolution Due Date:

Contra Costa will submit a revised CSD 163 to the Field Representative no later than 6/30/2022 that will include EPLS verification for Loaves and Fishes of Contra Costa. In addition, Contra Costa will review CSD 163 filing requirements with staff to ensure this requirement is met during the next contracting cycle.

Finding (2):

Contra Costa did not verify Subcontractor's Gift Card policy and controls:

Subcontractor, Bay Area Community Resources (BACR), purchased Mastercard gift cards to use as an incentive for reaching specific milestones within the HEART, (Healing, Educating And Reducing Trauma), program. At the time of this review, a policy regarding the purchase, use and tracking of gift cards was not in place, nor was this identified during the virtual monitoring conducted by Contra Costa of BACR on 9/14/2021. Contra Costa County does allow subcontractors to utilize gift cards when the grantor allows it.

Corrective Action:

- (1) Contra Costa will revise its subcontractor management policy to include a process for thorough fiscal evaluations, including expenditure testing and follow-up, to ensure their subcontractors are following policy and remaining compliant. CSD will provide examples of subcontractor monitoring policies, with emphasis on fiscal reviews, in order to help facilitate the development of a stronger policy for Contra Costa.
- (2) Contra Costa will establish a policy for the purchase and distribution of gift cards for subcontractors. Subcontractors must establish internal controls in the form of written policies and procedures that, at a minimum:
 - a. Ensure the security of the items;
 - b. Address appropriate distribution to clients; and
 - c. Create a line item in the budget specific to these costs.

Response/Resolution Due Date:

- (1) Contra Costa will submit a revised subcontractor monitoring policy to CSD no later than 6/30/2022. Additionally, during the next CSBG monitoring, (Desk Review in 2023), Contra Costa will submit the Monitoring Evaluation/report for 2022 for Bay Area Community Resources (BACR) along with supporting documentation to show they have an established monitoring procedure including fiscal lifecycle testing.
- (2) Agency will submit a revised gift card policy to use for their subcontractors when the subcontractor is approved to purchase gift cards through their contract with Contra Costa County. A revised gift card policy is due to CSD no later than 6/30/2022.

Observation(s)

Observation(s):

Contra Costa could not provide adequate documentation to support the entry of 48 individuals receiving the SRV 5a. Immunizations (COVID VACCINE)

Corrective Action:

- (1) Agency will remove the actual results for SRV 5a.
- (2) Agency will provide training for employees regarding how to maintain supporting documentation and accurately report outcomes and services achieved by participants.

Response/Resolution Due Date:

Agency will provide a date the outcome and reporting training will occur by June 30, 2022. Any applicable training should be completed before February 2023 to ensure compliance with the submission of the Annual Report and CARES Supplemental Report which represents services and outcomes achieved during the 2022 program year. Additionally, verification of completion for this corrective action will be determined by sampling 2 services during the Desk Review process in 2023.

Recommendation(s)

Recommendation(s):

Not Applicable

Other: Board Vacancies:

The board roster dated January 22, 2022, indicates there are currently two board vacancies in the low-income sector since 6/30/2020 and 3/11/2021. Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022 will be documented in this report, but no new corrective action designation (Observation or Finding) will be assigned.

Response/Resolution Due Date:

Contra Costa will continue to provide updates detailing the recruitment efforts to fill Board vacancies. To ensure the importance of this activity, Contra Costa County's board minutes should reflect board activities to fill the vacant board seats. The next updates are due to CSD by the following dates:

- 6/30/2022
- 12/31/2022

Please note: New board members are required to complete orientation within six months of being seated per Organizational Standard Category 5 (Vision and Direction) Standard 5.7

Technical Training Assistance(s)

Recommendation(s):

This year, CSD ended the administrative relief related to agency Organizational Standards compliance which was in effect for 2020 and 2021. As a result, all agencies are required to submit updated Organizational Standards documentation in eGov by August 31, 2022. To ensure agency staff is in the strongest position to effectively complete the Organizational Standards process, CSD recommends relevant agency staff attend the upcoming Organizational Standards training hosted by CalCAPA

CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High-Risk designation.

2022

ANNUAL CONVENTION

NEW YORK, NEW YORK

AUG. 31 - SEPT. 2, 2022



RASHAD ROBINSON TO PROVIDE KEYNOTE REMARKS

NCAP is excited to announce that **Rashad Robinson**, President of Color Of Change, will provide keynote remarks at the 2022 Annual Convention! Color Of Change is a leading racial justice organization driven by more than 7 million members who are building power for Black communities. Color Of Change uses innovative strategies to bring about system change in the industries that affect Black people's lives: Silicon Valley, Wall Street, Hollywood, Washington, corporate board rooms, local prosecutor offices, state capitol buildings and city halls around the country. Under Rashad's leadership, Color Of Change designs and implements winning strategies for racial justice. Rashad is widely consulted on strategies for corporate accountability, transforming the criminal justice system, media and tech reform, culture change and narrative infrastructure, and building Black political power.

[Click here](#) to read Rashad's full bio.



ELIZABETH YEAMPIERRE TO PROVIDE KEYNOTE REMARKS

Elizabeth Yeampierre is an internationally recognized Puerto Rican environmental/climate justice leader of African and indigenous ancestry, born and raised in New York City. Elizabeth is co-chair of the Climate Justice Alliance, a national frontline-led organization, and Executive Director of UPROSE, Brooklyn's oldest Latino community-based organization.

Elizabeth was the 1st Latina Chair of the USEPA National Environmental Justice Advisory Council and opening speaker for the first White House Council on Environmental Quality Forum on Environmental Justice under Obama and recently featured in NY Times as a visionary paving the path to Climate Justice.

[Click here to read Elizabeth's full bio.](#)



REGISTRATION

To decrease risk and comply with federal, state, and local health guidelines related to in-person gathering registration for onsite attendance

is on a first come, first served basis.

Submission of this registration implies a commitment to adhere to NCAP's COVID-19 Code of Conduct and NCAP's Waiver and Release of Liability.

In order to better serve the network, NCAP has transitioned to MemberSuite, an association management platform. Use MemberSuite to register for NCAP events, including the 2022 Annual Convention. [Click here](#) for instructions on setting up a MemberSuite account. Once you've set up your account, [click here](#) for instructions on how to register for the 2022 Annual Convention.

Annual Convention Rates

Ticket Type	2022 Member Fee	2022 Non-Member Fee	Deadline
Virtual Only	\$625	\$825	N/A
Early Bird	\$760	\$960	Ends June 15 th
Discount	\$910	\$1,110	Ends August 1 st
Last Call	\$1,060	\$1,260	Begins August 2 nd

PRELIMINARY AGENDA

We understand that it can be difficult to step away from your program and attend a convention in person. Recognizing the importance of staying well-informed and up-to-date professionally, NCAP is hosting a virtual option for the upcoming 2022 Annual Convention. Our virtual package will include 15 sessions over the course of the event. Registration for the in-person convention will include 60 sessions over the course of the event. Please see our preliminary agendas below for more information.

[Virtual Agenda](#)

[On-Site Agenda](#)

ABOUT THE EVENT

The Annual Convention is designed to provide Community Action Agency professionals and board members the latest policy and programmatic updates as well as management and governance tools. Special emphasis will be placed on effective strategies for transforming communities and changing the lives of Community Action customers.

Key topic areas will include: COVID-19 Response, Presidential and Administrative Policy Shifts, Head Start Administrative and Programmatic Best Practices, Social Enterprise, Performance Management and Measurement, Racial Equity, Two Gen Approaches to Ending Poverty, Human Resource Management, Fiscal Management, Leadership Skill Development, Agency Transformation, Energy, Climate Change, and Advocacy.

IN-DEPTH TRAINING ON OMB'S UNIFORM GUIDANCE

Having strong internal controls and understanding the rules governing how you can and cannot spend federal dollars are keys to fiscal management and overall compliance in your organization. Professionals new to the organization, as well as professionals who have been there for decades, will benefit from this review of the administrative and cost principles/allocation sections of the 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (also known as the “Uniform Guidance”). Join this training workshop to learn about the Uniform Guidance regulations and, more important, how to implement them in your organization. Review the regulations you need to know to stay in compliance through examples, stories, and best practices learned from years of auditing and consulting. Take back up-to-date and relevant information to implement immediately in your agency. Wipfli’s nonprofit experts have been presenting the highest-quality training for more than 40 years. Participants declare Wipfli training “empowering,” “outstanding,” “meaningful,” “invaluable,” and

“relevant.” At this workshop, our experts will provide you with in-depth training relating to financial management and administration.

When: 8/29/2022 8:00 AM – 8/30/2022 5:00 PM

Where: New York Marriott Marquis | 1535 Broadway New York, NY | 10036

Click here to register and learn more. Please email us for promo code to receive a \$150 discount!

ADVERTISE IN OUR PROGRAM BOOK!

Advertising in our program book is an effective way to show support for NCAP and Community Action while gaining valuable exposure in the Community Action network. **Download our brochure to register and learn more.**

BECOME A SPONSOR OR EXHIBITOR

Interested in extending your brand and marketing capabilities with a strong visual presence at the National Community Action Partnership’s Annual Convention — a yearly gathering of over 1,000 Community Action leaders and professionals across the country? The Annual Convention is a great opportunity to tie your brand to a culture of innovation and excellence by becoming a sponsor!

We also offer space to exhibitors who want to conduct a product demonstration, distribute materials, and meet one-on-one with conference attendees who may well benefit from your products and services. **Download our brochure to register and learn more.**

COVID-19 INFORMATION

Vaccination: Proof of full COVID Vaccination will be required for all in-person attendees at the Convention. Exceptions will be made for those who cannot receive the vaccine due to medical conditions only. If you have a medical condition that prohibits you from receiving the vaccine, a letter from a physician on their letterhead must be provided. Details on the individual condition are not required, but the letter must be from a physician that you are unable to receive the vaccine due to medical issues. Also, those with the medical exception will be required to provide proof of a negative test no older than 72 hours prior to arrival.

Masking and Social Distancing: Masks will be provided and strongly encouraged, along with social distancing, in all convention venues. Masks (multiple) will be provided on-site to all attendees. Exceptions will be made for convention speakers while they are presenting during workshops or plenary sessions. Please note that items like gaiters, scarves, face shields, and kerchiefs will not be considered masks.

COVID-19 Code of Conduct & Waiver/Release of Liability: [Click here](#) to read NCAP's **COVID-19 Code of Conduct**. [Click here](#) to read the NCAP's **COVID-19 Waiver and Release of Liability**. [Click here](#) to review the current travel advisory in effect for New York. [Click here](#) to review the current CDC COVID-19 travel guidance.

Submission of this registration implies a commitment to adhere to NCAP's [COVID-19 Code of Conduct](#) and NCAP's [Waiver and Release of Liability](#).

HOTEL INFORMATION

The convention will take place at the New York Marriott Marquis overlooking Times Square in Midtown Manhattan. Our hotel room block is now open and rooms are still available. [Click here](#) to book a room. Please contact Gove Group at sgove@gove.org or (412) 400-9164 with hotel reservations questions or issues.

RATES

Traditional Single/Double: \$279.00

Deluxe Single/Double: \$279.00

Additional Person: \$30.00

Suites: \$579.00 and up

[Book a Room](#)



CODE OF CONDUCT

Core values of the national Community Action Partnership are equity and respect. Partnership members and event participants are expected to foster an inclusive, cooperative environment where all are welcomed, open dialogue is encouraged and all perspectives are appreciated.

Every member and event participant is expected to act in a professional, responsible and respectful manner while engaged in Partnership events and activities. Unprofessional behavior, including disparaging comments and unwelcome conduct related to sex, race, color, gender, age, disability, orientation or religion, will not be tolerated.

If any member or event participant engages in unprofessional behavior, Partnership leadership may take any action it deems appropriate, ranging from a simple warning to the offender to expulsion from current and future activities.

The Partnership's intent is to foster the respectful behavior embodied in the Code of Conduct. Partnership staff will be happy to help event participants with Code of Conduct concerns.

QUESTIONS?

Email registration@communityactionpartnership.com.



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